



## **Stronger Together: New Museum Solutions**

MPMA 2018 Annual Conference:  
Call for Session/Workshop Proposals  
Proposals Due: January 13, 2018

**Deadline extended to January 27, 2018**

### **Dear Colleagues,**

We invite you to present at the 2018 Mountain-Plains Museums Association annual conference in Billings, Montana, September 11-15, 2018.

Billings is Montana's largest city and a gateway to regional history, the arts, and the outdoors. MPMA's 2018 Annual Conference, "Stronger Together: New Museum Solutions," will give you the opportunity to combine business with pleasure. Billings, surrounded by towering sandstone cliffs and the Yellowstone River, offers a revitalized downtown, four museums (two accredited by the AAM) and dozens of National Register historical properties. Less than an hour away is Pompeys Pillar, a sandstone butte with William Clark's 1806 carved signature, and Chief Plenty Coups State Park, the home of the Crow Indian leader, Plenty Coups. A three-hour drive, over a spectacular mountain pass, gets you to the geysers, wildlife, and canyons of Yellowstone National Park.

### **Our Conference Theme:**

Montana is a storied land, and it's the happy task of museums in our region to tell and preserve those stories, and to expand the rich narratives with the truths that extend far beyond the stereotypes. The public perception of museums as safe spaces and trusted authorities remains solid, and it will continue to be so if we all work together to present and celebrate our shared cultural and natural heritage with honest inquiry, curiosity, and integrity. Join us as we celebrate the strength in our unity and explore "new museum solutions."

We invite proposals that focus on our conference theme and are new and innovative. Successful proposals will be creative and address old and new issues in such a way that will apply to a variety of cultural institutions. What can we learn from your institution, and others you know of, that demonstrate strong collaborations and/or new solutions? Share your successes and constructive failures with your colleagues.

Sincerely,

Deb Mitchell, Program Committee Co-Chair  
Program Specialist for Outreach and Interpretation, Montana Historical Society  
Executive Director for Museums Association of Montana

Jason Harris, Program Committee Co-Chair  
Museum Education Consulting

MPMA 2018 Annual Conference  
**Stronger Together: New Museum Solutions**  
**Program Proposal Information**

Information found in this packet includes:

**Page 1:** Invitation to participate

**Page 2:** Proposal submission information and important deadlines

**Page 3-5:** Proposal form

*Please complete the entire form before submitting. **PLEASE NOTE:** Incomplete and single-speaker (sessions only) proposals will not be reviewed by the Program Committee.*

**Page 6:** Presenters' commitment

*This section is **VERY IMPORTANT!** Please read and understand this section before you agree to chair a program or ask others to join you. **You must sign the bottom of page 6 signifying you have read and understood this section.** Unsigned Proposals will not be reviewed.*

**Page 7:** Additional guidelines and requirements for conference presenters

*Includes helpful suggestions for creating your program and MPMA requirements once accepted*

**Page 8:** Suggested program formats

*We are looking for creative, innovative, engaging sessions and workshops that address the conference theme. To ensure that our attendees have a dynamic experience at the conference, we encourage you to consider a variety of formats for your submitted program. A list of formats that have proved successful can be found on page 7.*

## **PROPOSAL SUBMISSION**

Submit proposals via email to: [dmitchell@mt.gov](mailto:dmitchell@mt.gov) **AND** [jharris309@gmail.com](mailto:jharris309@gmail.com)

## **IMPORTANT DEADLINES**

Proposal Deadline: January 13, 2018 **Deadline extended to January 27, 2018**

Notification from the Program Committee: March 24, 2018

Acceptance by Moderators: March 31, 2018

Final session/workshop text submitted: April 3, 2018

Last Day to withdraw Proposal: April 7, 2018

Preliminary Program out: May 7, 2018

AV and room setup requests: June 13, 2018

**All proposals will receive a notification of acceptance or rejection by March 24, 2018**

# PROPOSAL FORM

**NOTE:** During the review process a member of the Program Committee may contact chairs for clarification or further information. The Program Committee will contact chairs as soon as decisions have been made. At that time, chairs are expected to confirm their panelists' commitment to participate and register for the conference.

