

FLORIDA ASSOCIATION OF MUSEUMS

2010 FAM/F ANNUAL CONFERENCE

Mid-September 2010; Location to be announced

SESSION PROPOSAL DEADLINE: FEBRUARY 22, 2010

Mail, fax or e-mail this form to:

FAM Foundation, P.O. Box 10951, Tallahassee, FL 32302
Voice: (850) 222-6028 Fax: (850) 222-6112 fam@flamuseums.org

Proposal instructions: TYPE OR PRINT LEGIBLY.

Session proposals for the 2010 FAM/F Annual Conference should include elements of interactive learning and achieve measurable results to benefit individual participants and/or Florida's museum community as a whole. FAM/F suggests sessions with multiple co-presenters representing diverse disciplines and/or museums of different sizes to ensure sessions are of interest to a wide range of conference attendees. The Annual Conference Program Committee members are available to help presenters develop concepts and presentation methods.

Reminder: Session participants must pay day or conference registration fee to attend other sessions. FAM/F provides travel funding for presenters only in special circumstances – please attach a separate *Outside Speaker Support Request*, including speaker's resume, justification for their participation, and specific amount requested. *Deadline is February 22, 2010.*

OPTIONS:

- You are proposing a session. You will develop it and invite co-presenters – *complete section 1*
- You have a topic idea and would like to work with FAM/F to develop a session – *complete section 2*

Your Name:

Title:

Museum:

Phone:

Email:

SECTION 1

Session Title:

Session Duration (select one): 1.5 hrs 3 hr workshop other (specify)

Audio/Visual Requirements: None Yes, I will supply Yes, I will need the following:

Deadline for requesting AV equipment is August 1, 2010.

Targeted Audience (check all that apply): Admin/Finance/Mgmt Collections Education
 Exhibitions Emerging Professionals Facilities Fundraising Human Resources
 Museum Store PR/Marketing Technology Trustees Other (specify)

Session Leader:

Name:

Title:

Museum:

Phone:

Email:

Co-presenters (provide name, title, museum/organization, phone, email, and indicate if they have agreed to speak). *A typical session has 3-4 speakers representing different organizations; if you have more, please explain why and how the session will be structured so each contributes in a meaningful way.*

1.

2.

3.

Description of Session (for preliminary program, 150 words or less. Must include session objective(s) and desired measurable outcomes):

SECTION 2

What assistance would you like from FAM/F to fully develop your idea? Please fill out as much information as you have available in Section 1 and describe here the kind of help you would like. You may need assistance in identifying speakers, in refining the direction of the session description, or anything else. Tell us here what help you would like:

**THE FAM/F PROGRAM COMMITTEE WILL REVIEW YOUR PROPOSAL AND
CONTACT YOU BY EARLY APRIL**