Thank you for participating in NAMES 2020 session submission process.

Please read the guidelines (pages 1-2 of 3) **carefully before submitting your proposal** (page 3 of 3).

NAMES Conference Purpose

The purpose of the Conference is to:

1) Share knowledge and expertise;
2) Assist science centres and museums, and their staff, to operate at the highest professional level;
3) Enable science centres and museums in the North Africa and Middle East region to network, build alliances, and ensure long-term sustainability, as well as impact, on their communities.

Proposal Submission Timeline

- Sunday, 2 February 2020 – Submission of proposals opens
- Thursday, 30 April 2020 – Submission of proposals closes
- Sunday, 31 May 2020 – Session Proposals feedback deadline

Evaluation Criteria

All proposals are evaluated and approved by NAMES Conference Program Committee (NCPC 2020) according to the following criteria:

- The focus and learning outcomes are well presented and thoughtfully articulated;
- The session proposal is relevant to the region and/or is global in nature and addresses actual needs;
- The proposal is relevant to the sub-theme (track) that it is presented under;

  *For details about the theme and subthemes, please visit the conference's website: www.namesnetwork.org/NAMES2020.

- The proposal offers new concepts and thoughts that have not been presented previously at NAMES' conferences;
- The session proposal ideas and organization are well-conceived and developed.

Proposals submitted by NAMES members will be given priority if they meet the criteria.

Session Formats

All sessions are 90 minutes long and must have a chair/moderator, in addition to the speakers/presenters/experts, the number of which varies according to the selected session format. To encourage participation from science centres and museums' leaders, as well as all other professionals, we encourage the submission of proposals in various formats; please select from the formats listed and described below.

Priority will be given to proposals that have all speakers identified with clear linkage.

- **Panel Session**; the moderator introduces no less than 3 and no more than 4 presenters, who then each present their views on a topic to the audience.

  20 minutes shall be allocated for discussion at the end of the session.

- **Fishbowl**; the session begins with a panel discussion among no less than 3 and no more than 6 presenters led by the moderator. An empty chair is placed in the Fishbowl so that any participant can come forward and participate by asking a question or contributing an idea. This contributes to making the panel discussion more relevant and engaging than a panel discussion in the standard format.

- **PechaKucha**; a storytelling format where no less than 8 and no more than 10 presenters each show 20 slides for 20 seconds of commentary (6 minutes and 40 seconds total) about their personal work experience in relation to the session's topic.

- **Reverse Science Café**; no less than 3 and no more than 5 experts ask questions to the public to get inputs on issues relevant to their work, creating a two-way dialogue to formulate solutions.

- **Workshop**; a practical, interactive, and hands-on format that allows presenters to explore one topic in-depth.

  It is preferable to have more than one person conducting the workshop.

- **Scenario Workshop** is based on a presentation of possible future developments for a topic or problem. The Scenarios are formulated in advance, then critically discussed by participants from various backgrounds based upon their own experience. This criticism forms the basis for visions and action plans.

  The session should feature no less than 3 and no more than 4 experts.

- **Solution Room** is designed to provide peer-supported advice on individuals' most pressing problems. Each participant is given time to think of a challenge they are facing; participants are then divided into groups and each person takes turn to present their problem and have it brainstormed by the group in 2-3 minute cycles. Groups share roundtables and are asked to individually mind-map their problem on paper.

  The session should feature no less than 3 and no more than 4 experts.

- **Speed Dating** has the purpose of encouraging service providers and consultants to meet large numbers of potential customers in a short period of time and give them a presentation about their services and answer their queries.

  The session should feature no less than 8 and no more than 10 presenters.

Create a Proposal

Please ensure that your session proposal includes the following information; failure to include all the necessary details may lead to your proposal being eliminated from the review process:

1) **Session format** (Panel, Fishbowl, PechaKucha, Reverse Science Café, Workshop, Scenario Workshop, Solution Room, Speed Dating)

2) **Session Title** (should not exceed 50 characters or about 10 words)

3) **Subtheme** (Track) and relevance of content

4) **Abstract** (no longer than 500 words)

5) **Keywords**

6) **Learning Outcomes** (no longer than 150 words)

7) **Description** (no longer than 150 words).

   *Should your proposal be accepted, this description will be published in the Conference Program, on the website, etc.

   *The NAMES Conference Organizing Committee reserves the right to edit as needed.

8) **Moderator's and Presenters' Names**

9) **Moderator's and Presenters' Bios** (each bio should not exceed 150)

10) **Special Requirements**; please make sure you mention in your proposal any special set-up requirements or any other needs that must be noted

Submission of Proposals

Please submit your proposal to: namesnetwork@bibalex.org by the specified deadline.

Note

Please note that all NAMES 2020 speakers must be fully capable of covering their cost of attendance and speaking. By covering their cost of conference registration, travel, and accommodation, speakers will be supporting NAMES Network, its growth, as well as gain exposure in the region.