Members of the 2018 Program Committee have been chosen for their experience in the field and respect from their peers. They bring a broad network of contacts. As a result, they may ask you to make changes to your proposal or speaker list if they think changes will strengthen the quality of your proposal. Your cooperation in working with the Committee on recommended changes is required to assure acceptance of your proposal.

If you submitted a proposal but have not heard from MPMA by March 24th, you must contact MPMA about its status. MPMA will not contact you. It is your obligation to ensure that MPMA received and reviewed your proposal.

**Program Title:**

Please consider your title carefully. It is important as it can persuade or dissuade folks from attending. We like creative titles, but be careful: cute titles often mislead regarding the intent behind the main topic. Also, go shorter rather than longer; shorter is usually clearer. The line above is short for that reason.

**Program Format:**                      **Session**                                      **Workshop**

**Submitted by:**

Place a number (1, 2 or 3) in the most appropriate category for your program (**LIMIT 3**). Number in order of importance (1= most important).

Administration	Development/Membership	Shops
Archives/Libraries	Education/Audience Research	Small Museums
Collections	Exhibits	Technology
Commercial/For Profit	Facilities/Security	Visitor Services/Volunteers
Community Engagement/Tourism	Indigenous	

**1. Program Abstract (150 words maximum):** *This is your opportunity to “sell” your program to the Program Committee. Describe the program, how it relates to the conference theme and what makes it unique relative to other sessions.*

**2. Outcomes – Workshops only (100 words maximum):** What will attendees gain, learn, or be able to do after attending your workshop? Be as specific as possible and provide a list if possible.

### Session/Workshop Marketing

**1. Program Title and Description:** *Title needs to reflect actual program and be identifiable to anyone seeing only the title and not the full description*

**Title (3-4 words max):**

**Description (2 sentences max):** *This brief description will be used for marketing and needs to be succinct yet informative.*

**2. Program Description: (50 words maximum):** *For use in printed annual meeting program guide. Be succinct yet informative. May be edited to fit space.*

**Please list all the participants including the chair (no more than three):**

Program chair name/title:

Institution:

Address:

City, State, Zip:

Phone:

Email:

Presenter name/title:

Institution:

Address:

City, State, Zip:

Phone:

Email

Presenter name/title:

Institution:

Address:

City, State, Zip:

Phone:

Email:

## PRESENTER'S COMMITMENT

This section is **VERY IMPORTANT!**

**Before you agree to chair a session or workshop or to ask others to join you, note the following:**

- I understand that all presenters must register for the conference for the day on which they are presenting. If they plan on attending any sessions or workshops other than the one in which they are participating they must register for the full conference.
  
- I understand that MPMA does not have special rates nor does it pay for travel expenses or stipends for presenters.
  
- I understand that it is the chair's responsibility to ensure all panelists attend the conference. MPMA will ask you to do this.
  
- I understand that it is the program chair's responsibility to notify MPMA and its program committee liaison if the panelists are not able to present the program at the conference **BEFORE** the Preliminary program is printed. Last day to withdraw is April 7, 2018. Repeated withdrawals can result in rejection of future proposals.
  
- I understand that it is the responsibility of program chairs to forward relevant correspondence from MPMA to its presenters (i.e., the preliminary and final programs so they can see schedule and room assignments for sessions and workshops). MPMA will not be in direct contact with presenters. It will contact chairs only.
  
- I understand that for PowerPoint Presentations, panelists must bring their own laptops. It is preferred that all presentations be placed on one laptop, disk, or flash drive **BEFORE** the session or workshop.
  
- I understand that Macs are often incompatible with LCD projectors. If any of my presenters does bring a Mac, s/he will bring his or her own adaptor cables and projector. MPMA will **NOT** provide Mac projectors or adaptors.
  
- I understand that MPMA will **NOT** provide the following: speakers, recorders, mic, laptops, overhead projectors, and other specialized equipment. I also understand that MPMA will NOT provide Internet access during the session.
  
- I understand that MPMA will provide AV cart, screen, and LCD projector in each room, but can accommodate those who provide their own projector.

