



Annual Institute—Resourceful Leadership
Skirball Cultural Center
Friday, June 25, 2010

Call-for-Proposals

In these challenging economic times, it is critical for museums to align program goals with institutional mission, be responsive to their constituencies, and make the best use of their resources. Possessing leadership skills, no matter one's position, allows us to be more effective educators and make greater contributions. In response to these needs, this year's MESC Annual Institute theme is **Resourceful Leadership**.

Through interactive and lively sessions, the institute will provide program participants the opportunity to engage in dialogue and experiences that will help them be **Resourceful Leaders**. Session leaders will facilitate and encourage dialogue with participants about resourceful leadership for our respective institutions and our own professional growth. Session formats should allow for maximum interaction and participation. We invite session proposals that consider the following topics and more:

- Innovative or experimental approaches to collaboration
- Creative ways to address programmatic needs on a limited budget (e.g. technology)
- How to advocate for and pursue programmatic changes that provide a large impact within your institutions—success stories with tangible lessons learned
- Mentoring, professional development, and program idea sharing

Proposals will be assessed on the following criteria:

- Diverse Speakers: representatives of varying experiences and backgrounds, including non-museum professionals.
- Relevance of session proposal to the Annual Institute theme.
- Timeliness of the session topic to the field.
- Degree of audience participation worked into the session.
- Appropriate balance of theoretical concepts and practical "take-away" suggestions.
- Demonstration of innovative approaches.

Proposal Preparation Guidelines

Presenters should expect to address an audience of museum and education professionals who are at all stages of their careers. Each session will be 60 to 90 minutes, accommodate approximately 25 people, and should incorporate interactive activities and/or allow for a question-and-answer period.

1. **General Format**— Complete all sections of the proposal form and submit electronically as a word document or pdf to info@mesconline.org.
2. **Session Contact**—The main contact MUST supply a current e-mail address on the proposal form. Notifications will only be sent to the main contact or session chair. The main contact is responsible for disseminating all information to session presenters.
3. **Session Description**—A 100-word description of the session content will be included in the Annual Institute materials. MESC reserves the right to edit text for consistency.
4. **Commercial Content**—While MESC values the expertise of for-profit professionals serving the museum field, presenters may not use this program for self-promotion or promotion of products or services of any kind.
5. In order to ensure a variety of perspectives from the museum community, presenters may participate in one session during the Annual Institute. The Annual Institute committee encourages the submission of multiple proposals. In cases of sessions with the same presenters, the committee will select the most thematically relevant proposal.

All Session Submissions Should:

- Be completed fully (please indicate if a section is not applicable)
- Include a session chair
- Confirm participation of all presenters
- Include at least one presenter currently working in a museum or museum service agency
- Reflect a variety of perspectives and disciplines

Session Format:

- Sessions are generally 60 to 90 minutes long and should be designed to encourage interaction, take-away messages and practices, knowledge exchanges, and idea sharing.

Questions? Contact the MESC Annual Institute committee at info@mesconline.org.

Need Help With Your Session Idea?

If you have a session idea to share and would like help to partner with other museum professionals for a proposal, contact the MESC Annual Institute committee at info@mesconline.org by March 5, 2010.

Proposals should be submitted via email as an attachment by April 5, 2010.

The Annual Institute committee will make final decisions regarding sessions by April 21, 2010. At this time the chair of each selected session will be notified of the committee member assigned to their session as a moderator/facilitator. The committee reserves the right to recommend combining sessions and adding presenters as appropriate.



Session Proposal Form

Proposals should be submitted by April 5, 2010 to info@mesconline.org

Main Contact/Session Chair

All correspondence will be sent only to the main contact:

Main Contact Name _____

Title _____

Institution _____

Telephone _____

E-mail Address _____

Street _____

City State Zip Code _____

Session Title (15 words maximum)

Session Description (100 words maximum)

Description for publication in the program. Descriptions longer than 100 words will be edited.

Session Overview (300 words or less)

Please include the following:

- **Focus**—Describe the issue or challenge the session will address.
What are the 3 major points which will be covered?
What practical method(s) will be offered?
- **Fitting the Theme**—How is your session relevant to the overall institute theme?
- **Outcomes**—What will attendees gain, learn, or be able to do after attending the session?
- **Primary Audiences**—Please list the discipline or audience area that the session is designed for (e.g. family programs, school & teacher, adult audiences)

Main Contact/Session Chair

This should be the same person listed above. Please add qualifications/bio here) As the session chair, you are responsible for planning the session, from conception to delivery, and all communication between the Annual Institute committee and your presenters.

Qualifications / Bio: (100 words or less)

Presenters

1. Presenter's Name _____
Title _____
Institution _____
Telephone _____
E-mail Address _____
Street _____
City State Zip Code _____
Qualifications / Bio: (100 words or less)

2. Presenter's Name _____
Title _____
Institution _____
Telephone _____
E-mail Address _____
Street _____
City State Zip Code _____
Qualifications / Bio: (100 words or less)

Equipment Needs

- TV/DVD/VCR
- LCD Projector/Laptop
- Other (i.e., flip chart) Please specify _____

Please Note: LCD projectors are available in presentation rooms if requested in advance in the proposal. Presenters must provide all other equipment and necessary cables. Presentations utilizing the Internet should download local versions of web pages in advance of the presentation.

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