

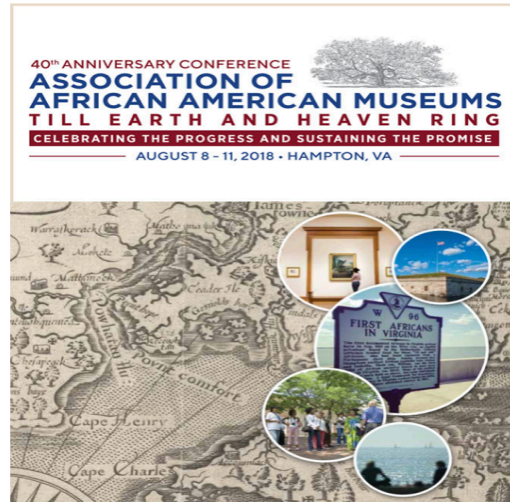


For Prospective Cities: How to Host the AAAM Conference

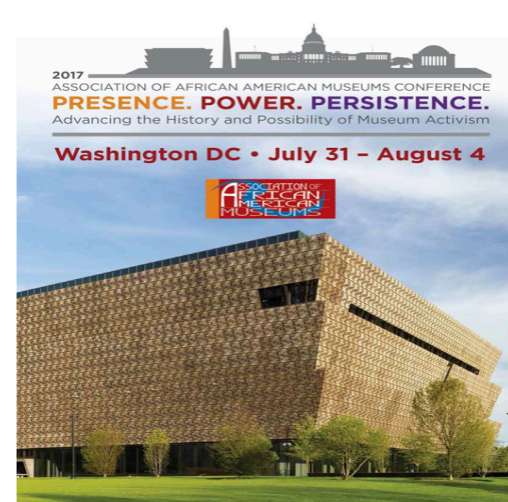
2019 | JACKSON, MS



2018 | HAMPTON, VA



2017 | WASHINGTON, DC



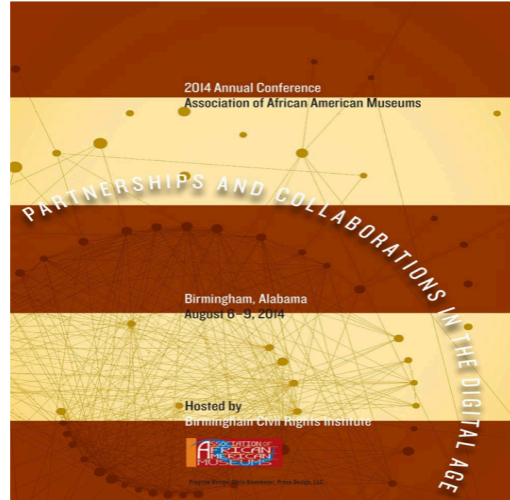
2016 | RIVERSIDE, CA



2015 | MEMPHIS, TN



2014 | BIRMINGHAM, AL



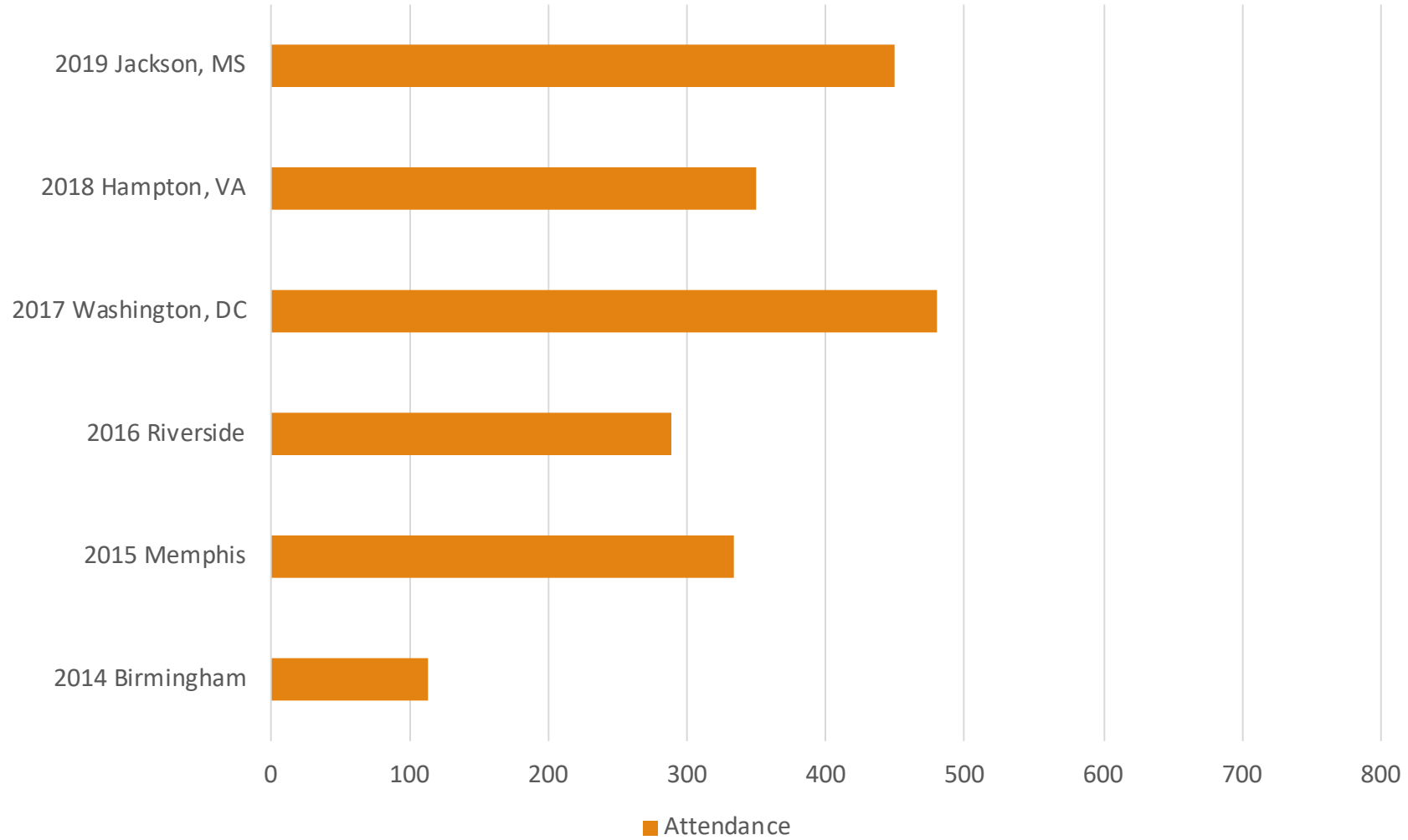
2013 | Charlotte, NC

2012 | Baltimore, MD

2011 | Tallahassee, FL

2010 | Pittsburgh, PA

Conference Attendance



Conference Host Eligibility



Institutional
Membership

Community
Anchor

Hosting Fee:
\$15K

Purpose and Structure

The Annual Conference of the Association of African American Museums is the premiere professional development offering presented by the Association in partnership with a host committee. The conference experience is designed to bring museum professionals together with a goal of connecting, learning and discovery of like-minded institutions.



Conference Planning

Coordinate with the Executive Director as the Lead Organizer of all components of the overall conference.

- Site Selection
- Contracting for Conference Meeting Space
- Identification and Contracting of Hotel
- Exhibitor Hall
- AV Contracting
- Food and Beverage
- Signage
- Program Book Coordination
- Onsite and online registration
- Volunteer Coordination
- Advertisements
- Sponsorship

Host Committee

Coordinate with the Executive Director as the Committee Lead by an institutional member responsible for the cultural experiences across the city.

- Makes introduction to local convention and Visitors Bureau to assist in selection of conference site.
- Identification of evening reception hosts (3)
- Pre-conference experience(s)
