

INTERACTIVITY SPEAKER & SESSION GUIDELINES

Facilitated Dialogue, Research and Panel Sessions Setup Includes:

- One head table with chairs for presenters
- Theater style seating for participants

Please Note: ACM will consider requests for seating outside of the general theater style set up on a case by case basis. Please contact Korie.Twiggs@ChildrensMuseums.org for more information.

Complimentary A/V Package

ACM provides a complimentary, standard, AV package that includes:

- One table microphone per two panelists
- One LCD projector (includes screen)

Please Note: If you require additional audio/visual/technical items outside of the Complimentary A/V Package (outside items may include a laptop computer, Internet connection, VGA adapters for Macintosh computers) please email Sharon.Chiat@ChildrensMuseums.org for pricing and availability.

Limitations & Requirements

- ACM does not compensate speakers for participating in InterActivity.
- ACM does not provide complimentary laptops for speakers.
- ACM does not provide complimentary Internet connections for speakers.
- ACM does not provide complimentary VGA adapters for Macintosh computers.
- ACM welcomes speakers from museums, academic, for-profit and nonprofit organizations.
- 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 for paying conference registration. A speaker who is an ACM member may apply for a Diversity Scholarship or Small Museum Financial Aid Award if available.
- A speaker employed by an academic institution or at an organization that does not primarily service museums may receive free one-day registration at ACM's discretion; however, speakers with complimentary registrations are still required to register for the conference.
- Each speaker is strongly encouraged to make a reservation at the official InterActivity hotel if staying overnight.
- Please note, the Emerging Museum Pre-Conference and InterActivity concurrent sessions are for educational, professional development purposes only. If you would like to promote a product or service at InterActivity, please email Sharon.Chiat@ChildrensMuseums.org to learn about sponsorship opportunities.
- A speaker may not participate in more than two concurrent sessions.
- ACM strongly encourages all speakers to upload PDFs of all presentation collateral (PowerPoint, handouts, etc.). Please email Korie.Twiggs@ChildrensMuseums.org for details.
- ACM is not responsible for a speaker handout duplication, shipment or storage of materials.