

**Rendezvous in Time
Widening Our Horizons of Interest**

We invite you to submit proposals for the annual conference to be held in Midland, Ontario from June 8 to the 13, 2019. *Rendezvous in Time, Widening Our Horizons of Interest* is our theme and we believe that it will give conference attendees a chance to demonstrate and highlight what makes our Association a leader in the museum/living history world.

If you have traditional skills and are heavily focused on hands-on, this will be your opportunity to bring these abilities directly to the attention of your peers and share what makes us as professionals stand out from all the rest. In keeping with the concept of "people learn best by doing," we encourage you to submit proposals that will widen our horizon of interests in what we do best every day: Doing. We invite all museum professionals to submit proposals in your area of professional knowledge for workshops, panels and sessions.

Deadline for Submission of Proposals – December 10, 2018

If your presentation is accepted, all presenters must register for the conference by April 1, 2019.

Title of Session:

Description: (overview of content, goals, application)

Format (mark one):

Presentation Panel/Roundtable Discussion Performance/Demonstration
 Thursday Workshop Other (*please explain*) _____

Length: 45 min 90 min session 3 hour workshop 6 hour workshop

Indoor or Outdoor: _____

Space Size needed _____

A/V Needs: _____

Will You Be Using a PowerPoint or similar? Y ___ N ___

For workshops, are there maximum and minimum numbers of participants required/allowed? Max Min

Special/ Additional Needs:

Session Leader Name and Position:

Affiliation:

Address:

Email Address:

Phone :

Fax :

Additional Participants: (please provide same information as session leader for each additional participant, attach additional sheets, if necessary): _____

Contact a Board member or the Program Committee if you need assistance in finding suitable presenters.

SUBMIT TO:

Candice Moreau | Coordinator, Marketing and Media Relations | Huronia Historical Parks
Sainte-Marie among the Hurons & Discovery Harbour
Ministry of Tourism, Culture and Sport
candice.moreau@ontario.ca | Phone: 705.528.7692

All submissions will be reviewed by the Program Committee and presenters notified by January 31, 2019 if their presentation has been accepted for the Conference.

Presenters' Commitment

This section is **IMPORTANT!** Please read this section before you agree to chair a session or ask others to join you. You must sign the bottom of your proposal signifying you have read and understood this section.

- I understand that all presenters must register for the conference for the day on which they are presenting. If they plan on attending any sessions or workshops other than the one in which they are participating, they must register, at a minimum, for the day of their conference session.
- I understand that ALHFAM does not offer special rates, nor does it pay for travel expenses, honoraria or provide free registration for presenters.
- I understand that it is the proposer's responsibility to ensure all panelists attend the conference.
- I understand that it is the proposer's responsibility to notify ALHFAM (del.taylor@ontario.ca) if the panelists are not able to present the program at the conference **BEFORE** the preliminary program is finalized. Last day to withdraw is February 15, 2019.
- I understand that it is the responsibility of the proposer to forward relevant correspondence from ALHFAM to their co-presenters (i.e., the preliminary and final programs so they can see the schedule for sessions and workshops). ALHFAM contacts only the proposer directly; it will not be in direct contact with other presenters.
- I understand that panelists must bring their own laptops for PowerPoint presentations. Presentations must be placed on one laptop, disk, or flash drive **BEFORE** the session.
- I understand that Macs are often incompatible with LCD projectors. If any presenter does bring a Mac, he/she will bring his or her own adaptor cables and projector. ALHFAM will NOT provide Mac projectors or adaptors.
- I understand that as proposer all AV requirements must be confirmed prior to May 15, 2019. ALHFAM will provide AV cart, screen, and LCD projector in each room, but does not provide laptops.

STOP!!!

Before submitting the Proposal, verify that you have read the Presenters' Commitment by checking the box below and signing the signature box.

- I have read the Presenter's Commitment and understand that I am responsible for these items as they relate to my session.