



GENERAL INFORMATION FOR PRESENTERS

PRESENTER REVIEW PROGRAM BOOK: To view your session listing and bio, a link to the Presenter Review Program Book is available at <https://www.atalm.org/node/453> PLEASE DO NOT SHARE this unedited version with anyone other than your co-presenters. An official program will be released on June 1.

REASSIGNMENT OF SESSION TYPE: To balance the program, the committee reassigned the format of some sessions. For example, some sessions proposed for 60-minutes may have been assigned as a 30-minute Inspire, a 15-minute Flash, or a 30-minute Round Table. If your session was reassigned, please know that it is not a reflection of the value of the information, but a desire on the part of the program committee to accommodate as many worthy sessions as possible.

EDITORIAL CHANGES:

- **Title Changes:** Every session title should briefly describe the session, be fewer than 12 words, and fit on one line in the program book. The program committee may have suggested changes to ensure session titles meet these requirements. Space is provided below for presenters wishing to further amend the title.
- **Session Descriptions:** Session descriptions should be written as compellingly as possible. Why should conference attendees choose your session? How will they benefit? What tangible skills will they learn? Descriptions must be 100 words or less. Do not use first or second person (I, me, you, we, etc.). Do not mention the names of the presenters in the narrative description. Space is provided below for edited session descriptions.

SESSION CODES: To help conference attendees quickly find sessions that relate to their interests, each session has color codes. The color codes are described in the front of the Presenter Preview Program Book.

- **Session Key Areas:** When submitting session proposals, presenters selected one or more of the following key areas: Archives, Libraries, and/or Museums. Some presenters selected all three key areas, which may not be correct. For example, “archives” should not be listed if the session does not specifically relate to archives. Key areas may be amended below.
- **Certificate Category:** Conference attendees may take part in a Professional Development Certificate Program. The 11 certificates offered for 2020 may be found in the front of the Presenter Review Program, along with color coded symbols. Please review the certificate assignments for your session to ensure accuracy. Changes may be made in the space below.

BIOGRAPHICAL INFORMATION: Presenter bios may be found on page (INSERT) of the Presenter Review Program. Bios are to be 75 words or less. Please ensure the accuracy of the bios for all presenters in your session. To add or amend bios, use the space below.

REGISTRATION: Presenters must register by **September 1, 2020**. ATALM retains the right to cancel sessions if presenters are not registered by the deadline. Presenters not registered by September 1, 2020 will be removed from the program book. Presenters receive the \$300 early bird conference rate for members. To register, go to https://atalm.formstack.com/forms/2020conference_registration. Presenters have until October 1, 2020 to pay. In case of cancellation due to COVID-19, full refunds will be issued.

FINANCIAL SUPPORT: Scholarships are available for qualified applicants. To apply, go to https://atalm.formstack.com/forms/2020_scholarship

LODGING: Host hotel is Renaissance Downtown Washington DC. Room rates are \$189 a night. Hotel and room information is available at <https://www.atalm.org/node/307>

PRINTED MATERIALS: ATALM encourages the use of handouts and materials. ATALM will print materials, within reason, if received before **November 2, 2020**. Color copies are not available.

Email materials to conference@atalm.org with the subject heading **PRESENTER MATERIALS**. Printed materials may be picked up at the conference Registration Desk.

PHOTOGRAPHS: When space is available, session-related photos or logos may be included in session descriptions. High-resolution images may be attached to this email or sent to conference@atalm.org. Please label the photograph with your session number.

KEY DATES:

May 18 – Presenters must complete and return Presenter Agreement

September 1 - All presenters must be registered for the conference.

October 1 – All registrations must be paid

November 2- Materials for printing should be submitted to conference@atalm.org

QUESTIONS: Please address questions to conference@atalm.org or phone 405-401-9657.