

The AMIA Conference Committee invites submissions for proposals for the 2016 Annual Conference in Pittsburgh, Pennsylvania.

The goal of the Conference is to present an broadly-based program that speaks to the wide range of attendees with a balance of theory and practice, inviting new ideas and concepts that may stimulate additional interest, involvement and educational benefit.. In keeping with ongoing membership discussions about diversity and inclusion, we urge proposers to use the conference sessions as an opportunity to include new voices and offer diverse viewpoints.

This year, the conference will include four curated streams of programming *in addition to* proposals received. If your proposal falls within a topic covered by one of the curated streams, please contact us with a description of your proposal prior to submission. While duplicative sessions can't be included in the program, it is possible proposals covering other areas of the topic could be considered. We know how much work putting together a proposal can be, and can advise you if the proposal is duplicative before you submit. If you would like to submit something directly to the stream curators for consideration, we can put you in contact.

Descriptions of each stream are here

- AV Content and Digital Preservation.
- What's Next in Moving Image Archival Education.
- Do It Yourself and Community Archiving.
- Environmental Issues and Archives.

Information about the streams and the proposal process, go to www.AMIAConference.com or contact the conference chairs at program@amiaconference.com.

Proposal deadline is May 10, 2016.

We encourage you to read Tips for a Successful Proposal, available on the Conference website. It explains the review process, and offers information and tips on what the reviewers and the Conference Committee consider in the proposal process. If you have difficulty with the online submission process, please contact us at amia@amianet.org.

IMPORTANT NOTE: You must complete each page of the proposal form. Incomplete proposals will not be considered.

Because of the information necessary to complete the form, we **STRONGLY** recommend that you download a copy of the form so that you may review and prepare to fill out the online submission. You may download a copy of the form here.

Thank you!

* **1. PROPOSER INFORMATION**

Name:

Company:

City/Town:

State/Province:

Country:

Email Address:

Phone Number:

* **2. SESSION/WORKSHOP TITLE** The title should reflect the content of your presentation and must not exceed 10 words. [Titles that exceed 10 words will be edited]

* **3. SESSION TYPE** You may request one of the following. For descriptions of each session type, visit www.AMIAConference.com and click "2016 Call for Proposals." All sessions are 30 or 60 minutes. Pre-conference workshops are half day or full day. [For descriptions of each proposal type, click here.](#)

Please note that a separate Call for Posters will be announced in June. Do not propose Posters on this form.

- ☐ Report/Paper Presentation (single presenter 30 minutes)
- ☐ Panel Discussion (2-4 presenters - 60 minutes)
- ☐ Lightning Talks (8-11 presenters - 60 minutes)
- ☐ Incubator Session (Presentations + audience feedback - 60 minutes)
- ☐ Skillshare Session (Informal presentations - 60 minutes)
- ☐ Workshop (Half day - pre-conference)
- ☐ Workshop (Full day - pre-conference)
- ☐ Alternative - please specify the format and session facilitator and describe briefly how the format will enhance presentation of the material below.

Additional information:

Please note that the DESCRIPTION will be what is submitted to the Peer Review panel for consideration. This is the opportunity to give the peer review panel a more detailed explanation of the session and its value to the overall program.

The PROGRAM ABSTRACT will be reflected in the Preliminary Program posted in July. This is intended for your potential audience and should tell them what the session is about and why they should attend.

*** 4. Please indicate what areas of programming your proposal would address. Please check no more than three boxes.** The categories you check will help the reviewers consider their comments, and will help the Conference Committee in balancing the final program.

- | | |
|---|--|
| <input type="checkbox"/> Advocacy/Outreach | <input type="checkbox"/> Film History |
| <input type="checkbox"/> Access | <input type="checkbox"/> Film |
| <input type="checkbox"/> Case Study | <input type="checkbox"/> Legal/Copyright/Privacy |
| <input type="checkbox"/> Cataloging/Metadata | <input type="checkbox"/> Magnetic Tape |
| <input type="checkbox"/> Collections Content | <input type="checkbox"/> Policy/Standards |
| <input type="checkbox"/> Collections Management | <input type="checkbox"/> Preservation |
| <input type="checkbox"/> Development/Fundraising | <input type="checkbox"/> Programming/Curatorial |
| <input type="checkbox"/> Digital Media | <input type="checkbox"/> Operations/Leadership |
| <input type="checkbox"/> Digital Asset Management | <input type="checkbox"/> Solutions and Problem Solving |
| <input type="checkbox"/> Education | <input type="checkbox"/> Technology |

Other (please specify)

*** 5. DESCRIPTION AND INFORMATION FOR PEER REVIEW ONLY (maximum 300 words)**

Concisely state the session focus and how it will be addressed. Concisely state the session focus and how it will be addressed. Describe how your proposed session is unique, how will each speaker add to the presentation, and what the proposal offers to the conference. If your proposal is formally sponsored by an AMIA Committee, please note it in your description so the Panel may use the information in evaluating your proposal.

