WMA2018: Proposer Feedback Template

Email Title: Your WMA 2018 Proposal - SP# (the session number of your assigned proposal)

Dear [insert proposer name],

Thank you for submitting your proposal for the WMA 2018 Annual Meeting in Tacoma,WA from October 21-24, 2018.

The Program Committee members reviewed and discussed your proposal, and it has been preliminarily accepted for the 2018 Annual Meeting. However, there were some questions and other comments. Please see their suggestions for refining and strengthening your proposal:

\* [insert suggestions #1]

\* [insert suggestions #2]

\* [insert suggestions #3]

\* [insert suggestions #4]

\* [insert suggestions #5]

\* In the objectives, please note your intended audience and what information they will gain from attending your session.

\* Please include 2 tangible take-aways for attendees in your objectives (handouts; concrete professional development strategies/tips; new ideas to integrate into their museums; etc.)

\* Discussions are an integral part of all WMA Annual Meeting sessions. When planning the format of your session, please make sure to include ample discussion time with panelists and attendees.

The Program Committee would like you to resubmit your proposal for consideration (all proposals must be resubmitted). Please send your revised proposal to [proposals@westmuse.org](mailto:proposals@westmuse.org) by **February 16, 2018 by 5:00 pm PST**. The material must be prepared and resubmitted in a timely manner for review, thus late resubmissions cannot be accepted.

**Please note, all presenters on your resubmitted session proposal should be confirmed**. While there will be an opportunity in the early Summer 2018 to make edits to presenters, descriptions, and titles, the information in this resubmitted proposal will be what is included in the Preliminary Program available until the actual 2018 Annual Meeting.

Please re-title your resubmission document with their proposal number and an "R" at the end of the SP#, ie "**WMA2018\_SP(#)R\_”**, and use "**WMA 20186 Proposal - SP#** (this is the session proposal number found in the name of the document) in the subject line.

If you have any questions, don't hesitate to email or call me.

Sincerely,

[insert PC name, title, contact info]