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<th>Proposal Guidelines</th>
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The deadline for submissions is Monday, July 27, 2020. Program submissions received after this date will not be considered for the 2021 conference.

The Vice President of Conference Programming will notify submitters of the status of their paper and/or session proposal(s) via email by Friday, September 18, 2020.
The Visual Resources Association’s 2021 Annual Conference will be held in Chicago, IL from Tuesday, March 23th through Friday, March 26th, 2021 at the Westin, Michigan Avenue. We are exploring hybrid and online conference options, so please consider ways you could present materials to both physical and online audiences.

Presenting at the VRA Conference provides you with the opportunity to see how your ideas, research, work, and passion connect to those of other dedicated professionals while building networks and friendships in an open, collaborative environment.

Proposals for papers, sessions, special interest/user groups, and workshops are now being solicited for the 2021 program. All proposals are welcome, and if you have other conference ideas or suggestions that do not fit the conference proposal form, please reach out to the Vice President for Conference Program, Sara Schumacher at vpcp@vraweb.org. Please note a call for Lightning Round presenters will go out in the fall/winter, so that we can better accommodate recent innovations and activities, as well as, students and emerging professionals.

What should you propose?

Past conference schedules can give you an idea of the range of topics presented in previous years or read through the list below of suggested topics compiled from the 2020 non-conference survey responses to find inspiration. Please, do not be afraid to deviate and propose something new or highlight an area of concern that you feel has not been adequately addressed previously, as you may find new collaborators and colleagues. Organizers 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 submissions without presenter lists are encouraged as well.

Suggested topics:

- Challenges and Lessons Learned from Remote
  - The Workplace, Institutional Transitions, Personnel Issues
  - Copyright & IP in Education and Beyond
  - Teaching & Research Needs, Visual Literacy
  - Equity, Ethics, Privacy, Advocacy

- Metadata
  - Best Practices and Standards (VRA Core 4, CCO, etc.)
  - Critical Cataloging, Alt-Text, Rights Statements, Geolocation Data
  - Crowdsourcing

- Managing Collections
  - Digital Asset Management, Digital and Institutional Repositories
  - Preservation, Planning for Collections Growth

- Outreach and Instruction
  - Instruction using Materials, Special, and Digital Visual Collections
  - Accessibility, Universal Design, Open Educational Resources, Online Exhibitions, Social Media

- Emerging Technologies and Applications
  - 3D Photography Imaging and Digitization, Audio and Video Editing
  - Coding, GIS, IIF, Omeka S, Story Maps
  - Digital Humanities/Scholarship Tools, Projects, Research Processes
Conference Speaker Policy for Chicago 2021

Purpose of this policy:
VRA conferences succeed when they bring together a diverse group of professionals to share ideas through formal presentations and informal interactions. The VRA Executive Board strives to make conference attendance feasible for as many of these professionals as possible by keeping the conference costs low. While this goal benefits many, it also limits the funding the Board can make available for presenters who may need a financial incentive to participate.

All speakers/presenters must register for the conference and may register under the Conference Speaker rate for the full conference (same as member rate) or under the one-day rate. Speakers/Presenters may apply for Travel Awards through the VRA Travel Awards Committee or through select VRA Chapters.

The keynote speaker will receive a free full conference registration and an honorarium. Workshop organizers may request small honoraria to recruit non-VRA member experts through the Call for Proposals process. Session speakers are not eligible for speaker honorariums.

However, session organizers may request a Session Pass (free registration pass for only the conference session/event for an accepted non-VRA member speaker). Session organizers must contact the VP for Conference Program with a written request and justification of their need for a session pass by February 1, 2021. The VRA Board will grant or deny approval within a reasonable time frame; written requests should include if there is a time constraint.

1. What format are you proposing?
   - Individual Paper- 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.
   - Session - A session is typically a 60-minute moderated panel with 3 presenters, speaking for 15 to 18 minutes, followed by a brief facilitated question and answer period. If you feel your session topic requires more time, consider dividing it into two sessions, consisting of a Part I and a Part II.
   - SIG/SUG- A special interest/user group is a 60-minute informal, community-driven, facilitated group discussion on topics related to a specific segment of the VRA membership.
   - Workshop- A workshop is a 2, 4, or 8-hour workshop to develop skills and experience in the field of visual resources with hands-on activities.
Workshop Submission

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 Chicago 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 the workshop organizers.

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 2021 Conference Proceeding on the VRA website.

16. Your name

17. Job title
18. Institution

19. Email address

20. Phone number

21. 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.

22. Include the moderator’s information, if known.

23. Title of workshop

24. Anticipated length of workshop
   - Two hours
   - Four hours
   - Eight hours
   - Other (please specify)

25. Summary that describes your workshop in a concise statement of 250 words or less.
26. Statement consisting of 2 to 3 sentences describing the educational component or the relevance to attendees.

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

28. Limited funds are available to compensate non-VRA member expert workshop presenters. Please tell us how much you believe it will cost to bring your proposed workshop presenter to the conference.

29. List your audio/visual, internet specifications, other technical requirements, and space needs.

30. Please explain ways you would adapt your presentation to engage both physical and online audiences if needed.
* 31. I have read and agree to the VRA 2021 Annual Conference Proposal Guidelines.
   - Yes
   - No