



Proposal Submission Guidelines
ARCS Conference 2023
Montreal, Quebec, Canada
Hotel Bonaventure Montreal
November 7 - 10, 2023

Submission deadline is April 21, 2023

PROPOSAL SUBMISSION GUIDELINES

The **Association of Registrars and Collections Specialists (ARCS)** invites you to submit proposals for lively, thoughtful, and substantive sessions for our 2023 conference. Sessions may address any aspect of your work, including but not limited to:

- Collections Management
- Exhibitions
- Shipping
- Fine Art Insurance
- IDEA
- Technology
- Decolonization
- Rights and Reproductions
- Deaccessions
- Sustainability

ARCS supports diverse and meaningful perspectives. Speakers should represent a variety of perspectives including institutions of various sizes, types, and geographical locations. We strongly encourage speakers who are diverse in terms of cultural backgrounds and self-identification to submit topics. Ideally, each session would include speakers from a variety of museums and disciplines to provide a broad discussion and different perspectives on the topic. Conference attendees are from a variety of institutions and session topics should aim to be relevant to as many attendees as possible. Preference will be given to proposals that include a range of ethnic, geographic, gender, and size/type of institutional representations in the development of their sessions..

To present at the 2023 ARCS Conference you must be in attendance in Montreal and able to speak on your assigned day and time. This includes poster session presenters.

Conference sessions may be structured in any one of the following ways:

60 Minute Session: 60 minute sessions include 40 minutes to present and 20 minutes of Q&A. This session length may include up to three speakers. This format is ideal for panel discussions, case studies or reports on a project, dialog with the audience, or a demonstration. Interested in a longer session? See "Other Session Formats" below.

30 Minute Session: 30 minute sessions include 20 minutes to present and 10 minutes of Q&A. This session length should focus on a narrow topic or a single case study and should have only one speaker or team.

Poster Session: The poster session provides members with the opportunity to showcase their work through a visual and informative standalone format. Poster topics may reflect a variety of topics including but not limited to: storage projects, including storage mount making, research, custom registration forms, best practices, etc. Presenters must print and bring the poster to the conference venue. Presenters must be next to their poster where they can interact with attendees, answer questions, and discuss their projects/research during the designated timeframes.

Panels: Your proposal must include a session moderator and a confirmed list of speakers able to attend if selected. If you haven't identified all of your speakers, or need assistance identifying an expert in the subject, send an email to Conference@arcsinfo.org and we will work with you to find qualified panelists prior to submission. While you must be an ARCS member to submit a proposal, not all speakers on a panel are required to be members.

Other Session Formats: We are open to change. If these formats do not work for you, please suggest a new format. Please provide an appropriate explanation of your proposed session format. The more information you can provide about what you would like to do, the better we will be able to evaluate your proposal.

SUBMITTING YOUR SESSION PROPOSAL

- You must be a current ARCS member to submit a proposal.
- Proposals must be submitted no later than 11:59 PM EST, April 21, 2023.
- Proposals must be submitted via the online form located at <https://www.arcsinfo.org/programs/conference/2023-montreal-conference>
- The proposal must include:
 1. A clear and concise session title
 2. A 200-word abstract of the session, describing the objectives of your session including the goals to be achieved
 3. Complete information for all participants: full name, title, institution, and email address

During the Conference Committee's review process, the committee may suggest alternative speakers and/or may request changes in order for your session to be accepted. It is the session proposer's responsibility to keep potential speakers informed about the status of the proposal and their participation.

The more fully developed and clear your proposal, the more effectively the Conference

Committee will be able to understand and evaluate it. The process is competitive and underdeveloped proposals are less likely to be selected. Your cooperation in working with the committee to strengthen your proposal is required to secure acceptance for the program.

WHEN WILL WE CONTACT YOU?

You will receive notification of the Conference Committee's decision by May 22, 2023.

SCHEDULING CONFIRMED SESSIONS

The Conference Committee will develop the conference schedule in early June 2023. Efforts are made to balance the offerings throughout the conference, and to avoid scheduling sessions with similar topics at the same time. We will make every effort to accommodate specific scheduling requests, but may not be able to do so based on the overall needs of the conference. We ask you to confirm with your speakers that they are able to speak on any of the conference days. Selected speakers will receive the finalized schedule by the end of July 2023 with your session confirmation notification.

