The AMIA Conference Committee invites proposals for the AMIA Spring - April 14-16, 2021.

As every year, 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.

* 1. **SESSION PROPOSER.** Your contact Information.

Name	
Institution	
City / State or Province	
Country	
Email Address	
Phone Number	

* 2. **Will you also CHAIR the session or workshop?** The Chair serves as the primary contact for the session and coordinates the session speakers on content, deadlines, and presentation and is typically either a speaker or moderator.

◯ Yes

◯ No

* 3. **SESSION OR WORKSHOP TITLE [10 words]**
The title should reflect the content of your presentation and must not exceed 10 words. 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.**

* 4. **SESSION TYPE**

You may request one of the following. All sessions are either 25 or 50 minutes. Please note ..

- Two Report/Paper Presentations are scheduled for each one hour program slot
- Five Poster presentations sessions are scheduled for each hour program slot
- All presentations must leave adequate time for Q&A

○ Report/Paper Presentation (single presenter 20 minute presentation/5 minute Q&A)

○ Panel Discussion (2-4 presenters - 40 minute presentation/10 minute Q&A)

○ Lightning Talks (4-6 presenters - 40 minute presentations/10 minute Q&A)

○ Skillshare Session (Informal presentations - 40 minute presentation/10 minute Q&A

○ Screening Session (35 minute screening/10 min speaker(s)/5 minute Q&A)

○ Poster Presentation (5 minute pre-recorded presentation with live Q&A + Poster .jpg)

○ Half Day Pre-Conference Workshop (3-4 hours)

○ Full Day Pre-Conference Workshop (6-8 hours offered over 2 or more days)

○ Alternative - please specify below the format and describe briefly how the format will enhance presentation of the material.

Additional information:

5. **If a Workshop, please list outcomes**

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

6. **If a Workshop, please list audience level and any requirements necessary before attending the workshop.**

○ Beginner

○ Intermediate

○ Advanced

○ Any Audience

○ Any prerequisites needed before attending the workshop

* 7. **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.

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

* 8. **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 and committee in evaluating proposals. Include any information you feel is relevant to the Review.

* 9. **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 April.*

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.

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

Name:

Insitution:

Country:

Email Address:

Is the chair a first time AMIA attendee? (yes/no)
Is the chair a first time AMIA speaker? (yes/no)

11. **CO-CHAIR: If applicable**

Name:

Institution:

Country:

Email Address:

Is the co-chair a first time AMIA attendee? (yes/no)
Is the co-chair a first time AMIA speaker? (yes/no)

12. **SPEAKER ONE**

Name:

Institution:

Country:

Email Address:

Is this speaker a first time AMIA attendee? (yes/no) Is this speaker a first time AMIA speaker? (yes/no)

13. **SPEAKER TWO**

Name:

Institution:

Country:

Email Address:

Is this speaker a first time AMIA attendee? (yes/no) Is this speaker a first time AMIA speaker? (yes/no)

14. **SPEAKER THREE**

Name:

Institution:

Country:

Email Address:

Is this speaker a first time AMIA attendee? (yes/no) Is this speaker a first time AMIA speaker? (yes/no)

15. **SPEAKER FOUR**

Name:

Institution:

Country:

Email Address:

Is this speaker a first time AMIA attendee? (yes/no) Is this speaker a first time AMIA speaker? (yes/no)

16. **SPEAKER NOTES.** Please include any information reviewers may find helpful about the speakers. Also, please not any speaker that is critical to the viability of the session - speakers are limited to two presentations during the conference.

17. **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.

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