

INTERACTIVITY 2010 SPEAKER & SESSION GUIDELINES



Session Setup

- Facilitated Dialogue, Research and Panel Sessions will include one head table with chairs for presenters and one podium. Seating for participants will be theater-style only.
- Open House Sessions will include up to six (6) tables with chairs for presenters. Seating for participants will be arranged around the perimeter of the room.

Audio/Visual

- ACM is able to provide Facilitated Dialogue, Research and Panel Sessions with two table microphones, one podium microphone and one LCD projector (includes screen).
- Please note, ACM is unable to provide the following:
 - laptop computers,
 - Internet connection or
 - adapters for Macintosh computers.

Session Speaker Requirements

ACM welcomes speakers from museums, academic institutions, for-profit and nonprofit organizations. Please note, the Emerging Museum Pre-Conference and InterActivity concurrent sessions are for educational, professional development purposes only. If you have a product or service that you would like to promote at InterActivity, please contact Joy Jump, jjump@ChildrenMuseums.org, ACM Events Manager, to learn about sponsorship opportunities.

- Each speaker is strongly encouraged to make a reservation at the official InterActivity 2010 hotel if staying overnight in St. Paul.
- ACM does not compensate speakers for participating in InterActivity.
- All speakers are required to register for InterActivity; speakers are eligible to register for the conference at the Early Bird discounted rate throughout the advance registration period.
- A speaker employed at a museum or employed at an organization that services museums is responsible to pay for conference registration. A speaker who is an ACM member may apply for a Diversity Scholarship or Small Museum Financial Aid Award if eligible and if available.
- A speaker employed by an academic institution or at an organization that does not primarily service museums will receive complimentary one-day registration at ACM's discretion — however, speakers with complimentary registrations are still required to register for the conference.
- A speaker may not participate in more than two concurrent sessions.
- ACM is not responsible for a speaker's handout duplication, shipment, receiving or storage of materials. Speakers who choose to provide handouts, should prepare 100 copies for distribution.
- All speakers are strongly encouraged to upload PDFs of all presentation collateral (PowerPoint, handouts, etc.) to ACM's FTP site, Basecamp.