

Poster Proposal Submission Guidelines

2019 Annual Meeting & MuseumExpo

May 19-22

New Orleans, LA

Posters are an educational opportunity to visually present content to a broader audience. The posters are displayed in the AAM Annual Meeting & MuseumExpo exhibit hall for the duration of the meeting. The presenter will be given 2 hours to present their poster on Tuesday, May 21, 2019.

Poster Proposal Submission

- Presenter information
 - Log in and Create and account in the submission system if you do not have one already.
 - Complete or update your profile
 - Presenter contract and Data Privacy Notice
 - *Please note that your submission will not be finalized and sent to grading until the poster presenter completes the presenter contract and data privacy notice.*
- Co-presenter
 - Co-presenters must complete their profile and presenter contract and release
 - *Please select a co-presenter that is knowledgeable with the content of your poster. Your co-presenter will be the person to present your poster if you are unable to.*
- Poster title
 - Title should be brief, unique and interesting
 - Maximum of 50 characters
- Track
 - You will select one of the track areas that best represents the topic of your poster content. Track listing (below).
- Professional Network
 - You will select up to 3 Professional Networks that best represent the topic of your poster content. A listing of the Professional Networks can be found on the www.aam-us.org website [HERE](#).
- Detailed description of poster content
 - The description should be able to convey what you will present in your poster. EXAMPLE: If the proposals is about a project that increased the number of visitors to your museum, you should provide a brief background or overview of why there was a need to increase visitors, include the steps and methods that were considered and taken to increase visitation, discuss the resources that were used, discuss impacts or challenges and outcomes.
 - A. A visual presentation is greatly improved with graphs, tables and photos. Provide the reviewers with a general idea of how you will prepare your poster with imagery. Brief descriptions will suffice, (photos, charts, etc.).

- Learning Objectives
 - Provide 3 learning objectives that are clear, measurable and achievable that you want attendees to recall after leaving your presentation and viewing your poster.
 - **All learning objectives must begin exactly like this: Upon completion of this presentation, participants will...**
- Poster filters
 - Poster Highlight
 - Is your poster presenter an underrepresented voice or an emerging professional?
 - AAM Strategic Plan Focus Area
 - Does your poster address one of the AAM Strategic Plan themes?
- Acknowledgements, references and resources
 - Most importantly, acknowledgements, references, resources, bibliography, etc. should be noted in the proposal as well as on the actual poster.
- Materials and Handouts
 - Materials or handouts can also help relay the content within your poster. Be sure to include in your description if you will have supplemental materials or handouts onsite if your poster is accepted.
- Submit
 - Be sure to review your description, check that you have completed all items and read all instructions for submission. Check your profile and make sure the email you have listed is accurate and the best place for you to receive correspondence regarding your poster submission.

To submit a poster proposal click [HERE](#).

Important Dates

- Poster Submission Site Opens: Tuesday, January 29, 2019
- Poster Submission Site Closes: Tuesday, February 19, 2019
- Review Process Ends: Friday, February 22, 2019
- Disposition Notifications Sent: Monday, February 25, 2019
- Early Bird Registration Ends: Monday, March 4, 2019
- Poster Presentation Dates: Tuesday, May 21, 2019

Review Process and Scoring System

The review committee for posters is comprised of members of National Program Committee. The review committee will be viewing the content of the poster submissions very similarly as done with session proposals. Every poster submission will be reviewed by at minimum 3 reviewers and scored.

There will only be ACCEPT, ACCEPT with Comments or REJECT.

Posters will be rated using a 1 - 5 point scoring system:

1=does not meet criteria; 2=needs improvements; 3=not specified or unclear; 4=meets criteria; 5=exceptional for each criteria.

