



The Mid-Atlantic Association of Museums
PO Box 4
Cooperstown NY 13326
info@midatlanticmuseums.org

MAAM Federal Tax ID: 22-2313195

CALL FOR SESSION PROPOSALS

2025 Annual Conference

October 28-30, 2025

Wyndham Grand Pittsburgh Downtown, Pittsburgh, PA

Submit Proposals to the [Call for Session Proposal Application](#)

Submission Deadline: Monday, June 2 at 5:00 pm EDT

About the Annual Conference

The Mid-Atlantic Association of Museums (MAAM) Annual Conference is dedicated to fostering excellence in museums by providing high-quality professional development, networking opportunities, and special events for museum professionals in the region.

This document is intended to provide comprehensive information for submitting a session proposal to the MAAM Annual Conference includes the following sections:

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Mid-Atlantic Association of Museums Mission & Values

Mission: The Mid-Atlantic Association of Museums sparks dialogue among museum and industry professionals to build sustainable and inclusive museums for their communities.

Inclusion & Equity: MAAM commits to shaping a museum field that values and includes diverse voices.



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Empathy: MAAM commits to the idea that people matter to museums and supports museums as places to learn to value others.

Curiosity & Innovation: MAAM commits to evaluating and questioning current practices and integrating a wide range of perspectives to effect thoughtful change within the field.

Proposal Review Timeline

- A. *Mid-April:* Proposal Planning Zoom Session
- B. *June 2:* Session Proposals Due
- C. *June 11-July 11:* MAAM Annual Conference Programming Committee reviews and evaluates proposals
- D. *July 14:* Notification of Programming Committee decisions

Proposal Guidelines

- A. Sessions can be between 45-75 minutes in length and should be in an in-person format; please allow a minimum of 15 minutes for Q&A in your session; hybrid (e.g. Zoom) presentations will not be accepted. If there are extenuating circumstances, and a remote presenter is essential, speakers are responsible for coordinating the technology and streaming platform on the session day.
- B. Only complete submissions will be reviewed. Incomplete submissions will not be considered.
- C. Industry partners are welcome to submit proposals, but all sessions must include at least one museum professional as a session chair or speaker. This can include independent museum professionals or museum professionals in transition.
- D. At least one person on the panel must be a member of MAAM or must become a member of MAAM before the preliminary program is released. Please click [here](#) to become a member of MAAM or contact Michelle Paulus-Baumgarten at info@midatlanticmuseums.org for more information.
- E. Please confirm that all of the proposed speakers are available for speaking during the October 28-30, 2025 conference dates before submitting a proposal. Selected sessions could be scheduled on either date of the conference. Dates and times of selected sessions will be at the Program Committee's discretion.
- F. Session proposals may address one or more of the following topics, but also may be submitted on a different topic. Presentations of ongoing projects or works in progress



are welcome, as long as there are tangible learning objectives from project phases that are already complete.

- a. Collections Stewardship (e.g. collection development plans)
 - b. Education & Programming (e.g. accessibility; visitor experience, community engagement, etc.)
 - c. Exhibitions (e.g. universal design; navigating challenging topics)
 - d. Fundraising & Revenue (e.g. event fundraising; sponsorship development; membership development; grant writing)
 - e. Leadership & Operations (e.g. board relations/governance; institutional identify; labor and unions; addressing inequalities in the field)
 - f. Marketing & Communications (e.g. social media engagement; event promotion, etc.)
 - g. Technology and its use in museums (e.g. mobile platforms; AI; use of technology in a social responsible way, and other #musetech topics)
 - h. Professional advice (e.g. how to advocate for yourself)
 - i. Representation (e.g. inclusion, advocacy; decolonizing the museum; collaborating with diverse audiences and communities)
 - j. Sustainability (e.g. disaster planning; sourcing eco-friendly materials; environmental responsibility; and climate change)
 - k. Nuts and Bolts (emphasis on general how tos rather than specific case study)
- G. MAAM does not provide honorariums or travel reimbursement for session presenters or moderators; however, there will be a discounted speaker registration rate available. If a presenter attends only their session, they are exempt from fees, but cannot participate in other sessions or activities. It is session moderators' responsibility to relay this policy to potential speakers.
- H. MAAM does not reimburse supplies, copies, or equipment. MAAM will supply basic A/V Support: a projector, a screen, a microphone, and a podium. Session speakers are responsible for providing a laptop computer (and adapters as necessary) to support digital presentation materials; WIFI for streaming is not guaranteed. For additional equipment needs, contact MAAM, but please note that some requests may not be possible or incur extra fees for you as the presenter.

Types of Sessions

- A. Panel (75 minutes): Conference panels feature 3-4 presenters sharing diverse perspectives on a museum-related theme. Panels may include individual presentations, a moderated discussion, and audience Q&A, aiming to spark dynamic conversations



and explore key issues. A moderator is recommended for managing time and questions. Proposals should reflect varied voices and experiences. Single-institution case studies are acceptable.

- B. **Discussion/Roundtable (75 minutes):** Discussion sessions are designed to foster dialogue and idea exchange, often incorporating small group activities. Proposals should outline prompts and guiding questions, with one to three presenters facilitating.
- C. **Workshops (75-120 minutes):** Workshops offer skill-building training with actionable steps and takeaways, such as templates or resources. Sessions are hands-on, lasting 90-120 minutes or fitting into a 75-minute breakout. Workshops may require an additional registration fee (depending on facility needs), and presenters provide materials. Topics might include evaluation, repatriation, collections care, recruitment, digital collections, fundraising, exhibit development, accessibility, or career advising.
- D. **Town Hall (75 minutes):** Town Halls are open forums for discussing key museum issues. Facilitators guide conversations, encouraging diverse perspectives and audience participation to share insights and generate ideas.
- E. **Poster Presentations (students only):** Poster Presentations showcase student projects and research from museum studies or related programs, emphasizing museum-based topics. This format offers students a professional presentation experience and a chance to share academic trends and projects. Undergraduate and graduate students, and those who have graduated within one year of the previous annual conference, are eligible to submit. Presentations may occur during coffee breaks or other Affinity Group meeting times, where presenters discuss their work one-on-one using visual or material aids. MAAM may make changes to this format based on submission volume.

