



The AMIA Conference Committee invites proposals for AMIA 2025 in Baltimore, December 3-5.

Each 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.

Find more proposal information here:

- [Read the general notes and FAQ](#)
- [Define your session goal and format](#)
- [Consider the proposal criteria](#)
- [Review the checklist](#)
- **Download a copy of this form**
- **Submit your proposal below**

Proposal deadline is May 31, 2025.

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

Name	<input type="text"/>
Institution	<input type="text"/>
City / State or Province	<input type="text"/>
Country	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

*** 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

ABOUT THE SESSION/WORKSHOP

* 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 60 minutes. Please note ..

- Two Report/Paper Presentations are scheduled for each one hour program slot
- Four Project Reports are scheduled for each one hour program slot
- All presentations must leave adequate time for Q&A

- ☐ Report/Paper Presentation (single presenter 20 minute presentation/5 minute Q&A = 25 minutes)
- ☐ Panel (2-4 presenters - 50 minute presentation/10 minute Q&A = 60 minutes)
- ☐ Forum/Conversation (60 minute short presentation(s) with audience discussion = 60 minutes)
- ☐ Screening Session (40 minute screening/10 min speaker(s)/10 minute Q&A = 60 minutes)
- ☐ Lightning Session (60 minutes with 6 or more presentations on a single topic)
- ☐ Project Report (single presenter 12 minute presentation with or without Q&A included)
- ☐ Poster Presentation (Poster sessions in Pavilion)
- ☐ Half Day Pre-Conference Workshop (3-4 hours)
- ☐ Full Day Pre-Conference Workshop (6-8 hours offered)

5. If a Workshop, please list the audience level, any prerequisites needed, and learning outcomes

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

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

*** 7. DESCRIPTION AND INFORMATION FOR PEER REVIEW & CONFERENCE
COMMITTEE** (maximum 350 words)

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.

State the session or workshop focus and how it will be addressed. Describe how your proposed session is unique, timely, what new perspectives it may add, and what the proposal offers to the Conference. Include how each speaker will add to the presentation, what perspectives are reflected, and if new voices are included. 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.

*** 8. ABSTRACT FOR CONFERENCE ATTENDEES & PRELIMINARY PROGRAM
(maximum 150 words).**

Drawing information from above write an engaging description for the session or workshop audience. Stress the focus, value, and objectives of the session. It is important that the abstract expands on the title. 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 session or workshop be selected, edits MAY NOT significantly change the topic of the panel.

No more than 150 words will be included.

SESSION/WORKSHOP PRESENTERS

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

Name:

Institution:

Country:

Email Address:

Has this speaker confirmed participation if selected? (yes/no)

10. CO-CHAIR: If applicable

Name:

Institution:

Country:

Email Address:

Has this speaker confirmed participation if selected? (yes/no)

11. SPEAKER ONE

Name:

Institution:

Country:

Email Address:

Has this speaker confirmed participation if selected? (yes/no)

12. SPEAKER TWO

Name:

Institution:

Country:

Email Address:

Has this speaker confirmed participation if selected? (yes/no)

13. SPEAKER THREE

Name:

Institution:

Country:

Email Address:

Has this speaker confirmed participation if selected? (yes/no)

14. SPEAKER FOUR

Name:

Institution:

Country:

Email Address:

Has this speaker confirmed participation if selected? (yes/no)

15. **SPEAKER NOTES.** Please include any information reviewers may find helpful about the speakers. Also, please note any speaker that is critical to the viability of the session - speakers are limited to two presentations during the conference.

ADDITIONAL INFORMATION

16. **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

Deadline is May 31, 2025.