

Southeastern Museums Conference Annual Meeting

REQUEST FOR SEMC PROGRAM PROPOSALS



RE-INVENT, RE-INVIGORATE, RE-VITALIZE: *Creating Success in the New Economic Landscape* October 12-15, 2010 • Baton Rouge, Louisiana

SEMC 2010 Program Committee Co-Coordinators

Clayton Bass (**Co-Coordinator**), President/CEO, Huntsville Museum of Art, 300 Church Street South Huntsville, AL 35801, Phone: 256 535-4350, Fax: 256 532-1743, cbass@hsvmuseum.org; Nancy Perry, (**Co-Coordinator**), Director, Portsmouth Museums, 420 High Street, Portsmouth, VA 23704, Phone: 757-393-8983, Fax: 757-393-5228, perryn@portsmouthva.gov.

DEVELOPING A PROPOSAL

Your role as a presenter at the annual meeting assures a conference that meets your needs. This form is used in developing ideas for sessions, workshops and related activities. Help in developing your proposal is available by contacting SEMC's Central Office or Program Committee Coordinator.

Your topic should relate to the annual meeting theme, ***Re-Invent, Re-Invigorate, Re-Vitalize: Creating Success in the New Economic Landscape***. In today's environment, we are all struggling with a challenging economic climate as well as the need to define who we are as museums. We are asking you to submit ideas of innovating programs to re-invent, re-invigorate, and re-vitalize your institution and your profession.

Good sessions come from a variety of inspirations: your experience, questions you would like to discuss, a good session you heard elsewhere, a poor session you'd like to improve upon. You do not need to be an expert to organize a session. You learn about the topic as you find the experts. Explore your idea with friends and colleagues. How do they see this issue? What interests them? Can they suggest resources for developing the session? **Case studies** and **sessions** that are simply descriptive - this is what we did and this is what happened - **are often unsatisfying, i.e. boring.**

People are looking for nuts and bolts **instruction** or an **analysis** of a problem or issue. The annual meeting is the perfect opportunity to introduce a theoretical or philosophical framework for the problems we face daily. Sessions present the opportunity to include differing perspectives. Focused controversy enlivens the process.

SEMC welcomes the insight of new voices from our region's wealth of institutions, as well as, from outside the field. Ask friends and colleagues for suggestions, including those important questions: Have you heard them speak? Were they good? Think about expanding your session vertically as well as horizontally. Instead of three curators, use a scholar, a curator and an audience member. Include people who come to the issues with different concerns and perspectives. Include people from different types of museums.

Chairing a session requires work. You are responsible for confirming the speakers' registration and communicating to them the goals, format and content of the session. Bring participants together in advance in person or by a conference call. It is your responsibility to develop a coherent and well-organized session.

Please note that the Request for Program Proposals form can be accessed and filled out on the website and emailed back to SEMC.

FORMAT

Panels are the most used format, but often not the most effective, particularly if they leave no time for discussion. Other formats are much more expressive and more appropriate to your topic and audience. Try dividing the time and using multiple formats.

Poster Session. Invite participants to speak for 5 minutes on their best new idea.

Hands On. Give small groups a problem to solve or a case to discuss. End with a discussion of the process.

Debate. Deal with controversy head on. Get quick thinkers with well-developed ideas.

Roundtable. Recruit thoughtful people who will begin the discussion and then open the floor.

Town Meeting. Ask a question or raise an issue and let the audience do the debating. Requires a firm but open moderator.

Marketplace. Recruit 10 participants who will bring props and create a browsing area. Select one focus (like programs for seniors) or a broad brush (the 10 tricks every exhibit designer needs to know).

Guest speaker. Find a true expert everyone wants to hear and allow time at the end for comments, questions, and discussion.

Panel. If you must have a panel, bring a watch and warning cards or use only two speakers plus a chair. Be ruthless about time limits and give the audience a chance to ask questions and raise other issues.

Workshop. Opportunity to discuss a topic in a more in-depth format, either 3 hours (1/2 day) or 6 hours (full day). Hands-on workshops are very popular. **SEMC charges no administrative fees for workshops offered during the annual meeting. However, if there are fees connected with the workshop, the moderator must address those fees in an attachment to this program proposal outlining the fees and the cost per attendee and the minimum number of attendees needed to cover the costs.**

POLICIES

1. SEMC members **do not** receive a fee, free registration, or travel reimbursement for their participation in SEMC annual meetings. **Be certain that every presenter understands this policy.**

Presenters from within the museum profession who attend **ONLY** their session do not have to pay registration fee; if they want to attend anything other than their session must pay the registration fee.