**STOP!!!**

Before submitting the Proposal Form, verify that you have read the *Presenters Commitment*.

**I have read the Presenters Commitment and understand all that I am responsible for:  
(Presentation Title):**

**Print Name:**

**Date:**

## ADDITIONAL GUIDELINES FOR CONFERENCE PRESENTERS

**Chairs:** Each program must have a chairperson responsible for finding other speakers and coordinating logistics. Chairs are the main contact between MPMA and their panelists. MPMA will NOT contact panelists. Chairs will be expected to have their panelists register for the conference. Chairs will confirm information with panelists before the program is printed.

**Time:** All sessions are one hour and fifteen minutes (75 minutes). Workshops are three hours. You **must** include time for questions and answers within this timeframe.

**How to Select a Topic:** Think of this as a time to share ideas and challenges you've had in your work while encouraging discussion of significant issues within the field.

**For-Profit:** For-profit companies that desire to submit a program proposal must exhibit or provide the equivalent amount in sponsorship for the conference. See *MPMA Guidelines for Commercial Programs*. There are a limited number of slots available.

**AV, Internet and Room Arrangements:** Chairs must submit AV and room arrangement requests to MPMA BEFORE THE CONFERENCE. MPMA will not provide INTERNET, laptops, overhead projectors, or carousel projectors. No audio support such as speakers, mixers and handheld mics are provided for sessions/workshops. MPMA will provide LCD projectors, but they may not be compatible with Macs. Chairs are expected to convey this information to their panelists.

**Selecting Your Chair and Panelists:** Every program must have a chair who is responsible for the organization and management of the program including logistics, requests for materials and equipment, communication with participants and MPMA staff, and leading the program itself. Most programs include one chair and up to three presenters. If more than three panelists are listed, the program committee may accept the proposal but will remove panelists as it deems appropriate. **A single panelist is discouraged.** Panelists should bring balance to the presentation. Panelists from different museums and states are encouraged.

**Registration Fees & Cost:** Chairs and panelists must register for the annual meeting for the day on which they speak. Speakers are encouraged to take advantage of their attendance and register for the full meeting. MPMA does not pay travel costs or honoraria for any program chairs or panelists. Program chairs are responsible for making sure that all panelists register for the annual meeting.

## SUGGESTED SESSION AND WORKSHOP FORMATS

A **Panel** typically has more than one main speaker and examines problems and issues, often with contrasting perspectives. Each panel must have a chair and may have up to three additional speakers.

A **Roundtable** considers a specific issue in an informal group discussion led by one or two session leaders (including the chair). Discussion leaders should use effective techniques to stimulate maximum group participation.

A **Point/Counterpoint** session has two speakers who each take an opposing viewpoint on a current issue or hot topic in the field. This lively debate is followed by ample time for audience discussion.

A **Theatre/Performance** session has at least two speakers or presenters. The session goal is to demonstrate performance as an interpretive and programming tool. The session should include performances as well as a program overview and evaluation and time for discussion and questions.

A **Question and Answer** session with at least two experts to field audience questions about a specific topic that is relevant to museums, such as curation, exhibits/ interpretation, education, or collections management.

A **Workshop** teaches special skills in a small group setting. Workshops are led by experts and include appropriate printed materials that workshop leaders provide. Successful workshops are hands-on, participatory, practical sessions. They are scheduled on the day preceding the Annual Conference (usually Monday). They are half-day, 3 hours only and are held at the conference hotel. MPMA generally cannot make exceptions to this scheduling; however, you may contact MPMA to discuss this. Note: MPMA does NOT provide transportation for offsite training. It also does NOT provide handouts. The workshop chair may set a limit for enrollment. Proposals should specify particular skills the workshop will teach as well as methods and techniques instructors will use. There are a limited number of slots for these. Presenters are responsible for handouts.

**Do you have a unique, unusual or different idea for a session format? Let us know and we will try to accommodate your ideas.** Examples of different formats include, but are not limited to “Speed Dating with Experts,” “Progressive Idea Buffet,” “Speed Topics,” and “Current Event Discussion.”