Program Selection Criteria

The Program Committee will make final selections based on a point system and take into consideration the overall diversity of subject matter, museum types and sizes, geographic locations, disciplines, and perspectives represented among the presenters to create a cohesive and well rounded conference program.

- A. The proposal is complete and concise.
- B. The session topic/description is timely and/or relevant to many types of museum professionals; it is engaging and clear.
- C. The session's objectives are clearly defined and directly reflect the session description.
- D. The selected speakers are knowledgeable and represent diverse voices, museum sizes, and professional levels.



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- E. The session topic provides useful information, content and learning objectives that can be easily adapted or implemented by a museum and/or institutional peers.

Program Selection Process

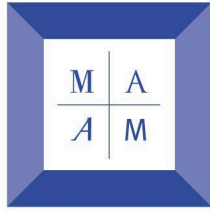
The MAAM Annual Conference Program Committee consists of representatives from the MAAM board of directors, emerging museum professionals, MAAM members, and a representative from our local arrangements committee.

The Program Committee will review session submissions in June 2025. After reviewing and developing the schedule for the conference, we will notify designated contacts for selected sessions by July 14, 2025. The Program Committee reserves the right to request modifications to the submitted programs.

Session Proposal Outline

Please follow the outline below in proposing your session and submit this information to the [online form](#).

- A. **Contact Information:** Include the name, pronouns, title, museum/institution/firm, and full contact information of the person submitting this session proposal. Typically, this is the same person who will chair or facilitate the session, but that is not a requirement.
- B. **Approximate Applicants Museum/Institution/Firm Size:** small (1-5 employees); mid-sized (6-20 employees); mid-sized to large (20+ employees); independent; student
- C. **Session Title:** Provide a short, captivating title that describes your session as it should appear in the event program (20 words or less). Please note that MAAM and the Program Committee reserve the right to edit suggested titles to ensure accuracy and maximum audience interest.
- D. **Session Description:** A summary of your session, as it should appear in the event program and promotions (100 words or less).
- E. **Session Objectives:** List 2-4 specific, concrete learning objectives, in a bulleted or numbered list, that you want attendees to take away from the session, as it should appear in the event program. What do you expect people to learn from your session?



- F. **Session Justification:** 250 words or less Use this space to tell the Program Committee why this session is important and should be included in the 2025 Annual Conference Program; this will not be included in the event program.
- G. **Session Format:** No session should include more than a moderator/session chair and 3 participants/speakers. The only exception to the recommended number is for a performance, round table, or workshop. Session format should be in whatever style best engages the audience and promotes maximum interaction.
- Panel (moderator and up to 3 panelists)
 - Discussion/Roundtable
 - Workshop
 - Town Hall
 - Poster Presentation (students only)
- H. **Session Topics:** Sessions may appeal to a broad or select audience, depending upon the topic. For your proposal, choose the track that most closely relates to the focus of your session (select 1).
- Collections Stewardship
 - Education & Programming
 - Exhibitions
 - Fundraising & Revenue
 - Leadership & Operations
 - Marketing & Communications
 - Technology
 - Nuts and Bolts
- I. **Targeted Audience Career Level:** Sessions are open to everyone, but please indicate your ideal attendee (select 1):
- Student
 - Emerging Professional (5 years or fewer in the field)
 - Mid-Career Professional (6-15 years in the field)
 - Senior Level Professional (16 or more years in the field)
- J. **Session Chair Contact Information:** Name, preferred pronouns, email; brief bio (75 words or less)
- K. **Speaker information:** Name, title/institution/location; phone number and email address; pronouns; brief bio (75 words or less)
- Please indicate if you need assistance identifying additional speakers. Proposals that only include the proposer with multiple unfilled spots are unlikely to be selected. MAAM is happy to assist in diversifying and strengthening panels that are mostly confirmed but may benefit from an



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additional perspective. However, it is ultimately your responsibility to secure and finalize your panel. If requesting assistance, please ensure ample time for outreach and coordination.

- L. Alignment with MAAM's Mission & Values: Please briefly describe how this session aligns with the values of the Mid-Atlantic Association of Museums and how you plan to include diverse voices within the session.
- M. The name of the speaker that is a MAAM Member (or will become a member). For more information, visit:
<http://midatlanticmuseums.org/membership/membership-levels/>
- N. Acknowledgement: Review and confirm your understanding of a presentation commitment. Sessions may be recorded and made available to conference attendees post conference. MAAM will communicate any special instructions regarding recordings. By participating as session presenter, you consent to having your session recorded. Please contact MAAM with specific questions.
 - a. It is my responsibility as session contact to communicate all logistical information to session speakers.
 - b. Speakers will not use the session as a platform for promoting products or services.
 - c. Speakers understand that registration is required to participate in the conference (beyond their own specific panel).
 - d. Speakers are confirmed and available to present on any dates noted for the program
 - e. Speakers understand that they may be asked to share session materials and resources and are open to the request.
 - f. Speakers agree to abide by the conference [Code of Conduct and Health Policy](#)
 - g. At least one person on the panel must be a member of MAAM or must become a member of MAAM before the preliminary program is released.
 - h. All sessions must include at least one museum professional. This can include independent museum professionals or museum professionals in transition.

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