This description will be used by the Peer Review panel to evaluate proposals.

* **6. ABSTRACT FOR PRELIMINARY PROGRAM (maximum 150 words).** *You will have the opportunity to edit this before the final conference program.*

Drawing information from above write an engaging description of your session for the session or workshop audience. Stress the focus, value, and objectives of the session.

Please note: This is the description that will be featured in the preliminary online program and should be directed at the audience for the session. No more than 150 words will be included.

* **7. AUDIENCE FOR THE SESSION/WORKSHOP (3-5 sentences)**

At what level of experience is the session targeted (beginning/intermediate/advanced)? What knowledge/skill sets will the audience need?

* **8. FOR WORKSHOP PROPOSALS: OUTCOMES OF THIS WORKSHOP (1-5 sentences)** - What specific knowledge or skill sets will attendees gain after the session?

SPECIAL REQUESTS

This section is for any special equipment, handouts, or other expenses for your session or workshop.

WORKSHOPS: Please note that costs of the workshop must be outlined in detail. The minimum attendance for a workshop is based on this budget.

SESSIONS: AMIA session funding is extremely limited, and while you may request funding for speakers (below) it is important that your proposal is not reliant on travel funding for an individual speaker.

If you are requesting additional funding of any kind it is important that you note whether or not you will be able to proceed with the session should the funding you have requested not be available.

9. SPECIAL AV REQUESTS

All session and workshop rooms are equipped with wireless internet access and Powerpoint capability (projector, screen, sound). That is the only equipment provided in all meeting rooms. Participants must provide their own laptops.

If you are requesting additional audiovisual equipment it is important that you note whether or not you will be able to proceed with the session should the equipment you have requested not be available - the budget is limited, so we want to assure that your session is possible. If you are bringing equipment for your workshop or session, please note it here.

No answer to this question will be an acknowledgement that no additional equipment is needed for your proposed session or workshop.

10. OTHER REQUIREMENTS

Please list any other requirements for your session, including, but not limited to, any requirements for specialized equipment, travel, venue specifications or other funding.

Please complete information about the session/workshop chair(s). The chair serves as the point of contact for the session or workshop and is responsible for communication with the speakers.

11. Is the Chair information the same as the Proposer Information? If so, check yes and skip to Question 16.

☐ Yes

☐ No

12. SESSION CHAIR

Name:

Institution:

Address:

State/Province:

Country:

Email Address:

Phone Number:

13. **SESSION CHAIR** If the session chair is speaking, please indicate the paper title or very short description of content the speaker will be addressing.

14. CO-CHAIR: If none, type NONE.

Name:

