**2017 NYAC Session Proposal Form**

**Submit proposals to** [nyacprogram@gmail.com](mailto:nyacprogram@gmail.com) **by 5pm EST December 5, 2016.**

**1. Session Title**

Proposed by:

Institution:

Mailing Address:

Phone:

Email:

**2. Participants**

**Chair/Presenter:**

Name:

Institution:

Mailing Address:

Phone:

Email:

**Presenter:**

Name:

Institution:

Mailing Address:

Phone:

Email:

Has agreed to participate? Yes\_\_\_\_ No\_\_\_\_\_

**Presenter:**

Name:

Institution:

Mailing Address:

Phone:

Email:

Has agreed to participate? Yes\_\_\_\_ No\_\_\_\_\_

**Presenter:**

Name:

Institution:

Mailing Address:

Phone:

Email:

Has agreed to participate? Yes\_\_\_\_ No\_\_\_\_\_

**Session Description**

A. Session description (175 words maximum):

B. Subject category:

\_\_\_ Selection, appraisal, and acquisition

\_\_\_ Arrangement and description

\_\_\_ Reference and access

\_\_\_ Preservation and security

\_\_\_ Outreach and advocacy

\_\_\_ Archives management

\_\_\_ Digital asset management

\_\_\_ Ethical and legal responsibilities

\_\_\_ Emerging technology, processes, and services

\_\_\_ Other (briefly describe 10 words max)

C. Target audience (1-2 sentences):

D. Goal of the session (2-3 sentences):

E. Session format (choose one):

\_\_\_ **Traditional** **presentations**: moderator and 2-4 speakers with 20 minutes for participation

\_\_\_ **Panel presentation**: moderator and 2- 3 speakers discuss a tightly-defined topic

\_\_\_ **Lecture:** single presenter followed by audience participation

­\_\_\_ **Lightning talks**: up to 10 speakers with 5 min talks

\_\_\_ **Debate:** 2 speakers support or oppose the predetermined statement, with rebuttals, followed by questions from the floor. The audience votes to support a position after final questions.

\_\_\_ **Roundtable**: 1-2 discussion facilitators spark exploration of a topic; participants determine the emphasis of the discussion

\_\_\_ **Student papers**: student paper presentations, 10 min. talks on any archives topic, followed by a short question and comment period.

**IT Support Requirements (check all that apply):**

\_\_\_Computer \_\_\_Computer with PowerPoint

\_\_\_LCD Projector \_\_\_Screen

\_\_\_Internet Access \_\_\_WIFI

\_\_\_Computer speakers \_\_\_Other—please indicate specifics

**Preferred session time:**

\_\_\_ Thursday morning

\_\_\_ Thursday afternoon

\_\_\_ Friday morning

**Proposals must be received at** [nyacprogram@gmail.com](mailto:nyacprogram@gmail.com) **no later than 5pm EST December 5, 2016. You will be notified of the Program Committee's decision no later than January 15, 2017.**