- Post conference experience(s)
- Transportation to evening receptions
- Fundraising for events/activities
- Assistance with
 - Advertisement Solicitation
 - Exhibitor/Vendor Solicitation
 - Volunteer Recruitment

National Program Committee

Coordinate with the Executive Director for academic program content

- Determines Conference Theme
 - Organizes Call for Proposals
 - Develops Review and Selection Criteria
 - Communicates accepted and non-accepted proposal submissions
 - Oversees presenter needs
 - Identifies keynote speakers
 - Identifies plenary experiences
 - Assigns sessions to rooms⁺
 - Develops schedules for session⁺
- ⁺ = In coordination with Conference Planning Chair

Awards Committee

In coordination with the Executive Director, manages the Association's Awards Programs

- Issues nomination process for Association Awards
- Manages application process for Burroughs-Wright Fellowship Program
- Coordinates review and selection of all awards
- Identifies and arranges purchase of awards
- Coordinates announcement of awardees
 - Web presence
 - Presence in conference book
 - Preparation of slide deck to be shown at conference

Silent Auction Committee

Manages the Silent Auction with the Executive Director

- Creates item solicitation letter for silent auction items.
- Organizes intake process of items.
- Communicates with donors on coordination of delivery of items.
- Manages onsite silent auction experiences
 - Set-up
 - Cash-out
- Recruits volunteers to monitor silent auction



How to Host the AAAM Conference

Vedet R. Coleman-Robinson

Executive Director

Association of African American Museums

P.O. Box 23698

Washington, DC 20026

Email: info@blackmuseums.org | Phone: (202) 633-2869