The 2018 Annual General Meeting Program Committee invites submissions for workshop and session proposals for the upcoming meeting/conference of the Society of California Archivists. The meeting will include a two-day conference and a day of pre-conference workshops.

**Meeting Dates:       April 11-13, 2018**

**Meeting Location:  Tenaya Lodge, California**

*Please note that presenters must register and secure their own funding and may only participate in one session.*

**All proposals must be received by *Monday, October 16, 2017***

**Description of Possible Program Types:**

**Panel Discussion** - open session with a panel of three (3) to four (4) individuals informally discussing a variety of theories or perspectives on the given topic(s)

**Traditional** - open session with two to three fully prepared papers of fifteen (15) minutes each and a comment and discussion period after the papers

**Lightning Talks** - fast-paced open session with many concise papers presented under a tight time limit, with details of the limit determined by the proposer

**Alternative Format.** Don’t feel confined by the prescribed formats—suggest an alternative or create your own! Alternative format sessions may take a variety of forms. Examples include [world café](http://www.theworldcafe.com/method.html) and [fishbowl discussions](https://en.wikipedia.org/wiki/Fishbowl_(conversation)). Propose a moderated debate offering opposing points of view, or an “experiential” format involving simulation, role play, or games to convey key principles and learning objectives. We welcome your creative ideas about how your topic might best be addressed! Proposals in this category must: 1) specify the format and session facilitator and 2) describe briefly how the format will enhance presentation of the material. You may suggest up to four presenters for the session.

**Workshop** - limited enrollment session that allows interaction with participants and usually teaches or refines archival skills.

**Note**: *All workshops will be held on Wednesday, April 11.*

*The Education Committee welcomes workshop proposals on any archival topic, and particularly welcomes proposals addressing archival project management, extensible processing, born-digital archives, and outreach and marketing for archivists.*

2018 SCA Annual General Meeting

Session & Workshop Proposal Form

**Submit proposals electronically to:**

Teresa Mora, 2018 SCA Program Committee Chair, tmora1@ucsc.edu

Deadline for proposal submission: *Monday, October 16, 2017*

**1. Session Title:**

Proposed by:

Institution:

Phone:

E-mail:

**2. Type (chose one):**  Panel  Traditional  Workshop  Lightning  Other

If "Other" is selected, please describe the format:

**3. PARTICIPANTS:**

Chair  Commentator  Leader

Name:

Institution:

Phone:

E-mail:

Contacted/Agreed to Participate?  Yes  No

SCA Member?  Yes  No

Name:

Institution:

Phone:

E-mail:

Contacted/Agreed to Participate?  Yes  No

SCA Member?  Yes  No

Name:

Institution:

Phone:

E-mail:

Contacted/Agreed to Participate?  Yes  No

SCA Member?  Yes  No

Name:

Institution:

Phone:

E-mail:

Contacted/Agreed to Participate?  Yes  No

SCA Member?  Yes  No

**4. description of proposal**

A. Content description (175 words)

B. Role each of the speakers will play (150 words)

C. Audience for the session (1-2 sentences)

D. Purpose of the session (2-3 sentences)

**5. Audiovisual Requirements. Please briefly describe your A/V needs below.**

*PLEASE NOTE:* Site fees for audio-visual equipment rental and Internet access are very high. LCD projectors and screens will be available if requested below, but other equipment needs must be fully justified. Speakers or session chairs must provide their own laptops. Hotel wi-fi will be available, but if it proves unreliable, then speakers should have an alternative means for their presentation.

*Questions? Please contact Teresa Mora, SCA Program Committee Chair, tmora1@ucsc.edu*

*or by phone 831-459-4425.*