



**Public-Facing Session Description**

*In 100 words or less, please provide the public-facing summary of your session for inclusion in the print and online program should your proposal be selected. This is the main way attendees will learn about your session, so make it lively and clarify who will find this session most useful.*

---

---

---

---

---

---

---

---

**Type of Session Proposed (select one)**

- Roundtable (75 minutes): *Roundtables are typically half presentation about a topic, half discussion and feedback with the panelists and attendees. There should be targeted questions to lead the discussion.*
- Case Study (75 minutes): *Facilitated conversation with panelists on a particular topic, often includes discussion questions with participants.*
- Traditional Panel Presentation (75 minutes): *Two or more presenters, sometimes with a moderator, on the discussion of a project or case related to the theme*
- Workshop (4 hours): *A half-day workshop is more intensive and skills-based deep dive into a topic. It includes concrete, practical tools and lessons for a smaller group of attendees.*
- Expert Led Discussion (75 minutes): *Facilitated discussion with an expert or panel on a particular subject.*

**Desired Audience (select all)**

- Leadership (Directors, CEOs, Managers)
- Administration (Finance, Marketing, Volunteer Coordination, Fundraising, H.R., Facilities)
- Programming (Education, Exhibitions, Partnerships, Public Programs, etc.)
- Archivists/Librarians
- Museum Shops
- Collections/Preservation (Conservation, Archaeology, Collections Management, etc.)
- Historians/Curators/Subject Matter Specialists
- General Audience
- Students
- Other: \_\_\_\_\_

**Does your presentation have handouts?**

- Yes
- No

**At the end of this session, what will the participants:**

|             |  |
|-------------|--|
| <b>Know</b> |  |
| <b>Feel</b> |  |
| <b>Do</b>   |  |

**Please indicate which, if any, curriculum credit categories of VAM’s Virginia Certificate in Museum Management your session might address:**

- Education and Outreach (events, programs, docents, visitor services)
- External Affairs (public relations, philanthropy, marketing, social media)
- Internal Affairs (administration, finance, governance, operations)
- Career or Personal Development (resume building, career goals, leadership skills)
- Collections and Exhibitions (caring for and displaying collections, archives, inventory, loans)

**Technical Needs (select one)**

- I/We will need a projector for our session.
- I/We will NOT need a projector for our session.

**Speaker Information** (Complete information for applicable speakers)

Speaker #1

|                         |  |
|-------------------------|--|
| <b>Name of Contact</b>  |  |
| <b>Title of Contact</b> |  |
| <b>Organization</b>     |  |
| <b>Email Address</b>    |  |
| <b>Phone Number</b>     |  |
| <b>Confirmed?</b>       |  |

Speaker #2

|                         |  |
|-------------------------|--|
| <b>Name of Contact</b>  |  |
| <b>Title of Contact</b> |  |
| <b>Organization</b>     |  |
| <b>Email Address</b>    |  |
| <b>Phone Number</b>     |  |
| <b>Confirmed?</b>       |  |

Speaker #3

|                         |  |
|-------------------------|--|
| <b>Name of Contact</b>  |  |
| <b>Title of Contact</b> |  |
| <b>Organization</b>     |  |
| <b>Email Address</b>    |  |
| <b>Phone Number</b>     |  |
| <b>Confirmed?</b>       |  |

Speaker #4

|                         |  |
|-------------------------|--|
| <b>Name of Contact</b>  |  |
| <b>Title of Contact</b> |  |
| <b>Organization</b>     |  |
| <b>Email Address</b>    |  |
| <b>Phone Number</b>     |  |
| <b>Confirmed?</b>       |  |

Moderator

|                         |  |
|-------------------------|--|
| <b>Name of Contact</b>  |  |
| <b>Title of Contact</b> |  |
| <b>Organization</b>     |  |
| <b>Email Address</b>    |  |
| <b>Phone Number</b>     |  |
| <b>Confirmed?</b>       |  |

**Do you have any additional comments or information to share with our Program Planning Committee?**

---

---

---

---

---

---

**Supplemental items submitted?**

- Yes
- No

**Is there a specific day you would have to schedule this session?**

- Saturday (workshops only)
- Sunday
- Monday
- Tuesday
- No preference

**Acknowledgment:**

I acknowledge this information is true and I will follow through with session oversight. If your session proposal is accepted, you will be asked to sign a speaker agreement which will lay out the schedule and roles for speakers.

I acknowledge that if my session proposal is accepted that the speakers will be available to present their session on the scheduled day.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Submissions are due for consideration until July 22, 2024.**

**Please submit session proposal applications to [membership@vamuseums.org](mailto:membership@vamuseums.org).**