



Western Museums Association

Transforming the museum field through collaboration

Session Assignment Worksheet

This worksheet is to help facilitate your report at the Program Committee (PC) meeting, and will not be turned in. Please email or call your assigned proposer ASAP with questions that you anticipate will be asked about the proposal.

PLEASE do your homework prior to the meeting. Remember, you are the shepherd assigned to this session. After the first meeting, you are responsible for conveying comments and direction of the PC to the Proposer.

SESSION TITLE:

The PC will need definitive answers on most of the following:

1. Does this session provide practical applications, or excite and inspire participants?
2. Does this session allow for adequate audience participation? (Are there too many speakers proposed?)
3. Does the session provide the opportunity for a diverse group of presenters in terms of geographic locations, genre, race, size and type of institution?
4. Are there other sessions that the topic duplicates? If yes, is this the stronger session? Can this session be easily strengthened with little effort?
5. Can the session clearly be described in the 75 words submitted?
6. Is the title OK? Can it stand on its own as a description of the session?
7. After speaking with the proposer, what items are still not clear?

If the Proposer works for a for-profit company or consultant:

1. Does the panel include presenters who are not clients?
2. Does the proposer provide a moderator from a museum?
3. Has the proposer attended/presented at a WMA Annual Meeting before and understands the rules related to behavior of vendors giving a session?