Max Value	Criteria
5	The proposal content is clear and can be presented in an effective and meaningful way.
5	The learning objectives are clear, relevant to the topic presented, and appropriate to the audience.
5	The proposal provides attendees with relevant, timely and applicable content.
5	The proposals aligns with a poster format.
5	The proposal offers diverse perspectives or content (history, art, science, etc.), and diverse contexts (multicultural, international, museum size, etc).
5	I would recommend this poster to an attendee interested in the subject matter.
30	Highest possible average score

Track Definitions

Track	Definition
Career Management	Addresses issues across career stages: addresses issues related to planning, developing, and strategically managing a career including: self-awareness and development; finding a job; effective personal communications; decision-making; personal branding; career transitions; mentoring; networking; project management; building teams; self-care; stress management.
Collections Stewardship	Addresses collections issues including: accession and deaccession practices, cataloging, and collections management systems; care and conservation; collections strategies for small organizations; cultural property and repatriation/restitution copyright and reproduction; digital/physical conservation and preservation; digitization and

	<p>access; diversity sensitivity training; environmental sustainability; international, ethical, legal and tax issues relating to collections; loans; planning, management and documentation; preservation standards and ethics; transportation/cargo screening issues; weather event and climate preparedness.</p>
<p>Curatorial Practice</p>	<p>Addresses curatorial practice including: accessibility; accession and deaccession practices, cataloging; community engagement in research and project development; collections management systems; content development; connoisseurship; curatorial practice in small organizations; digital asset curation; diversity sensitivity training regarding curatorial practice; environmental sustainability; interpretive planning; online exhibitions; outreach and advocacy; research and publications; scholarship and research (general, object, applied); weather event and climate preparedness.</p>
<p>Community Engagement & Impact</p>	<p>Addresses communications, marketing and external relations: audience development and engagement; climate action; community engagement/impact for small organizations; community programs; community relations; collaboration/partnership with community organizations; data analytics; digitization, access and sustainability; environmental sustainability; evaluation methods and practices; grant funded projects; marketing and communications; user-testing and prototyping; visitor services/studies; volunteer recruitment, training and management; websites, social media, apps, in-gallery media.</p>
<p>Diversity, Equity, Accessibility, and Inclusion (DEAI)</p>	<p>Addresses: access programs; Building a diverse staff, board and volunteer corps; building cultural competency of staff; examples for expanding diverse leadership, staff and volunteers; membership and belonging models; policies, practices and procedures; recruitment and hiring practices that combat bias; translation/language accessibility; small organization perspective on DEAI; universal design, design thinking, and user/visitor-centered design.</p>
<p>Education & Interpretation</p>	<p>Addresses: data analytics; educational technology; equity, accessibility and inclusion; education and interpretation in small organizations; environmental sustainability; evaluation and assessment; interpretive planning; formal education</p>

	connections; grant funded programs; live performances and demonstrations; programmatic design; tours, classes, workshops; visitor studies; volunteer recruitment, training and management.
Exhibit Design & Development	Addresses all aspects of planning and developing real and virtual exhibitions including: audience and community engagement; community engagement; cross-functional planning teams; content development; developing off-site and traveling exhibits; diversity and inclusion; exhibition evaluation methodology and practices; exhibition digital technology; exhibits in small organizations; environment, media, and graphic design; exhibition project management; experience and interactive design, user testing, and prototyping; fabrication/production materials, methods and budgets; global perspectives; interpretive planning and experience development; label writing and editing; managing the design process and client expectations; sustainable materials/design; universal design and accessibility.
Future of Museums	Addresses trends in culture, technology, the economy, ecology, and policy/politics that are shaping museums and their communities, as well as examples of museums and other sectors responding to these trends. This may include, for example, advocacy; business model innovation; environmental and climate action; large scale data collection and data mining; emerging technologies and digital innovations; future forecasting; governance; institutional planning and assessment; responding to current events and trends; strategic partnerships; strategic resource allocation; strategic thinking/vision.
Leadership Management	Addresses issues pertaining to executive leadership including: board development and management; strategic thinking/vision/planning; mission; institutional planning; strategic financial resource allocation; building organizational culture; organizational/staff structure; ethics; advocacy; succession planning; leading and/or managing change; infrastructure vision/planning (expansion, new construction); risk assessment in decision-making; organizational communications; crisis management; strategic partnerships/outreach.
	Addresses issues related to the day-to-day management of people, projects, and money in museums including: analytics and assessment; digital systems and program strategy; digital

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readiness; disaster preparedness; earned revenue strategies; environmental sustainability and green teams; facilities management; financial sustainability; legal; management and administration; operations and infrastructure; philanthropy: development, membership and all aspects of fundraising; project management; recruiting, orienting and training staff, volunteers and interns; risk management and resilience planning; security; strategy and operations; succession planning; workforce/workplace issues.