

NAMES 2018 Conference and General Assembly Meeting Session Proposal Guidelines

Thank you for participating in NAMES 2018 session submission process. Please read the guidelines before starting the process.

NAMES Conference and General Assembly Meeting Purpose

The purpose of the Conference is to:

- 1) Share knowledge and expertise;
- 2) Assist science centres and museums and their staff to operate at the highest professional level;
- 3) Enable science centres and museums in the North Africa and Middle East region to network, build alliances, and ensure long term sustainability, as well as impact, on their communities.

Proposal Submission Timeline

- Thursday, 1 February 2018 – Submission of proposals opens
- Friday, 20 April 2018 – Submission of proposals closes
- Monday, 30 April 2018 – Session Proposals feedback deadline

Evaluation Criteria

All proposals are evaluated and approved by the Conference's Program Committee according to the following criteria:

- The focus and learning outcomes are well presented and thoughtfully articulated;
- The session proposal is relevant to the region and/or is global in nature and addresses actual needs;
- The proposal is relevant to the sub-theme (track) that it is presented under;
- The proposal offers new concepts and thoughts that have not been presented previously at NAMES' conferences;
- The session proposal ideas and organization are well-conceived and developed.

Proposals submitted by NAMES members will be given priority if they meet the above criteria.

Session Formats

To encourage participation from science centres and museums' leaders, as well as all other professionals, we encourage the submission of proposals in various formats:

- **Panel Session** (priority will be given to proposals that have identified all panel speakers and have a clear linkage among them), where the moderator introduces four speakers maximum, who then each present their views on a topic to the audience. 20 minutes shall be allocated for discussion at the end of the session.

- **Workshop** (hands-on and interactive format), which allows the speaker to explore in-depth one topic. The session should be practical, interactive, and hands-on.
- **Reverse Session**, which allows the speakers to give a short talk on the topic, then the moderator will guide an open discussion.

All sessions are 90 minutes long and have a maximum of one moderator and four presenters.

Create a Proposal

Please ensure that your session proposal includes the following information. Failure to include all the necessary details may lead to your proposal being eliminated from the review process:

- 1) Session format (Panel, Workshop, Reverse)
- 2) Title of session (should not exceed 50 characters or about 10 words)
- 3) Sub-theme (Track) and relevance of content
- 4) Session abstract (no longer than 500 words)
- 5) Keywords
- 6) Learning outcomes (no longer than 150 words)
- 7) Name of speaker/s and bio/s of each (bios should not exceed 150)
- 8) Proposed name of moderator
- 9) Published description (no longer than 150 words). Should your proposal be accepted, this description will be published in the Conference's Program, on the website, etc. The NAMES Conference Organizing Committee reserves the right to edit as needed
- 10) Special requirements: Please make sure you mention in your proposal any special set-up requirements or any other needs that must be noted

Submission of Proposals

Please submit your proposal to: namesnetwork@bibalex.org by the specified deadline.

Note

Please note that NAMES only covers travel and accommodation expenses of Keynote Speakers; all other speakers must be fully capable of covering their cost of attendance and speaking. By covering their cost of conference registration, travel, and accommodation, speakers will be supporting NAMES Network, its growth, as well as gain exposure in the region.