

American Association of Museums

1998 AAM Annual Meeting
Los Angeles, California • May 10–14, 1998

Exploring Differences, Finding Connections

The theme of the 1998 Annual Meeting encourages museum colleagues from every area of museum work, every discipline, every institutional type, and every kind of community to consider the ways in which they experience differences, broaden understanding, and find connections in their work both in the museum and the community.

More than ever, museums, staff, leadership, and partners inside and outside the field are encountering diversification. In order to be responsive to difference—making the most of it for ourselves, our institutions, and our public constituencies—we need to understand its influence on all aspects of museum work including collecting and interpreting artifacts, staffing and management, education, public relations, and audience development. This exploration can lead to new ways in which to share resources, find commonalities in programmatic and institutional direction, and form new or creative alliances to heighten awareness of the mission and purpose of museums.

Proposals are encouraged that examine the various dimensions of diversity and explore interconnectedness of museums and their communities through shared concerns, common goals, or parallel experiences.

- How do museums balance the need for diversity with limits on resources and energy?
- How do museums become more actively engaged in public service without compromising policies and practices?
- In forging new partnerships with those in the entertainment, education, philanthropic, and business fields how do museums best convey their values and unique missions?

The theme invites variety in the planning of sessions in terms of approach, format, and content. Sessions that cross disciplinary lines, categories of job type, or geographical or social circumstances are encouraged. In addition to theme-related sessions, AAM welcomes proposals on practical issues that affect the day-to-day work of museum professionals. Proposals addressing issues of security, administration, management, human resources, education, registration, curation, exhibit development and design, public relations, audience research, and technology are encouraged.

SESSION DESCRIPTION FOR PRELIMINARY & FINAL PROGRAM

Session Title _____

Session Chair _____

Title: _____

Institution _____

City/State: _____

Based on your program abstract submission, please type a clear and brief session description below (approximately 100 words). The description can include the purpose of the discussion, why it is relevant, any questions it might raise, and what attendees will learn or what information will be covered. In the event your session is selected for inclusion in the annual meeting program, this submission will serve as the basis for your program description in the preliminary and final program. AAM reserves the right to make any editorial changes to the description.

Knowledge Level Required: Beginning Middle Advanced

AAM Committee/ Council/ Affiliate Group Sponsorship _____

Guidelines for submission of program abstracts

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Theme: Exploring Differences, Finding Connections

Each year the AAM Annual Meeting offers museum professionals the opportunity to meet with their peers and discuss important issues affecting the field. The educational program is the cornerstone of the annual meeting and key to its success. The following information will assist you in the development of your program proposal.

Session proposals will be reviewed once before final selections are made. There will be one deadline for program abstracts: Sept. 4, 1997. The National Program Committee will meet in October to review the program abstracts and make its final selection of the programs to be presented in Los Angeles in May 1998. Unlike previous years, program proposals will not be reviewed a second time.

The National Program Committee will evaluate program proposals according to the following criteria:

1. **Clarity** of presentation of program abstract (all parts of the form are completed and written in proper grammatical form).
2. **Quality** of the presentation of session ideas, content, outline and rationale for including particular speakers. Panel sessions should be diverse; offering perspectives from a range of disciplines (i.e. history, art, science), multi-cultural representation, geographic locations and museum size.
3. **Confirmation** of session speakers.
4. **Format and length** of session appropriate to topic being presented.
5. **Relevance** to annual meeting theme or an important practical, policy or philosophical issue to be discussed.

Guidelines for preparing a session abstract:

1. **The session proposer** (if different from the session chair) is responsible for gathering pertinent information from each session participant and confirming AAM Standing Professional Committee, PIC, or affiliate organization sponsorship (where applicable) before submitting the program abstract.
2. **All session speakers** must be contacted and confirmed prior to submission of the program abstract. The National Program Committee makes its selections based on the speakers listed; therefore there must be extenuating circumstances for a speaker to be replaced. AAM staff will mail registration materials to all program speakers in January 1998.
3. **Program sessions** should be chaired by a professional working in the museum field, either in a museum or a museum-related organization (e.g. a federal, state or regional museum association, or an AAM affiliate organization) at the time the proposal is filed. Individuals who provide commercial services and goods to museums ordinarily may not chair program sessions. *Requests for exceptions to this policy should be made in writing and submitted with the session abstract and will be reviewed by the National Program Committee, the AAM vice president, policy and programs and the AAM director of meetings and professional education.* The request should include information on the individual's qualifications/expertise on the proposed topic. Individuals who provide commercial services may however participate as panelists.
4. **Sponsorship of program abstracts.** AAM's Standing Professional Committees, Professional Interest Committees and Councils and affiliate organizations sponsor sessions with topics that are of interest to their members. The deadline for SPC sponsored proposals is June 30, 1997. Forms for SPC sponsorship should be returned directly to the appropriate SPC by June 30, 1997. If you are interested in obtaining sponsorship by one of these groups, please contact the AAM meetings department at 202/289-9113 for a list of contacts. Program abstracts, however, may be submitted independent of this process.

5. Role of Chairperson. The chairperson (or his/her designee) for a program session is solely responsible for managing all logistics related to the session. These include: keeping panelists up-to-date on all information provided by AAM, distributing audio-visual and speaker release forms, and informing panelists of all AAM deadlines. AAM staff will correspond only with the session chair (or the person designated to handle program logistics).

