

2024 Society of Ohio Archivists Annual Meeting Proposal Form

SOA 2024:

Archives for All: Enhancing Accessibility and Inclusivity

The Society of Ohio Archivists is planning another hybrid Annual Meeting on Thursday (virtual only) and Friday (hybrid), May 16-17, 2024. The in-person portion of the conference (Friday, May 17) will be held at Capital University in Bexley, Ohio. #soaam24

This year we welcome proposals that explore the theme of **Archives for All: Enhancing Accessibility and Inclusivity**. We encourage presentations that address any one (or more) of the definitions of accessible:

ac·ces·si·ble

adjective

/əkˈsesəb(ə)l/

- (of a place) able to be reached or entered;
- able to be easily obtained or used;
- able to be reached, entered, or used by people who have a disability;
- easily understood or appreciated;
- (of a person, typically one in a position of authority or importance) friendly and easy to talk to; approachable

Proposal may provide specific workflows as well as examples of

- How can we make our physical spaces, collections, finding aids (and other descriptive tools) more accessible; or
- How can we make ourselves as archival professionals more accessible to our constituents; or
- How can we plan public programs and professional development opportunities with accessibility in mind.

Proposals will be evaluated on interest, creativity, relevance, diversity of content and speaker representation, and completeness of proposal. The Educational Program Committee also encourages proposals from students, new professionals, first-time presenters and attendees, individuals from related professions, as well as those from outside the state of Ohio. Deadline to submit proposals: **Friday, January 26, 2024 at 5:00 p.m.**

Proposals must include:

- Session/Discussion title and type
- Preference (if any) for an in-person or virtual session

- Abstract of 250 words describing the session/discussion and how it will be of interest to SOA attendees
- Description of 150 words for the program
- Contact information for the primary presenter and any other participants
- How participants will engage with the audience
- A/V or technology requirements/needs
- Any additional needs

To help support the selection process, the proposal abstract should include one or more of the following:

- Explanation of how the proposal relates to this year's theme.
- Relevance of the topic to the SOA community.
- Inclusion of diverse perspectives as a part of the session.

Possible alternate session formats:

Debate - Moderator announces the topic, and two other people debate. May include more than one topic and additional debaters.

Fishbowl - Speakers sit in a circle of chairs on stage - the bowl - and the audience sits in concentric circles around them. The speakers are then asked to talk to each other by answering a series of directed questions. In an open fishbowl, one chair is left empty and audience members can rotate through, adding their take on the topic.

Lightning - Presentations may be from 3 to 10 minutes long, with the time allotted depending on the number of presenters. May or may not include slides or images.

Mini-Workshop - Session teaching a skill or concept through hands-on activity.

Pecha Kucha - Each presentation consists of 20 slides or images displayed for 20 seconds each, with comment. Each presentation lasts 6 minutes and 40 seconds.

World Café - Consists of multiple presentations/conversations going on at separate tables, with attendees given the opportunity to rotate between them every 20 minutes.

Questions?

Please contact [Sara Mouch](#) or [Michelle Sweetser](#), Co-Chairs, Society of Ohio Archivists Educational Programming Committee.

More meeting details will appear as they develop at: (link forthcoming)

1. Email *



Session or Poster details

Presenters will have the possibility of presenting virtually on Thursday, May 16, or in person on Friday, May 17. A portion of the in person sessions will be live streamed for virtual attendees.

2. Session Preference *

Mark only one oval.

- ☐ In person
- ☐ Virtual
- ☐ No preference

3. Type *

Mark only one oval.

- ☐ Traditional panel
- ☐ Debate
- ☐ Fish bowl
- ☐ Lightning round
- ☐ Mini-workshop
- ☐ Pecha kucha
- ☐ World cafe
- ☐ Poster: Professional
- ☐ Poster: Student
- ☐ Other: _____

4. Session Title *

5. Session proposal abstract: Describe the session and how it will be of interest to SOA attendees (250 words or fewer) *

6. Session description: To be included in the meeting program (150 words or fewer) *

Contact Information

Please fill in the main contact, and then for any other persons to be part of the session/poster.

7. Main contact: Last name *

8. Main contact: First name *

9. Main contact: Institution or school *

10. Main contact: Title or degree program *

11. Main contact: Telephone number *

12. Main contact: Email address *

13. Additional participants? *

Mark only one oval.

☐ Yes *Skip to question 14*

☐ No *Skip to question 32*

Additional participants

Please fill in below for any additional participants.

14. 2nd contact: Name

15. 2nd contact: Title of presentation (if different than main title)

16. 2nd contact: Institution or school

17. 2nd contact: Title or degree program

18. 2nd contact: Telephone number

19. 2nd contact: Email address

20. 3rd contact: Name

21. 3rd contact: Title of presentation (if different than main title)

22. 3rd contact: Institution or school

23. 3rd contact: Title or degree program

24. 3rd contact: Telephone number

25. 3rd contact: Email address

26. 4th contact: Name

27. 4th contact: Title of presentation (if different than main title)

28. 4th contact: Institution or school

29. 4th contact: Title or degree program

30. 4th contact: Telephone number

31. 4th contact: Email address

Other questions

32. Would you be willing to share your proposal in a different format, if the Educational Programming Committee believes it would benefit the overall program?

*

Mark only one oval.

☐ Yes

☐ No

☐ Other:

33. A/V: Speakers will have access to a mic and projector. Please detail below if your presentation requires something more.

34. Anything else: Please let us know if you need any other accommodations or have any other needs to appear and participate.

Final points

Presentation slides: will be made available on the SOA meeting website following the meeting, unless presenter/group selects "no" below.

Presenter's agreement: I agree that if selected to present at the meeting, and I commit to appear, that I will do so. I agree that if I wish to attend the meeting beyond my session that I will register as a paying attendee.

35. Presentation slides *

Mark only one oval.

- ☐ Yes, I agree to share my/my group's slides
- ☐ No, do not post my/my group's slides

36. Agreement *

Check all that apply.

☐ I agree that if selected to present at the meeting, and I commit to appear, that I will do so.

☐ I agree that if I wish to attend the meeting beyond my session that I will register as a paying attendee.

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