**January Declination Email Template**

Dear FIRST NAME,

Thank you very much for submitting your Session Proposal “XXXXXXXXXX” for the Western Museums Association’s 2020 Annual Meeting in Portland.

We had a remarkable number of session proposals this year. Unfortunately, we are only able to accept less than half of those that we received to the final program. While your proposal had a great deal of merit, we are unable to accept your session for the 2020 Annual Meeting. We encourage you to submit another session or workshop proposal for the 2021 Annual Meeting—we will be accepting submissions in November.

We would like to offer the opportunity to write an article about your proposal’s topic for the WestMuse blog. You can view Submission Guidelines here:

<http://www.westmuse.org/submission-guidelines>

Please let me know if you are interested in writing a blog post, as well as if you have any questions.

Even though your session proposal was not accepted for this year’s program, we hope you will consider attending the 2020 Annual Meeting in Portland.

THANK YOU,

Melanie Coffee

Program Coordinator

Western Museums Association

**January Preliminarily Accepted Email Template**

Dear WMA 2020 Session Proposer,

Thank you for submitting your proposal for the WMA 2020 Annual Meeting in Portland, OR from October 8-11.

The Program Committee members reviewed and discussed your proposal, and decided it had enough merit to move forward in the process - *however, it has yet to be accepted for the 2020 Annual Meeting and there is still work to be done.* In March, at the second Program Committee meeting, is when the final determination of sessions to be included will be made. **To be considered for the program, your proposal will need to be revised and resubmitted by February 14.** To guide your revision, the Program Committee has some questions and comments. Your assigned Program Committee member will reach out shortly with that specific information, however, feel encouraged to reach out to them and ask about the committee’s feedback.

Thank you, again, for submitting your proposal for WMA 2020 Annual Meeting. **We are looking forward to receiving your resubmitted proposal by February 14**. If you have any questions, please get in touch.

All the best,

Melanie Coffee

Program Coordinator

Western Museums Association