

The Visual Resources Association's 36th Annual Conference will be held in Philadelphia, Pennsylvania, from Tuesday, March 27th, through Friday, March 30, 2018, in the Loews Philadelphia Hotel. The theme for the Philadelphia conference is **VRA 2018: Workshop of the World**. Please mark your calendars.

Proposals for case studies, papers, sessions, special interest/user groups, and workshops are now being solicited for the 2018 program. All proposals are welcome.

The quality of conference content depends upon YOUR ideas and contributions, so let those creative juices flow. Perusing some of the [past conference schedules](#) will show you the range of topics presented in previous years and may inspire your proposal. Use suggested topics compiled from post-conference survey responses (see below) or your imagination to propose ideas which expand our outlook. If there is an area of concern or interest that you feel has not been adequately addressed, participate in this process by submitting a proposal. Moderators may put out calls for presenters within a proposed topic before or after the submission of a proposal. The VRA Executive Board will be looking for articulate and concise submissions with lists of presenters, but single submissions without presenter lists are encouraged as well.

**Suggested topics:**

Accessibility  
Changing roles and functions of Visual Resource Collections  
Coding (PHP, SQL, HTML5, etc.)  
Corporate Visual Resources careers  
DAM basics  
Data migration  
Digital collections platforms  
Digital Humanities Theory  
Digital preservation  
Digital tools in the classrooms  
Engaging K-12  
Ethics in Visual Resources  
Excel tips and tricks  
Implementation case studies (Omeka, Shared Shelf, Luna)  
Information architecture  
Institutional repository management  
Library instruction  
Marketing  
Metadata and standards  
New technology  
Non-art related topics (archives and libraries)  
Non-Western art  
Publishing and scholarly communication  
Supervisory roles  
THATcamp/unConference

A session is a maximum 90-minute moderated session with 3 to 4 speakers at 15 to 20 minutes each followed by a facilitated brief question and answer period.

A workshop is a 2, 4, or 8-hour workshop to develop skills and experience in the field of visual resources, preferably with hands-on activities.

A paper is an individual idea submission, which will be reviewed for possible grouping into a session. Your ideas, whether they come to us alone or in a group, are equally valued in the Board's proposal and selection process.

A special interest/user group is a 60-minute to 90-minute informal facilitated group discussion on topics related to a specific community within VRA.

A case study is detailed information about an individual, small group, or project, generally including the accounts of subjects themselves. Moderators are encouraged to submit proposals. Individual case study proposals will be reviewed for possible groupings similar to the session format.

Questions about the proposal process and the various presentation formats included in the VRA Conference program can be directed to me at [jeesselstrom@wisc.edu](mailto:jeesselstrom@wisc.edu).

The proposal deadline is **Friday, July 28th, 2017**. I look forward to hearing from you!

**\* 1. What format are you submitting**

- Individual Paper
- Session
- Case Study
- SIG/SUG
- Workshop

**VRA 2018 Philadelphia Conference: Proposal Guidelines and Submission Form**

**Papers, Sessions, Case Study, or SIG/SUG Submission**

Carefully read the guidelines before submitting your complete proposal(s).

Submit separate forms for each paper, session, case study, or SIG/SUG idea.

Provide all the information requested on this page.

The Vice President of Conference Programming reserves the sole right to accept or reject a workshop for any reason. The VPCP may work with applicants to adapt their workshops to fit the overall conference program.

The acceptance of a paper, session, case study, or SIG/SUG is an agreement between VRA and the person listed as the proposer that they have read and agree with all the guidelines.

Tips for writing your proposal:

- a. Consider your audience, which includes library professionals and students from academic, art and design school, museum, public and special libraries and visual resources collections among others. Attendees work with collections that relate to art, architecture, landscape architecture, city and regional planning, photography, dance, theatre, visual resources and more.
- b. Speak to your educational objectives because sharing knowledge is important. Attendees look for takeaways—information they can apply to their own careers.
- c. Add visuals and handouts to proposals. Attendees look forward to interesting visual presentations and welcome handouts, as noted in past evaluations.
- d. Keep in mind your time frame. Each paper has a 15- to 20-minute timeframe. Proposed sessions have a 60- to 90-minute time slot that includes a question and answer period and/or a brief audience discussion.
- e. Indicate the session format that works best for your topic.

The Vice President of Conference Programming notifies applicants of the status of their paper and/or session proposal(s) via e-mail by Thursday, August 31, 2017.

Once the submissions are requested:

- 1. The Vice President of Conference Programming send out a call for moderators in early fall. Moderators identified for accepted sessions communicate with accepted presenters about logistics and expectations for their sessions.
- 2. Presenters must submit a final version of their papers and/or presentations to be archived in the 2018 Conference Proceedings on the VRA website.

All submissions are confidential.

**2. Your name**

**3. Job title**

**4. Institution**

**5. Email address**

**6. Phone number**

**7. If there is more than one author/presenter, include those names, job titles, institutions, and email addresses, if known. Note: For session proposals, you may submit your speakers after the deadline.**

**8. Include the moderator's information, if known.**

**9. Title of paper, session, or SIG/SUG**

**10. Format**

- 20-minute paper
- 60-minute session
- 90-minute session
- Lightning Talk
- 24x7
- Facilitated discussion/debate

Other (please specify)

**11. Summary that describes your paper or session in a concise statement of 250 words or less.**

**12. Statement consisting of 2 to 3 sentences showing how your paper or session connects to the conference theme for VRA 2018: Workshop of the World.**