6. Speaker Registration. All annual meeting speakers will receive complimentary registration for the day of their session. If a chair or panelist wants to attend the entire meeting or other days of the meeting, he/she must complete a registration form and submit payment to AAM by the required deadlines. All speakers must handle their own hotel reservations by the deadline listed on the Los Angeles housing form that appears in the annual meeting preliminary program.

7. Abstract Intent. Session chairs submit abstracts with the understanding that their session can be scheduled on any day of the meeting and will not be rescheduled unless there are extenuating circumstances.

Types of Presentations:

- **Panel discussions** should have one chair and three panelists. Individuals are *limited* to speaking at two sessions during the annual meeting. Single panel sessions are 75 minutes in length; double sessions are 150 minutes in length.
- **Poster sessions** are an excellent way to visually showcase a single program or activity. Presenters are provided with a 8 ft. by 4 ft. bulletin board, a table, and 20 square feet of space in which to make their visual presentation. These sessions are 30 minutes in length and, should not require audio-visual equipment. They will be held in the exhibit hall, MuseumExpo98.
- **Debate sessions** feature two speakers with differing opinions on a topic and a moderator. The debate format should allow each speaker to speak for 15 minutes, with a 5 minute rebuttal from the opposing speaker. Allow 30 minutes for questions and answers from the audience.
- **Research Forum**—AAM is planning to initiate a research forum at the 1998 Annual Meeting. If you are interested in presenting a current research topic, please contact AAM Meetings and Professional Education Department at 202.289.9113.

Reminders:

All forms must be typed using the program abstract form or similar format—no faxes will be accepted.

Abstracts deadline: Sept. 4, 1997 at 5:00pm

Mail forms to: American Association of Museums
Meetings and Professional Education Department
1575 Eye Street, NW Suite 400
Washington, DC 20005

All program sessions will be held at the Los Angeles Convention Center.

For more information, contact 202/289-9113

Program Abstract Form

1998 AAM Annual Meeting
Los Angeles, CA • May 10–14, 1998
Theme: *Exploring Differences, Finding Connections*

<i>Please Check</i>	Length:	<input type="checkbox"/> Single session	<input type="checkbox"/> Double Session	
	Format:	<input type="checkbox"/> Panel Discussion	<input type="checkbox"/> Debate	<input type="checkbox"/> Poster
	Audience:	<input type="checkbox"/> Beginning	<input type="checkbox"/> Middle	<input type="checkbox"/> Advanced
	Session will address:	<input type="checkbox"/> Practical issues	<input type="checkbox"/> Policy issues	<input type="checkbox"/> Philosophical issues

Subject: (circle primary subject, check 2 other subjects that program may address)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> A Administration | <input type="checkbox"/> I/International | <input type="checkbox"/> N/Media and Technology | <input type="checkbox"/> S/Security |
| <input type="checkbox"/> C/Curation | <input type="checkbox"/> J/Interpretation | <input type="checkbox"/> O/Museum Director/CEO Issues | <input type="checkbox"/> T/Conference Theme |
| <input type="checkbox"/> D/Development | <input type="checkbox"/> K/Museum Studies | <input type="checkbox"/> P/Public Relations | <input type="checkbox"/> V/Audience Research & Evaluation |
| <input type="checkbox"/> E/Education | <input type="checkbox"/> L/Conservation | <input type="checkbox"/> Q/Public Policy | <input type="checkbox"/> W/Human Resources |
| <input type="checkbox"/> F/Facilities | <input type="checkbox"/> M/Management: Finance/Administration | <input type="checkbox"/> R/Registration | <input type="checkbox"/> X/General Interest |
| <input type="checkbox"/> G/Governance | | | |
| <input type="checkbox"/> H/Exhibit & Design | | | |

Session Title _____

Session Chair Name: _____

Title: _____ Institution: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Panelists (limited to 4 per single session; one chair and three panelists): Include **name, title, complete mailing address, telephone and fax numbers.** Please have all panelists confirmed by September 4, 1997.

Do not list panelists without contacting them first.

Name: _____ Confirmed: Yes No

Title: _____ Institution: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Name: _____ Confirmed: Yes No

Title: _____ Institution: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Name: _____ Confirmed: Yes No

Title: _____ Institution: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Session Title: _____

Session Coordinator for logistics (if different from chair):

Name: _____

Title: _____ Institution: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

If session being proposed is a double session please list additional panelists.

Name: _____ Confirmed: Yes No

Title: _____ Institution: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Name: _____ Confirmed: Yes No

Title: _____ Institution: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Name: _____ Confirmed: Yes No

Title: _____ Institution: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Outline of session: (identify each panelist by name, qualifications, and material each will cover):

Panelist Name: _____

Qualifications & Material Covered: _____

Panelist Name: _____

Qualifications & Material Covered: _____

Panelist Name: _____

Qualifications & Material Covered: _____

Panelist Name: _____

Qualifications & Material Covered: _____

Why is this topic important?

Why did you select this particular session format?(e.g. debate, poster, panel presentation etc.)

AAM Committee/PIC/Affiliate Group sponsorship - (if applicable and *only if confirmed*):

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Session chairs submit abstracts with the understanding that their session can be scheduled on any day of the meeting and will not be rescheduled unless there are extenuating circumstances.

Please return to: American Association of Museums
Meetings and Professional Education Department
1575 Eye Street, NW Suite 400
Washington, DC 20005
phone: 202/289-9113

Deadline: September 4, 1997