The AMIA Conference Committee encourages papers, panels and posters on all issues to do with audiovisual archives with particular emphasis in the areas of problem solving, technical issues and the digital archive.

This year, the conference will include two streams of programming. If your proposal is focused on one of these streams, we encourage you to contact the curation team for that stream to avoid duplicate effort.

A.The Access, Outreach, and Use of Moving Image Archives stream. The shift towards digital enables archives to fulfill their public missions better; crossing geographical boundaries, using new channels for content distribution, engage with user groups and use new technologies to make work processes more efficient and allow for new access points to collections.

B. Advocacy stream. Advocacy – the term may mean different things to different people. The stream will examine international reference points, personal advocacy and case studies of projects and campaigns. Curated in collaboration with AMIA's Advocacy Committee.

Information about the conference and the proposal process, go to www.AMIAConference.com.

Proposal deadline is May 14, 2015.

We encourage you to read **Tips for a Successful Proposal,** available on the Conference website: http://www.amiaconference.net/tips-for-a-successful-proposal

It explains the review process, and offers information and tips on what the reviewers and the Conference Committee consider in the proposal process. If you have difficulty with the online submission process, please contact us at amia@amianet.org.

IMPORTANT NOTE: You must complete each page of the proposal form. Incomplete proposals will not be considered.

Because of the information necessary to complete the form, we STRONGLY recommend that you download a copy of the form so that you may review and prepare to fill out the online submission. You may download a copy of the form at http://www.amiaconference.net/wp-content/uploads/2015/02/Proposal-FOrm.pdf

Thank you!

---

*1. PROPOSER INFORMATION

Name:	
Company:	
Address:	
Address 2:	
City/Town:	
State/Province:	
ZIP/Postal Code:	
Country:	
Email Address:	
Phone Number:	

*2. SESSION/WORKSHOP TITLE The title should reflect the content of your presentation and must not exceed 10 words. [Titles that exceed 10 words will be edited]

*3. SESSION TYPE You may request one of the following. For descriptions of each session type, visit www.AMIAConference.com and click "2015 Call for Proposals."

Please note that a separate Call for Posters will be announced in April. Do not propose Posters on this form.

- ○ Report/Paper Presentation (single presenter 30 minutes)
- ○ Panel Discussion (2-4 presenters - 60 minutes)
- ○ Workshop (half or full day)
- ○ Other

Other (please provide description of format you are requesting)

[   ]

*4. Length of Session Requested.

Please note that most sessions are 60 minutes, with a limited number of 90 minute sessions available. 30 minute presentations may be combined into groups of two or three.

- ○ 30 minutes
- ○ 60 minutes
- ○ Workshop: Half Day
- ○ Workshop: Full Day

5. Notes: Please include any additional information about format or length of session.

[   ]

Please note that the DESCRIPTION will be what is submitted to the Peer Review panel for consideration. The PROGRAM ABSTRACT will be reflected in the Preliminary Program posted in July.

6. Please indicate what 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.

☐ Academic

☐ Access Issues

☐ Case Study

☐ Cataloging/Metadata

☐ Collections Content

☐ Collections Management

☐ Development/Fundraising

☐ Legal/Copyright

☐ New Technology

☐ Policy

☐ Programming/Curatorial

☐ Operations/Leadership

☐ Solutions and Problem Solving

☐ Technical Issues

Other (please specify)

[   ]

*7. DESCRIPTION AND INFORMATION FOR PEER REVIEW ONLY (maximum 300 words)

Concisely state the session focus and how it will be addressed.
Does the title match the content description? What about your proposed session is unique, new, and of value? How will each speaker add to the presention?

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 to evaluate proposals.

[   ]

✱8. ABSTRACT FOR PRINTED PROGRAM (maximum 150 words)

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 Program and online and should be directed at the audience for the session. No more than 150 words will be included.

[text field]

✱9. AUDIENCE FOR THE SESSION/WORKSHOP (3-5 sentences)

At what level of experience is the session targeted (beginning/intermediate/advanced)? What knowledge/skill sets will the audience need?

[text field]

✱10. OUTCOMES OF THIS SESSION/WORKSHOP (1-5 sentences)
What specific knowledge or skill sets will attendees gain after the session?

[text field]

_____

ESTIMATED COST OF WORKSHOP OR SESSION

This section is for additional estimated costs for your proposal. This includes equipment, handouts, or any other expense for your proposed workshop or session.