2023 ARCS CONFERENCE COMMITTEE

The 2023 Conference Committee is led by a diverse group of volunteers from the ARCS membership. Members come from different backgrounds and institutions, from large art museums, libraries and archives, to small historic houses and university museums. They represent several stages of careers, from young professional, to senior level positions and 30+ years of experience. This committee may suggest changes to your session proposal or your speaker list if they believe it will strengthen your session and make it more accessible to the wider conference audience. Your cooperation in working with the Committee on recommended changes is required to assure acceptance of your session for the final program. If you're interested in joining an ARCS committee, please go to <https://www.arcsinfo.org/opportunities/getting-involved-with-arcs/call-for-committee-members> to see what committee openings there are available.

POLICY ON FINANCIAL ASSISTANCE FOR PARTICIPANTS IN THE CONFERENCE

ARCS does not provide remuneration or travel reimbursement to any moderators or speakers participating in conference sessions. ARCS is a non-profit association that supports professional development in the field, and we welcome participation from those individuals interested in making this professional contribution to their peers. The willingness of so many individuals to give their time and expertise to this effort ensures that the conference will be affordable to the widest possible audience.

ARCS does offer a limited amount of travel stipend awards to members and student members for the conference. Please look for the award application announcement in early summer.

Please contact info@arcsinfo.org if you have any questions.

Presenters who wish to attend the entire conference are required to register at the full registration cost based upon their membership status.

POLICY ON CONSULTANTS AND FOR-PROFIT SERVICE PROVIDERS PROPOSING SESSIONS

We encourage session proposals from company representatives and private consultants. However, we have policies and advice specific to your proposals that will make your participation in our meeting most effective:

1. Your session must address an issue or topic in an objective manner. During your session, you may present your work, but it must be done in a manner that addresses a broad context and that avoids specifically endorsing your business. If you are unsure how to accomplish this, please feel free to contact ARCS with your questions and concerns to help develop your proposal.
2. A museum professional (preferably not a client) must act as the moderator with company representatives or consultants serving as speakers.
3. Your session cannot include only yourself and your clients. ARCS needs to be confident that your session is being presented objectively. If you have difficulty finding panelists outside of your client list, you are strongly encouraged to reach out to the Conference Committee for help with suggestions of additional panelists knowledgeable about your topic.
4. No payment of professional fees will be made to any consultant or for-profit service provider for facilitating or presenting in a session or workshop. It is expected that all annual meeting participants are donating their time and expertise to the program.

Thank you for considering how you can participate in the professional development of our field.

FAQs

1. I have an idea for a session, but I don't know if it would be interesting or what format it should be in. What can I do?
 - a. You can contact the Conference Committee at conference@arcsinfo.org! The committee members have been chosen for their experience in the field as well as their broad network of contacts. They would love to talk to you about your ideas and help you develop a proposal.
2. Are there poster guidelines?
 - a. Yes. The poster guidelines will be forthcoming. In the meantime, do not hesitate to contact the Conference Committee with any questions.

3. Are speakers (session presenters, panelists, moderators, poster presenters) required to attend the conference in-person?
 - a. Yes, all speakers (session presenters, panelists, moderators, poster presenters) are required to attend the conference in-person. Please us if you have any questions.
4. Who can propose a session?
 - a. Anyone can propose a session as long as they are an ARCS member in good standing.
5. If my session was accepted, do I receive any remuneration?
 - a. Unfortunately ARCS is unable to provide any remuneration to accepted presenters. Please see POLICY ON FINANCIAL ASSISTANCE FOR PARTICIPANTS IN THE CONFERENCE for information regarding speakers only attending their own presentation.
6. How much is the conference registration?
 - a. The conference registration fee will be announced in early 2023 summer.
7. What language will the conference be in?
 - a. All sessions are required to be in English.
8. Are there resources for speakers on building their presentation?
 - a. Yes, the conference committee will have a liaison specifically to provide guidance on building a successful presentation. Reach out to the Conference Committee at conference@arcsinfo.org
9. What are the COVID-19 policies for the conference?
 - a. The conference will follow all requirements of both the city of Montreal and Canada. More details will be announced at a later date.