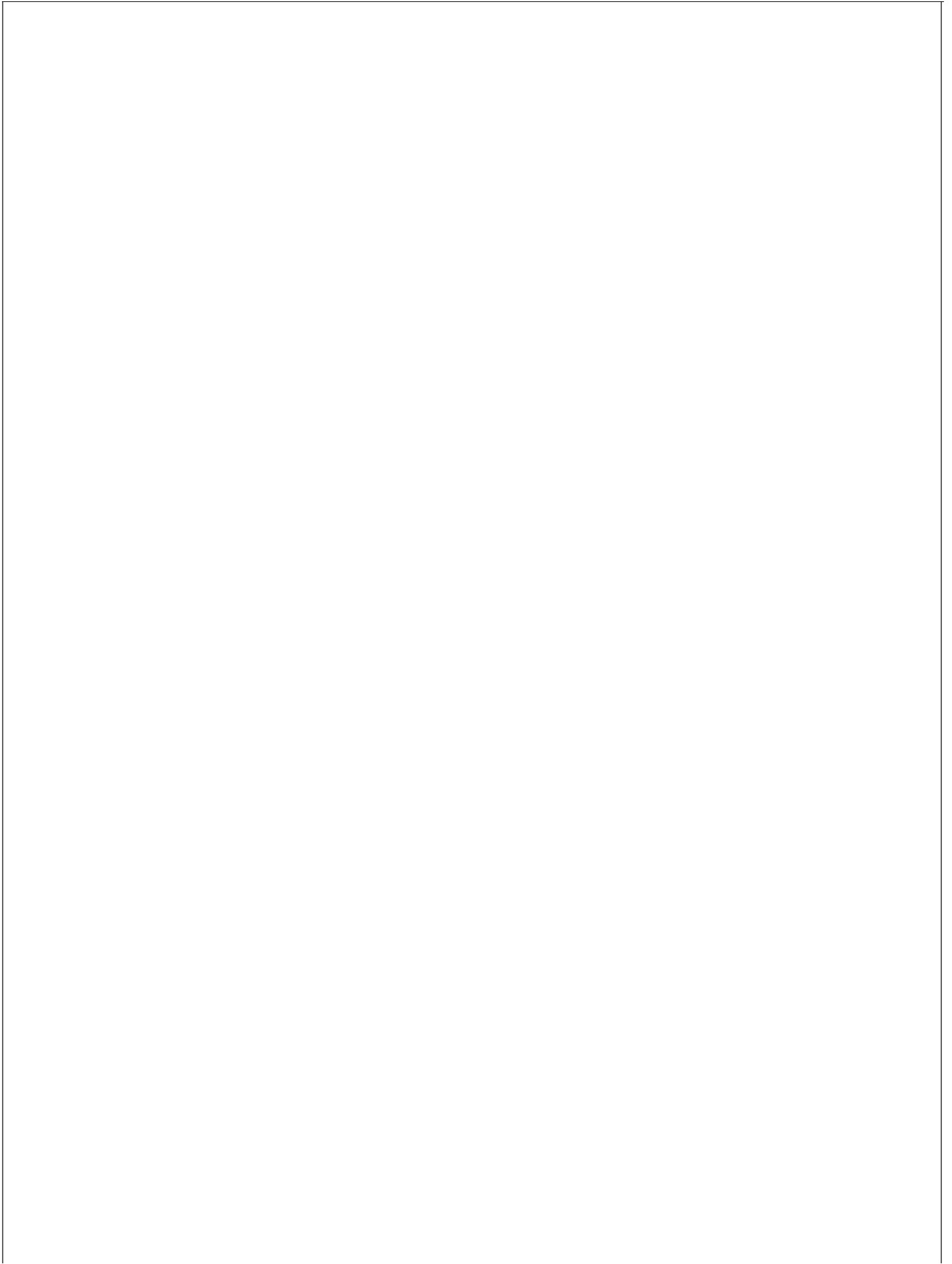
Institution:

Country:

Email Address:

Phone Number:

15. **CO-CHAIR:** Please indicate the paper title or very short description of content the speaker will be addressing. If none, type NONE



PLEASE NOTE: The Peer Review Panel will assume that all listed speakers have confirmed their willingness to speak should the proposal be accepted. *Please indicate* if a speaker **HAS NOT** been contacted and confirmed.

Please note that a speaker may present no more than two times during the conference. If your speakers are in multiple proposals, it is important that you make clear if the speaker is central to your proposal.

16. SPEAKER ONE

Name:

Institution:

Country:

Email Address:

17. SPEAKER ONE TOPIC:

Please indicate the paper title or very short description of content the speaker will be addressing.

18. SPEAKER TWO

Name:

Institution:

Country:

Email Address:

19. SPEAKER TWO TOPIC

Please indicate the paper title or very short description of content the speaker will be addressing.

20. SPEAKER THREE

Name:

Institution:

Country:

Email Address:

21. SPEAKER THREE TOPIC

Please indicate the paper title or very short description of content the speaker will be addressing.

22. SPEAKER FOUR

Name:

Institution:

Country:

Email Address:

23. SPEAKER FOUR TOPIC

Please indicate the paper title or very short description of content the speaker will be addressing.

IMPORTANT NOTE!! THERE IS NO PRINT OPTION for the Proposal Form.

You may choose to print the individual pages of your form as you go from your browser print options, but once the form is submitted it will not be possible for you to review or print your Proposal.