

# *Roundtables Advancing the Profession*

## **Proposal Form**

**Fax to ASTC: 202/783-7207**

**Please read ASTC RAP Guidelines before proceeding.**

**1. Target participants.** Circle all that apply but don't over promise:

Exhibits   Education   CEOs   Finance   Development   Marketing/PR   Theater  
Technology   Volunteers   Human Resources   Events   Other: \_\_\_\_\_

**2. Program Description.** 100-word maximum. Be precise and concise. What will be discussed and why is it important? Are there any speakers or field trips? What will participants likely learn and be able to do because of attending your RAP? **Make your description as exciting as your RAP will be!** ASTC uses these descriptions to advertise the RAPs. Please type.

**3. RAP Title.** Capture the main thrust of your RAP so readers will know immediately what it is about.

**4. Dates:**

**5. Institution:**

**Address:**

**6. Primary contact:**

**Title:**

**Phone and extension:**

**E-mail address:**

**Fax:**

**7. Logistics contact, if different:**

**Phone and extension:**

**E-mail address:**

**Fax:**

**CEO's Signature of Support:** \_\_\_\_\_

If you wish to talk over your ideas or talk to colleagues who hosted RAPs in the past, please call Wendy Hancock (202/783-7200, x117).



## **RAP Guidelines**

- ASTC RAPs are hosted by ASTC-member institutions, which are responsible for content and logistics.
- A RAP should have a specific focus; one that aligns with the needs and challenges of a particular profession or a mix of professions (e.g., educators and marketing managers).
- RAPs should be designed primarily as idea-sharing opportunities where participants can learn from and with each other. Past participants have said that both a tour and a social event attended by other staff from the host institution are welcome.
- There is no set number of attendees that makes for a successful RAP. So far, RAPs have ranged from 5 to 23, not counting host staff. (Remember, the “R” in “RAPs” stands for “roundtable”!)
- Partnering with colleagues from another ASTC institution is encouraged. They might present or host a field trip if their institution is located nearby.
- Local speakers from outside the field may be tapped to stimulate and inform the discussion, and selected readings may be circulated.
- RAP hosts are asked to take 15 minutes toward the end of their RAP to allow participants to complete an evaluation form developed by ASTC.
- Participants are responsible for their own travel and lodging costs.
- To minimize travel costs for participants, RAPs should be scheduled from late Friday afternoon or evening to Saturday evening or Sunday midday.
- Registration fees should be modest, with suggested fees of \$50 US for ASTC members and \$100 US for nonmembers.
- ASTC will actively market RAPs singly and as a whole through the conference program, ASTC web pages, ASTC Dimensions, INFORMS, and the ISEN Listserv.
- Announcements will be sent via e-mail to names in ASTC’s database and to regional museum associations that have listserves and/or newsletters.
- Hosts will be sent labels for ASTC member-institutions in their region. Additionally, hosts will want to make phone calls and send out other mailings.

