



Preview of ASTC 2025 Call for Proposals

Please see below for a list of requested elements to respond to the Call for Proposals

Proposal Title * A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. Please give a title of 15 or less words that will be used in the Conference Program *

Topic * We will ask you to assign your proposal to one of eight tracks. Select a primary and a secondary.

- Audience and Inclusion - Topics related to engaging both broad and specific audiences, increasing access, and ensuring inclusive environments for diverse audiences.
- Business Models, Operations, and Development - Business and financial operations such as fundraising, marketing, membership, and administration
- Community and Partnerships - Informal and formal collaborations, community relationships, and external partnerships
- Education and Events - Theory, practice, and design of public programs, educational experiences, and events
- Facility and Exhibit Design - Topics related to the design, fabrication, construction, and renovation of exhibits, learning spaces, and building facilities
- Leadership and Management - Topics of interest to professionals who want to grow their leadership skills, such as leadership practices, organizational strategy, and advocacy
- Organizational Culture and Workforce - Topics related to staff development, volunteer engagement, human resources, and internal practices
- Trends and Innovation - Research and evaluation, current trends, and field-wide innovation

Will your presentation be specifically relevant to work happening in Natural History Museums or other natural history settings? * Yes/No

Short Description *. Please give a description of 50 words or less words that will be used in the Conference Program to tell your audience what the session is about.

Submission Description *. This is the primary element that reviewers will use to evaluate your session proposal. Provide a detailed description of your session including topics to be covered, what will happen during the session, plans for audience involvement, learning objectives/audience takeaways, and any additional details you wish to share with reviewers. This information will NOT be included in the conference program. (Max of 500 words)

Basic Session Timeline * *(not applicable to Hands-On Showcase, Poster, and Lightning sessions)*. Please provide a basic agenda for the proposed session. The purpose of this question is to help reviewers understand the structure of the session and how you will use the allotted time.

Who is the primary anticipated audience for your session proposal? This can be job role, years in the field, skill level, etc. (75 words) *

How is your session interactive? Choose a type of interactive session. * *(not applicable to Hands-On Showcase, Poster, and Lightning sessions)*.

- Panel: Panel presentation with Q&A availability.
- Group Discussion: Moderated discussion for the audience.
- Experiential: Provides hands-on or involved experience for the audience.
- Solution Lab: The audience is given a problem or other project to discuss solutions with smaller groups and report back to the group.

Multiple Perspectives * *(not applicable to Hands-On Showcase, Poster, and Lightning sessions)*. Your session's articulated commitment to a wide range of perspectives will be considered during the review process. ASTC is committed to incorporating a wide range of perspectives within each session and across the entire conference. The CPPC will also assess whether presenters are well-positioned to facilitate the session topics. In the fields below, describe how your session represents a wide range of perspectives, individually and organizationally. There is no single way to address this requirement, but consider the following dimensions:

- a. Organizations of all types, sizes, and geographies
- b. Variety of perspectives and topical viewpoints
- c. Range of personal backgrounds, career stages, and job roles
- d. Content explicitly focused on belonging, accessibility, inclusion, and equity

Does your session meet these criteria? Yes/No

Individual Perspectives * *(not applicable to Hands-On Showcase, Poster, and Lightning sessions)* Please comment briefly on how your proposal represents a wide range of INDIVIDUAL perspectives. For example, you may wish to comment on career stages and job roles of presenters. (100 words maximum)

Organizational Perspectives * *(not applicable to Hands-On Showcase, Poster, and Lightning sessions)* Please comment briefly on how your proposal represents a wide range of ORGANIZATIONAL perspectives. For example, you may wish to comment on the organizations represented by the presenters including type, size, and location. (100 words maximum)

Is your submission part of a grant dissemination plan? * Yes/No

Is there a maximum number of participants for your session? If so, how many?

Special session requirements (50 word maximum): Each meeting room will be equipped with a projector with HDMI input, screen, and microphone. Additional equipment, such as flip charts, whiteboard, etc. may incur additional costs at the presenter's expense.

Is your presentation intended to promote a product or service? * Yes/No