

# 2020 ICOM ICEE Webinar Series

## Call for Proposals

March-April 2020



## 2020 ICOM ICEE Webinar Series

### Call for Proposals

Do you have an idea for a webinar that would be beneficial for members of the ICOM Global Community? If so, ICOM ICEE invites you to submit your proposal for an opportunity to share new ideas, tools, best practices, and challenges with the museum and exhibition community. We want to hear from you!

The ICOM ICEE Webinar Series provide a platform for discussion and innovative thinking relevant to all ICOM members. In 2020, four webinars will be organized and delivered according to the following preliminary schedule:

- Webinar 1: May 14 (in celebration of International Museum Day)
- Webinar 2: Early-July
- Webinar 3: Mid-September
- Webinar 4: Early-December



## A circular graphic with a globe at the center. The text "ICOM ICEE" is written above a red horizontal line, and "WEBINAR SERIES" is written below it. Surrounding the globe are various icons representing communication and learning: a person in a blue circle at the top, a satellite dish with "24/7" next to it, a person in a pink circle, a play button icon, a person wearing headphones, a person in a teal circle, a magnifying glass, a person in a green circle, a book, a speech bubble, a stack of books, a person in a blue circle, a coffee cup, a person in a yellow circle, and a hand holding a blue envelope.

- ICOM ICEE webinars provide for an estimated presentation time of 45 minutes, with the remaining 15 minutes spent on introductions, discussion and questions & answers.
- The ideal webinar format will involve one to three speakers. Preference will be given to proposals presented by ICOM groups, or submissions that include ICOM individual and/or institutional members.
- Non-ICOM member speakers may be part of a panel led by an ICOM member, but the subject proposal must be prepared and submitted by an ICOM individual or institutional member.

- Museums and Exhibition Exchange
- Museums and Local Communities
- Museums, Diversity, Equality, Accessibility and Inclusion
- Museums and External Forces of Change (including social, economic, political, technological, environmental, and legal & ethical drivers of change)
- Museums and Sustainability
- Additional topics not included here are encouraged. We especially welcome proposals discussing the 2020 International Museum Day theme: *Museums for Equality: Diversity and Inclusion*.

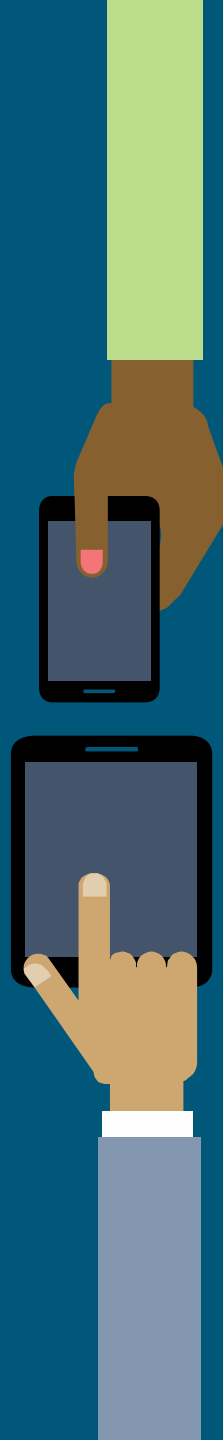
# 2020 ICOM ICEE Webinar Series

## Call for Proposals

### Presenter Responsibilities

If your proposal is selected, you will be expected to:

- Develop a compelling MS PowerPoint presentation to be used for the visual component of the webinar.
- Participate in two preparatory/rehearsal video calls to get familiar with the digital platform and to coordinate with moderator and other presenters.
- Help promote the webinar among the members of your ICOM National Committee and affiliated International Committee, as well as other ICOM outreach platforms.
- Help to promote the webinar through your social media platforms and other Non-ICOM professional networks.
- Host a Webinar Watch Event. ICOM ICEE will provide guidelines to organize these group viewing activities.



### ICOM ICEE Responsibilities

- Provide the digital technology to host the webinars.
- Coordinate content development.
- Promote the webinars.
- Provide guidelines that help presenters host successful Webinar Watch Events.
- Provide online registration, track program attendance and provide participants with information and instructions on how to access the webinar.
- Work with selected presenters on how to use the webinar platform and assist with the entire live webinar presentation.
- Moderate the webinar, including formally introducing the presenters and facilitating any Q&A and/or live polling.
- Conduct a post-event satisfaction survey among webinar attendees.

## 2020 ICOM ICEE Webinar Series **Call for Proposals**



Webinar proposals must include the following information:

- Webinar title and topic description (up to 200 words)
- Full name(s), title(s), institution(s), and email address(es) of presenter(s)
- Short biography of presenter(s) (1-2 paragraphs or less than 100 words). (Note: If selected, the Organizing Committee will ask you to send a headshot (suggested file types: jpg, png, gif, pdf.) that we may use to promote your webinar on our newsletter and social media channels.)
- Identification of key learning outcomes for webinar participants (i.e., what will attendees take away from your presentation)
- Submissions in all official ICOM languages will be accepted. Proposals to conduct webinars in Spanish and French are encouraged.
- Note: Proposals will be considered individually and authors may be asked to present alongside another proposed webinar to form a panel at the discretion of the ICEE team.

# 2020 ICOM ICEE Webinar Series **Call for Proposals**

## **Deadline**

Please submit your proposals **by April 17, 2020** using the following link or scan the QR Code provided below:

<https://www.surveymonkey.com/r/2020ICEEWebinars>



## **Review & Selection Process**

The ICOM ICEE Webinar Series Team will review all proposals submitted by the April 17 deadline, and notify results by April 21, 2020. **Proposals submitted after the deadline will not be considered.**

Submissions will be evaluated for the following:

- Relevance to one or more of the suggested webinar topics
- Identification of key learning outcomes for webinar participants
- Overall clarity and commitment to present a thoughtful, engaging, and original webinar

## **2020 Timeline**

April 17	Deadline for session proposal submissions
April 21	Notification of acceptance to presenters (all webinars)
May 14	Webinar 1 (in celebration of International Museum Day)
Early-July	Webinar 2
Mid-September	Webinar 3
Early-December	Webinar 4

**Questions?** Please contact the ICOM ICEE Team at: [programs.icee.icom@gmail.com](mailto:programs.icee.icom@gmail.com)