**13. Statement consisting of 2 to 3 sentences describing the educational component or the relevance to attendees.**

**14. Include at least 1 to 3 questions that encourage discussion.**

**15. List your Audio/Visual requirements. (Programming requiring extra A/V equipment is more costly to the VRA, and may put your submission in tougher competition for the limited spots in the schedule that will have more complex A/V setups.)**

- Podium
- Microphone (for speaker)
- Additional Microphone (please leave a comment explaining why this is necessary)
- Audio/Video Sound
- Projector
- Projection Screen
- Strong (as opposed to basic) Internet connection (please leave a comment explaining why this is necessary)
- Other (please specify)

**16. Please apply 1-4 of the following tags that represent your submission.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> copyright/intellectual property/open access/creative commons | <input type="checkbox"/> GIS              | <input type="checkbox"/> retirees                 |
| <input type="checkbox"/> digital humanities/digital scholarship                       | <input type="checkbox"/> new members      | <input type="checkbox"/> tools & technologies     |
| <input type="checkbox"/> diversity  | <input type="checkbox"/> workflow         | <input type="checkbox"/> users/community/outreach |
| <input type="checkbox"/> e-content/content delivery/DAMS/digitizing                   | <input type="checkbox"/> preservation     | <input type="checkbox"/> visual literacy          |
| <input type="checkbox"/> facilities planning  | <input type="checkbox"/> resource sharing |   |
| <input type="checkbox"/> Others (please specify)                                      |   |   |

Carefully read the guidelines before submitting your complete proposal(s).

Submit separate forms for each workshop idea. Consider half day or whole day workshops, though shorter workshops are an option.

Workshops are opportunities to share knowledge and fully discuss current and emerging topics in an intimate atmosphere. They encourage a focused, hands-on experience led by experts who combine collaboration with discussions lasting two, preferably four or eight hours. Consider ways to benefit from local educational institutions in the Philadelphia area.

Provide all the information requested on this page.

All submissions are confidential.

The Vice President of Conference Programming reserves the sole right to accept or reject a workshop for any reason. The VPCP may work with applicants to adapt their workshops to fit the overall conference program.

The acceptance of a workshop is an agreement between VRA and the person listed as the proposer that they have read and agree with all the guidelines.

Tips for writing your proposal:

- a. Consider your audience, which includes library professionals and students from academic, art and design school, museum, public and special libraries, and visual resources collections among others. Attendees work with collections that relate to art, architecture, landscape architecture, city and regional planning, photography, dance, theater, visual resources and more.
- b. Speak to your educational objectives because sharing knowledge is important. Attendees look for takeaways—information they can apply to their own careers.
- c. Add handouts to proposals. Attendees welcome handouts, as noted in past evaluations.
- d. Keep in mind your time frame whether it is two, four, or eight hours.

Following accepted submissions, responsibilities of the Conference Program Committee and workshop organizers include:

Vice President of Conference Programming

- 1. Provides logistical and technical support and a meeting place for the workshop.
- 2. Liaises and coordinates with and the workshop organizers.
- 3. Works with the Publicity Committee on workshop publicity.

The workshop organizers

- 1. Provides all teaching materials needed to conduct the workshop and handouts or takeaways for participants.
- 2. Communicates technical needs to the Vice President of Conference Programming
- 3. Submits workshop materials to be archived in the 2018 Conference Proceeding on the VRA website.

**17. Your name**

**18. Job title**

**19. Institution**

**20. Email address**

**21. Phone number**

**22. If there is more than one author/presenter, include those names, job titles, institutions, email addresses, and if they are current VRA members, if known. Note: For workshop proposals, you may submit your speakers after the deadline.**

**23. Include the moderator's information, if known.**

**24. Title of workshop**

**25. Anticipated length of workshop**

Two hours

Four hours

Eight hours

Other (please specify)

**26. Summary that describes your workshop in a concise statement of 250 words or less.**

**27. Statement consisting of 2 to 3 sentences showing how your paper or session connects to the conference theme for VRA 2018: Workshop of the World.**

**28. Statement consisting of 2 to 3 sentences describing the educational component or the relevance to attendees.**

**29. What is your vision for the workshop's format?**

**30. List your Audio/Visual requirements. (Programming requiring extra A/V equipment is more costly to the VRA, and may put your submission in tougher competition for the limited spots in the schedule that will have more complex A/V setups.)**

- Podium
- Microphone (for speaker)
- Additional Microphone (please leave a comment explaining why this is necessary)
- Audio/Video Sound
- Projector
- Projector Screen
- Strong (as opposed to basic) Internet connection (please leave a comment explaining why this is necessary)

Comments:

**31. List your other technical requirements and space needs.**

**32. Please apply 1-4 of the following tags that represent your submission.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> copyright/intellectual property/open access/creative commons | <input type="checkbox"/> GIS              | <input type="checkbox"/> retirees                 |
| <input type="checkbox"/> digital humanities/digital scholarship                       | <input type="checkbox"/> new members      | <input type="checkbox"/> tools & technologies     |
| <input type="checkbox"/> diversity  | <input type="checkbox"/> workflow         | <input type="checkbox"/> users/community/outreach |
| <input type="checkbox"/> e-content/content delivery/DAMS/digitizing                   | <input type="checkbox"/> preservation     | <input type="checkbox"/> visual literacy          |
| <input type="checkbox"/> facilities planning  | <input type="checkbox"/> resource sharing |   |
| <input type="checkbox"/> Others (please specify)                                      |   |   |

**VRA 2018 Philadelphia Conference: Proposal Guidelines and Submission Form**

Final Submission

**\* 33. I have read and agree to the VRA 2018 Annual Conference Proposal Guidelines.**

- Yes
- No