



AMIA

AMIA 2018 | Session or Workshop Proposal Form

PROPOSAL INFORMATION > Proposal Contact and Chair(s) Information

The AMIA Conference Committee invites proposals for the 2018 Annual Conference in Portland, Oregon.

The goal of the conference is to present a 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.

In filling out the proposal form, there is [information for each question available](#). We also encourage you to read the [Session/Workshop FAQ](#), available on the Conference website. It explains the review process, and offers information and guidance 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](#).

Proposal deadline is May 15, 2018. Thank you!

* 1. SESSION PROPOSER > Contact Information

Name

Institution

City / State or Province

Country

Email Address

Phone Number

* 2. Will you also chair the session or workshop?

Yes

No



AMIA

AMIA 2018 | Session or Workshop Proposal Form

PROPOSAL INFORMATION > Session/Workshop Chair/Co-Chair Contact Information

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.

3. SESSION CHAIR

Name:

Institution:

State/Province:

Country:

Email Address:

Phone Number:

* 4. Is there a CO-CHAIR for the session or workshop?

Yes

No

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

6. CO-CHAIR: If applicable

Name:

Institution:

Country:

Email Address:

Phone Number:

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



AMIA

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ABOUT THE SESSION > Description, Abstract, Requirements

DESCRIPTION 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. Please include any information it is important for the panel to consider.

PROGRAM ABSTRACT is 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. You will have the opportunity to edit this before the final program is printed.

* 8. **SESSION/WORKSHOP TITLE**

The title should reflect the content of your presentation and must not exceed 10 words. [Only the first 10 words of the title are submitted.]

*** 9. SESSION TYPE**

You may request one of the following. 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 July. 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)
- Screening Session (In-hotel, evening timeslot on Friday or Saturday evening)
- Half Day Pre-Conference Workshop (3-4 hours)
- Full Day Pre-Conference Workshop (6-8 hours)
- Alternative - please specify below the format and describe briefly how the format will enhance presentation of the material.

Additional information:

*** 10. DESCRIPTION AND INFORMATION FOR PEER REVIEW ONLY (maximum 350 words)**

Concisely state the session focus and how it will be addressed. Describe how your proposed session is unique, how each speaker will add to the presentation, and what the proposal offers to the conference. Also include the level of experience (beginner, intermediate, advanced) or any knowledge/skills needed by the audience.

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. Include any information you feel is relevant to the Review.

*** 11. Which part of the Conference Program does your session or workshop best fit?**

All **Program Streams** include consideration of proposals from the open call. Stream curators will review all proposals submitted for a stream. For those sessions accepted, curators will work with the chair to finalize the proposal's content and speakers so that it works within the stream's outline and works together with the other stream sessions to provide a cohesive stream program.

General Sessions are reviewed through Peer Review and are not related to the Program Streams. It's important to note that Streams devote a significant part of the total conference program to a single topic so it is unusual for additional sessions on the topic to be scheduled outside of the stream.

- General Sessions: Not part of a stream
- Stream: Building, Maintaining and Sharing Regional and Community Archives
- Stream: Open Source Toolkit: Usable Solutions for Audiovisual Archivists

*** 12. Please indicate three 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.

Please note: **If you click more than three choices**, the form will not advance.

- | | |
|---|--|
| <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)

13. FOR WORKSHOP PROPOSALS ONLY - OUTCOMES OF THIS WORKSHOP

What specific knowledge or skill sets will attendees gain after the session? (1-5 sentences)

* **14. ABSTRACT FOR PRELIMINARY PROGRAM (maximum 150 words).** *You will have the opportunity to edit this before the printed program for the conference is finalized in September.*

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.

15. SPECIAL REQUIREMENTS REQUEST

Please list any other requirements for your session, including, but not limited to, any requirements for specialized equipment, travel, venue specifications or other funding. You must list the estimated cost of each requirement - if costs estimates are not included, funding cannot be considered.

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.

There is some funding for proposals, though it is limited. In the past, this has included shipping special equipment, offering handouts, renting a venue, and some travel funding (it is rarely enough to support full travel funding). Because funding is stretched to accommodate as many sessions as possible, the amount allocated to your proposal may not be the full amount you have requested.

If your session is not viable without funding, it is important that you include that information here.

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



AMIA

AMIA 2018 | Session or Workshop Proposal Form

SPEAKER INFORMATION

The Peer Review Panel will assume that all listed speakers have confirmed their willingness to speak should the proposal be accepted. If a speaker HAS NOT been contacted and confirmed it is important that the information be included in the notes.

One goal of the conference is to bring together a variety and perspectives and encourage new voices. Please note if your speakers have presented at AMIA in the past.

If your speakers are in multiple proposals, it is important that you make clear if the speaker is central to your proposal. Speakers may only present twice during the conference.

16. SPEAKER ONE

Name:

Institution:

Country:

Email Address:

Has this speaker presented at AMIA in the past? (yes/no)

17. SPEAKER ONE TOPIC & NOTES

Please indicate the paper title or very short description of content the speaker will be addressing and any notes that should be considered.

18. SPEAKER TWO

Name:

Institution:

Country:

Email Address:

Has this speaker
presented at AMIA in the
past? (yes/no)

19. SPEAKER TWO TOPIC & NOTES

Please indicate the paper title or very short description of content the speaker will be addressing and any notes that should be considered.

20. SPEAKER THREE

Name:

Institution:

Country:

Email Address:

Has this speaker
presented at AMIA in the
past? (yes/no)

21. SPEAKER THREE TOPIC & NOTES

Please indicate the paper title or very short description of content the speaker will be addressing and any notes that should be considered.

22. SPEAKER FOUR

Name:

Institution:

Country:

Email Address:

Has this speaker
presented at AMIA in the
past? (yes/no)

23. SPEAKER FOUR TOPIC & NOTES

Please indicate the paper title or very short description of content the speaker will be addressing and any notes that should be considered.

24. **ANY ADDITIONAL INFORMATION** you may want to include about your session. This may include special schedule requests and any other information you feel may be important for the committee to consider.

25. **(Optional)** Over the past few years, there has been an effort to make information available to those who cannot attend. Please let us know how you would be willing to help in this effort. We realize that you wouldn't be able to confirm until your session is and speakers are finalized, but it will help us in our planning. (check all that apply)

- Open to the session being recorded (subject to permission from all speakers)
- Open to the session being live-streamed (subject to permission from all speakers)
- Will work to provide presentation materials for the website prior to the conference
- Will work to provide presentation materials for the website following the conference
- Other (please specify)

THANK YOU FOR YOUR PROPOSAL!

Please note that there is no PRINT option for the 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.

You will receive a confirmation of your submission within a few days.

If you do not receive confirmation, please contact

program@amiaconference.com