Crossroads of Culture:

Many Voices, Many Stories

MPMA Annual Conference: Call for Proposals

Proposals Due: January 15, 2016

**Dear Colleagues,**

We invite you to present at the 2016 Mountain-Plains Museums Association annual conference in Oklahoma City, Oklahoma. The conference CROSSROADS OF CULTURE: MANY VOICES, MANY STORIES will take place October 23-28, 2016.

**Our Host City:**

Oklahoma City is the capital and largest city of the state of Oklahoma. Founded during the [Land Run of 1889](https://en.wikipedia.org/wiki/Land_Run_of_1889) and lying in the [Great Plains](https://en.wikipedia.org/wiki/Great_Plains) region where livestock markets and oil are king, western charm defines this city. Oklahoma is becoming known for its cultural offerings which have expanded greatly in the past 10 years. We will see these along with the many nearby historic sites and museums. Explore this city with us and enjoy its thriving nightlife scene, vibrant art districts, plentiful galleries, and diverse music scene that produces national stars.

**Our Conference Theme:**

CROSSROADS OF CULTURE: MANY VOICES, MANY STORIES is intended to focus on the many cultures that make up the MPMA region. Situated at the crossroads of two major US Interstates (I-40 & I-35), Oklahoma City welcomes travelers from all parts of the nation and is a literal crossroads. Additionally, Oklahoma City and the state of Oklahoma serve as a crossroads of a variety of historically diverse cultures as do other MPMA states. We hear many voices and many stories that contribute to the culture of our region and America. Please keep the theme in mind when working on your proposal.

The Program Committee seeks proposals that 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 are working to meet today’s challenges and that exemplify CROSSROADS OF CULTURE: MANY VOICES, MANY STORIES? Share your successes and failures with your colleagues.

Sincerely,

Heidi Vaughn, Program Committee Co-Chair Jenny Yearous, Program Committee Co-Chair

Director, Laboratory of History Museum Curator of Collections Management

University of Central Oklahoma State Historical Society of North Dakota

Edmond, OK Bismarck, ND

MPMA 2016 Conference

Crossroads of Culture: Many Voices, Many Stories

**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 insure 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 8.*

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**PROPOSAL SUBMISSION**

Proposals must be submitted on the attached Proposal Form. Submit proposals via email to MPMA Program Committee Co-Chair: Heidi Vaughn, HVaughn@uco.edu .

**IMPORTANT DEADLINES**

Proposal Deadline: January 15, 2016 Notification from the Program Committee: April 4, 2016

Acceptance by Moderators: April 8, 2016 Final session/workshop text submitted: April 15, 2016

Last Day to withdraw Proposal: April 22, 2016 Preliminary Program out: May 20, 2016

AV and room needs: June 13, 2016

All proposals will receive a notification of acceptance or rejection by April 15, 2016

 **For Office Use Only\_\_\_\_\_\_\_\_\_\_\_**

**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 proposers 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.*

**Program Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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/Director/CEO |  | Emerging Museum Professionals |  | Membership/Development |
|  | Advocacy |  | Evaluation |  | Professional Development |
|  | Archives/Libraries |  | Exhibits |  | Publishing |
|  | Curator |  | Facilities/Operations/Security |  | Registrars |
|  | Collections/Collections Management |  | Financial Management |  | Small Museums |
|  | Commercial/For Profit |  | Funding/Fundraising/Capital |  | Stores/Shops |
|  | Community Engagement/Collaboration |  | Historic Preservation/Heritage Management |  | Technology/Digitization/New Media |
|  | Conservation |  | Leadership/Governance |  | Tribal  |
|  | Diversity/Inclusivity |  | Legal/Ethical Issues |  | Tourism/Heritage Tourism |
|  | Education/Interpretation |  | Marketing/PR |  | Volunteers/Visitor Services |
|  |  |  |  |  |  |

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 from previous 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.*

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

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

1. **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 3 panelists.**

Program Chair Name:

Title:

Institution:

Mailing Address:

City, State, Zip:

Phone:

Email:

Presenter 1 Name:

Title:

Institution:

Mailing Address:

City, State, Zip:

Phone:

Email:

Presenter 2 Name:

Title:

Institution:

Mailing Address:

City, State, Zip:

Phone:

Email:

Presenter 3 Name:

Title:

Institution:

Mailing 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 15, 2016. 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 laptop and a disk. Or that all presentations will 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 do bring a Mac, they will bring their 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.

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:**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 with panelist before program is printed.

**Time:** All programs are one hour and fifteen minutes (75 minutes). This ***must*** include time for questions and answers.

**How to Select a Topic:** Think of this as sharing ideas you have or challenges you’ve experienced with the field while encouraging discussion of significant issues among your colleagues.

**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. Also 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 chairperson 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 chairperson 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. Panel sessions are normally 75 minutes including ample time for questions and answers.

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

1. 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. The 75-minute session should include time for discussion and questions and answers.

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. The workshop chair may set a limit for enrollment. Your proposal should specify particular skills the workshop will teach as well as methods and techniques instructors will use. Workshops are scheduled for Monday or Thursday of the annual conference. Workshops can be full-day or half-day. All workshops carry a fee. There are a limited number of slots for these. Presenters are responsible for handouts.

Let’s Get Creative! Do you have a unique, unusual or different idea for a session format? Let us know and we will try to accommodate your ideas. Ideas such as, but not limited to “Speed Dating with Experts”, “Progressive Idea Buffet”, “Speed Topics”, “Current Event Discussion”.