



# AMIA

AMIA 2020 | Call for Proposals | Proposal Form

AMIA 2020 | November 11-14 | El Paso, Texas

**The AMIA Conference Committee invites proposals for the 2020 Annual Conference in El Paso, Texas.**

The goal of the Conference is to present a broad-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 addition to general programming, the conference will feature two program streams this year: **Content as Data: Archival Approaches to Computational Analysis** and **Borders and Borderlands: Conversations and Documentation**. The Committee welcomes proposals on these topics and all issues to do with media archives with particular emphasis in the area of Latin American media heritage and practices. Other areas of interest include innovative technical solutions, tools and strategies for workflow and data management, sustainable preservation practices & archival approaches to climate crisis, and development of an equitable and inclusive profession.

#### **Proposal resources**

- [Session & Workshop FAQ](#)
- [Download a copy of the form](#)



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PROPOSAL INFORMATION > Proposal Contact and Chair(s) Information

**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](#).**

**\* 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

**3. SESSION CHAIR [If not the proposer. Leave blank if you will be the session chair.]**

Name:

Institution:

State/Province:

Country:

Email Address:

Phone Number:

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

\* 5. **Is there a CO-CHAIR for the session or workshop?**

Yes

No

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



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## Session Type

\* 8. **STREAMS/SESSIONS/WORKSHOPS.** Indicate if your session or workshop should be considered for one of the conference streams.

- General Sessions
- Stream | Content as Data: Archival Approaches to Computational Analysis
- Stream | Borders and Borderlands: Conversations and Documentation
- Pre-Conference Workshop (Half Day or Full Day)



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## Session Information

For your SESSION TITLE, the more direct/explanatory you can make your title, the better and it is important that the title reflect the content of the session. For example, "Strategies for implementing sustainability into your organization" is a lot better than "Corporate Sustainability." All titles must be 10 words or less.

### \* 9. SESSION TITLE [10 words]

The title should reflect the content of your presentation and must not exceed 10 words.

### \* 10. SESSION TYPE

You may request one of the following. All sessions are either 25 or 60 minutes. [For descriptions of each proposal type, click here.](#)

Please note ..

- Two Report/Paper Presentations are scheduled for each one hour program slot
- A Call for Posters will be announced in July
- Submissions for screenings in a theatre venue are not being accepted at this time

- Report/Paper Presentation (single presenter 25 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)
- Evening Screening at Conference Center
- Alternative - please specify below the format and describe briefly how the format will enhance presentation of the material.

Additional information:

**\* 11. 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"/> Latin American Media Heritage and Practices                                | <input type="checkbox"/> Asset Management              |
| <input type="checkbox"/> Innovative Technical Solutions                                             | <input type="checkbox"/> Education                     |
| <input type="checkbox"/> Tools and Strategies for Workflow and Data Management                      | <input type="checkbox"/> Film                          |
| <input type="checkbox"/> Sustainable Preservation Practices & Archival Approaches to Climate Crisis | <input type="checkbox"/> Film/Media History            |
| <input type="checkbox"/> Development of an Equitable and Inclusive Profession                       | <input type="checkbox"/> Copyright/Legal               |
| <input type="checkbox"/> Advocacy/Outreach                                                          | <input type="checkbox"/> Magnetic Tape                 |
| <input type="checkbox"/> Access                                                                     | <input type="checkbox"/> Standards and Best Practices  |
| <input type="checkbox"/> Case Study                                                                 | <input type="checkbox"/> Preservation                  |
| <input type="checkbox"/> Cataloging and Metadata                                                    | <input type="checkbox"/> Curatorial/Programming        |
| <input type="checkbox"/> Collections Content                                                        | <input type="checkbox"/> Operations/Leadership         |
| <input type="checkbox"/> Collections Management                                                     | <input type="checkbox"/> Solutions and Problem Solving |
| <input type="checkbox"/> Development/Fundraising                                                    | <input type="checkbox"/> Policy                        |
| <input type="checkbox"/> Digital Media                                                              |                                                        |

## 12. Special 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. All session and workshop rooms are equipped with Powerpoint capability (projector, screen, sound). Participants must provide their own laptops.

There is limited funding for proposals. 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.

**You must list the estimated cost of each requirement** - if cost estimates are not included, funding will not be considered. Travel funding requests may include airfare, accommodation, or ground transportation. Each cost must be broken out separately.

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

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



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## Workshop Information

### 13. WORKSHOP TITLE [10 words]

The title should reflect the content of your workshop and must not exceed 10 words.

### 14. Length of Workshop

- Half Day (4 hours)
- Full Day (8 hours)

### 15. Workshop Outcomes

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

### 16. Workshop Audience Level

- Beginner
- Intermediate
- Advanced
- Any Audience

### 17. Prerequisite skills/knowledge needed to attend workshop (if any)



## 18. Special Workshop Requirements

All workshops must be self-sustaining. Please list any requirements for your session, including, but not limited to, any requirements for equipment, travel, venue specifications or other funding. All workshops will include Powerpoint capability (projector, screen, sound). Participants must provide their own laptops.

The minimum number of attendees will be based on the the costs of the workshop. If the number of attendees needed to cover expenses is not met by October 5, 2020, the workshop may be cancelled.

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



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## Description & Program Abstract

**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 June. 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.

### \* 19. **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, what new perspectives it may add, 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.

\* 20. **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.

While the opportunity will exist to edit this text should the panel be selected, edits MAY NOT significantly change the topic of the panel.

No more than 150 words will be included.



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## 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 of 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.

Every session at the Conference should be an interaction between presenter(s) and the Conference attendees. It is important to be mindful of the allotted time each speaker will have and the need to allow time to foster conversation in the form of a Q&A at the end of the panel.

### 21. SPEAKER ONE

Name:

Institution:

Country:

Email Address:

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

### 22. 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.

**23. SPEAKER TWO**

Name:

Institution:

Country:

Email Address:

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

**24. 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.

**25. SPEAKER THREE**

Name:

Institution:

Country:

Email Address:

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

**26. 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.

**27. SPEAKER FOUR**

Name:

Institution:

Country:

Email Address:

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

**28. 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.

**\* 29. How many of the presenters (chair(s) and speakers) listed are first-time presenters?** We want to provide resources, guidance, and mentorship for new presenters as needed.



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## Additional Information

30. **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.

31. **(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](mailto:program@amiaconference.com)