2. Presenters from **other fields** are welcome to attend sessions on the day of their session. However if they wish to attend workshops, evening events, or the remaining annual meeting they will be asked to register accordingly.

3. Reimbursement of travel expenses may be considered for **one** speaker per session from **outside** the museum profession (or for a museum professional from outside the region). The request for travel must be part of the program proposal and be approved by the program committee. Travel arrangements are subject to approval by SEMC. No travel expenses for museum professionals from the Southeast will be reimbursed.

4. All non-corporate track program sessions and workshops must be chaired or moderated by SEMC individual members or institutional delegates. Corporate partners are welcome to serve as speakers. All southeastern regional museums professional who plan to moderate and present must be SEMC members at the time of submission and during the annual meeting.

5. Corporate participants are encouraged to submit proposals for the **Corporate-track** sessions, where they can lead their own session, but must not utilize the time for self-promotion of services or sales of museum related goods. No travel expenses will be reimbursed for corporate partners. **Corporate participants must be Corporate Members at time of program submittal and during the annual meeting.**

6. Corporate participants who are current exhibitors also have the opportunity to present without museum representation. Commercial sessions are for topics related to the commercial assistance of museums. **Commercial session participants must also be members as explained above.**

7. A Program Committee 'shepherd' will be your liaison and contact person. The Shepherd will contact you for information necessary for room set-up, preparation of text for inclusion in the preliminary program, speaker information and specific audio-visual needs.

8. SEMC does not offer reimbursement for supplies, copies or materials.

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SEMC Proposal Deadline, Monday, February 1, 2010

Please **PRINT** or **TYPE**. *If you are using a computer, please follow the form and answer each question.*

SESSION TITLE: _____

Format: debate hands on marketplace panel poster session
 roundtable town meeting workshop _____

Does this session have a maximum group size? If yes, how many? _____

Sessions are: 1 1/2 hour Other _____

Workshops are: 3 hours 6 hours Other _____

Audio Visual Needs SEMC's cost per day:

- Slide projector /Screen (\$61) Overhead Projector/Screen (\$46) LCD projector /Screen (\$365)
 TV-VCR Package (\$100) TV/DVD Package (\$100) Flip Chart/Markers (\$20)
 Other _____ (Please note that if you request something not on the list above,

there may be an additional charge)

(We encourage moderators and presenters to bring their own equipment)

TARGET AUDIENCE:

Special Interest:

- | | | | |
|---|--------------------------------------|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Education | <input type="checkbox"/> Museum Store | <input type="checkbox"/> Volunteers |
| <input type="checkbox"/> Collections | <input type="checkbox"/> Exhibits | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Conservation | <input type="checkbox"/> Marketing | <input type="checkbox"/> Trusteeship | <input type="checkbox"/> other (describe below) |
| <input type="checkbox"/> Curatorial | <input type="checkbox"/> Development | <input type="checkbox"/> Membership | _____ |
| <input type="checkbox"/> Visitor Services | | | |

(Please complete the information above so the program committee can confirm that SEMC is offering sessions and workshops for all our special interest groups)

Museum's budget:

Under \$250,000 \$250,000-\$1,000,000 Over \$1,000,000 All budget sizes

Career stage:

Entry level Mid-career Senior level All levels

Sponsoring Standing Professional Committee (SPC) or Affinity Group (AG):

Check here if sponsorship has been confirmed by the SPC/AG chairperson.

Note: Sponsorship by an SPC or AG is not a requirement for proposing a session or workshop.

Submitter:

Name, Title: _____

Institution: _____

Address: _____

City, State: _____

Phone, fax, e-mail: _____

Chair: (if different than submitter)

Name, Title: _____

Institution: _____

Address: _____

City, State: _____

Phone, fax, e-mail: _____

Direct communication about this proposal to the: __ Submitter __ Chair

Session Description: (What questions, issues, or problems will the session address? Who will be interested in this session? What is the expected objective?)

Participants: Name, title, institution, address, phone, fax, e-mail (an additional typed list may be attached). Please include a brief statement explaining what each person brings to the session or why he/she was recruited. If specific participants are not yet identified, please characterize who would be recruited - for example: director of a small rural art museum who has recently completed a capital campaign - so that Program Committee members can help you to identify possible participants.

Decisions will be sent to you by April 15, 2010.

Send completed, typewritten proposal postmarked by February 1, 2010 to:

SEMC, PO Box 9003, Atlanta, GA 31106-1003, or email to memberservices@semcdirect.net