WMA2020: Proposer Feedback Template

Email Title: Your WMA 2020 Proposal - SP# (the session number of your assigned proposal)

Dear [insert proposer name],

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

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. At the Program Committee meeting in March, final determination of session to be include will be made. To be considered, your proposal will need to be revised and resubmitted. To help your revision, the Program Committee has some questions and 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.

To be considered for the Annual Meeting, the Program Committee requires you to resubmit your proposal. Please submit your revised proposal to the WMA proposal portal at <https://forms.gle/NFXRDMawzrzbviPF8> by **February 14, 2020 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 2020 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 2020 Annual Meeting.

Please resubmit your proposal using the proposal ID number, it should look like "WMA2020\_SP02" or similar.

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

Sincerely,

[insert PC name, title, contact info]