PROPOSAL SUBMISSION GUIDELINES

At the 2023 conference, ARCS discussed momentum in the museum collections field and all the wonderful projects we've been working on. Emerging from the theme *Momentum*, the 2024 virtual conference theme *Synergy* propels momentum into a cohesive balance enabling stakeholders to achieve a common greater good and to move towards a more equitable future. Synergy happens when two or more things come together to become greater than the sum of their individual effects. What can happen when we combine our momentum through collaboration across departments, across disciplines, across the field? How can a variety of stakeholders with varying concerns, perspectives and specialties converge to create a strong union?

This year we look at the many ways we can Synergize our work. We want to explore how relationships and partnerships - both planned or unexpected - achieve mutually beneficial outcomes. We are interested in topics that include:

- Collaboration strategies with partners
- Projects that changed because you found balance with a colleague or a collaborator
- Development of more effective and efficient workflows
- Projects that promote and foster relationships between the museum collections, staff, and the community

ARCS invites you to submit proposals for our virtual 2024 conference. Sessions may address any aspect of your work, but priority will be given to sessions that reflect the theme of the conference in some way.

ARCS is interested in sessions that discuss collections management, deaccessions, decolonization, disaster planning, diversity, exhibitions, fine art insurance, outreach programs, rights and reproductions, shipping, sustainability, and technology and artificial intelligence.

Speakers should represent a variety of viewpoints and institutions of various sizes, types and geographical locations. We strongly encourage speakers that are diverse in terms of cultural backgrounds and self-identification. We are interested in broad and meaningful perspectives. The language for the conference will be English.

VIRTUAL CONFERENCE SESSION PROPOSALS MAY BE STRUCTURED IN ANY ONE OF THE FOLLOWING WAYS:

Remember that ARCS conference sessions are curated from sessions that are submitted for review. If there is a specific topic you want discussed, submit the idea to the Conference Committee. We may be able to use our Synergy to help you build the perfect panel for your idea.

60 Minute Session:

> 60 minute sessions will include 45 minutes of pre-recorded presentation and 15 minutes of live Q&A. 60-minute sessions can address topics of broad interest or large-scale projects. This session length may include multiple speakers and can be a panel discussion with a moderator, a case study or report on a large project, or a demonstration.

30 Minute Session:

> 30 minute sessions will include 20 minutes of pre-recorded presentation and 10 minutes of live Q&A. This session length should focus on a narrow topic that can be adequately explored within 30 minutes and should have only one or two speakers. This is an ideal format for case studies.

5 Minute Lightning Round Sessions:

> 5 minute sessions will include a 5 minute pre-recorded session with visuals and then a live Q&A session with all other lightning round participants similar to a physical poster hall. This session length is for one to two speakers on a single topic or project. This is an ideal format for projects or events that are unique to your institution or specific role.

SUBMITTING YOUR VIRTUAL SESSION PROPOSAL

- You must be a **current** ARCS member to submit a proposal
- Proposals must be submitted no later than 5:00 pm, Central Standard Time, April 19th 2024
- Proposals must be submitted via the online form located at https://www.arcsinfo.org/programs/conference/2024-virtual-conference

The proposal must include:
- A clear and concise session title
- A 150 word abstract of the session, describing the objectives of your session including the goals to be achieved
- Complete information for all confirmed participants: full name, title, institution, and email address

Panels: Your proposal must include a confirmed list of speakers. 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. While you must be an ARCS member to submit a proposal, not all speakers on a panel are required to be members. However, your panel must have at least one collections specialist.

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 be contacted by mid June 2024 regarding the status of your submission. A committee member will be assigned to your session later in the summer to assist with recording and submissions if your session was accepted.

SCHEDULING CONFIRMED SESSIONS

The Conference Committees will develop the conference schedule in June 2024. 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 **July 1st, 2024.**

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 virtual conference 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 indicate on your session form that you want the Conference Committee to 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?*
   > 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 speakers (session presenters, panelists, moderators, poster presenters) required to attend the conference during your live Q&A session?*
   a. Yes, all speakers (session presenters, panelists, moderators, lightning round presenters) are required to attend the conference. Please ask us if you have any questions.

3. *Who can propose a session?*
    a. Anyone can propose a session as long as they are an ARCS member in good standing.
4. *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.
5. *How much is the virtual conference registration?*
    a. The virtual conference registration fee will be announced in summer 2024.
6. *What language will the conference be in?*
    a. All sessions are required to be in English.
7. *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