WORKSHOPS: Please note that costs of the workshop must be outlined in detail. The minimum attendance for a workshop is based on this budget.

SESSIONS: AMIA session funding is extremely limited, and while you may request funding for speakers (below) it is important that your proposal is not reliant on travel funding for an individual speaker.

If you are requesting additional funding of any kind it is important that you note whether or not you will be able to proceed with the session should the funding you have requested not be available.

_____

11. SPECIAL AV REQUESTS

Powerpoint capability (projector, screen, sound) is the ONLY audiovisual equipment provided in all meeting rooms. Participants must provide their own laptops. Please indicate whether your session will require internet access for the presentation.

List any other needs, but please be aware that AV rental is costly and will be limited. If you are requesting additional audiovisual equipment it is important that you note whether or not you will be able to proceed with the session should the equipment you have requested not be available.

No answer to this question will be an acknowledgement that no AV beyond powerpoint is needed for your proposed session or workshop.

12. OTHER REQUIREMENTS

Please list any other requirements for your session, including, but not limited to, any requirements for specialized equipment, travel, venue specifications or other funding.

13. COSTS Please list a cost estimate for EACH requirement listed above. If cost estimates are not included in your request, or if they are not broken out by each type of expense, they cannot be considered. If none, please type 0.

Audiovisual Requests	
Travel Costs	
Handout Costs	
Other	

Please complete information about the session/workshop chair(s). The chair serves as the point of contact for the session or workshop and is responsible for communication with the speakers.

14. Is the Chair information the same as the Proposer Information? If so, check yes and skip to Question 16.

○ Yes

○ No

15. SESSION CHAIR

Name:

Insitution:

Address:

City/Town:

State/Province:

ZIP/Postal Code:

Country:

Email Address:

Phone Number:

16. SESSION CHAIR

	Yes	No	I don't know
Will serve as Chair for the session?	○	○	○
Will be speaking as part of session?	○	○	○
Contacted and has agreed to participate?	○	○	○

Additional Information

17. SESSION CHAIR If the session chair is speaking, please indicate the paper title or very short description of content the speaker will be addressing.

18. CO-CHAIR: If none, type NONE.

Name:

Institution:

Country:

Email Address:

Phone Number:

19. CO-CHAIR

	Yes	No	I don't know
Contacted and has agreed to participate?	○	○	○
Participating in another proposal?	○	○	○

Additional Information

[   ]

20. CO-CHAIR: Please indicate the paper title or very short description of content the speaker will be addressing. If none, type NONE

[▲ ▼]

IMPORTANT NOTE: Please note that a speaker may present no more than two times during the conference. If your speakers are in multiple proposals, it is important that you make clear if the speaker is central to your proposal.

21. SPEAKER ONE

Name:

Institution:

Country:

Email Address:

22. SPEAKER ONE INFORMATION

	Yes	No	I don't know
Contacted and has agreed to participate?	○	○	○
Participating in another proposal?	○	○	○

Additional Information

23. SPEAKER ONE TOPIC:

Please indicate the paper title or very short description of content the speaker will be addressing.

24. SPEAKER TWO

Name:

Institution:

Country:

Email Address:

25. SPEAKER TWO

	Yes	No	I don't know
Contacted and has agreed to participate?	○	○	○
Participating in another proposal?	○	○	○

Additional Information

26. SPEAKER TWO TOPIC

Please indicate the paper title or very short description of content the speaker will be addressing.

27. SPEAKER THREE

Name:

Institution:

Country:

Email Address:

28. SPEAKER THREE

	Yes	No	I don't know
Contacted and has agreed to participate?	○	○	○
Participating in another proposal?	○	○	○

Additional Information

29. SPEAKER THREE TOPIC

Please indicate the paper title or very short description of content the speaker will be addressing.

30. SPEAKER FOUR

Name:

Institution:

Country:

Email Address:

31. SPEAKER FOUR

	Yes	No	I don't know
Contacted and has agreed to participate?	○	○	○
Participating in another proposal?	○	○	○

Additional Information

32. SPEAKER FOUR TOPIC

Please indicate the paper title or very short description of content the speaker will be addressing.

IMPORTANT NOTE!! THERE IS NO PRINT OPTION for the Proposal 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.