

**Call for proposals to host the
13th Hands On!**

International Association of Children in Museums

Conference 2021

November 2018



Preamble

Hands On! is an international network of museum professionals. Our aim is to make all museums and science centers meaningful places for children, to professionalize the (children's) museum field and to share our expertise. Hands On! believes that museums should encourage curiosity and imagination in the children who visit them. We recognize the role and significance of both collecting and non-collecting children's museums. Hands On! is committed to the professionalization of all museums that welcome children, not only in terms of exhibition design and program, but also in financial and personnel management.

Hands On! strives to act as a global leader, advocate and a resource for organizations serving the learning needs of children and families. Our aim is to represent European as well as non-European organizations.

Biennially, we offer an international conference to give the opportunity to exchange best practices, learn about the latest development on serving families and children and to get inspired!

Together with the host the Hands On! board is responsible for the content of the conference. Furthermore, the host is responsible for the logistical organization of the event and its social program.

In this document, you will find:

- A brief description of the Hands On! Conference
- A detailed schedule of the most important criteria in your proposal

At the end of the selection, process a preliminary agreement between the host and Hands On! will be signed.

Deadline: 31st March 2019



Brief description of the Hands On! Conference

Time of the year

October/November 2021

Periodicity

Biennial, every second year in a different location in Europe (next: Frankfurt 2019)

Number of days

4 days composed of 1 optional pre-conference day (Monday), 3 conference days (Tuesday, Wednesday and Thursday) and 1 exploration day with study visits (Friday).

Number of expected delegates

200–300 delegates

Profile of delegates

Professionals from museums and science centers, who are dedicated to serving young visitors through a variety of interactive exhibits; corporate members and students are welcome.

Working language of the conference

English (all speeches are held in English)

Description

200 – 300 delegates

Opening ceremony

3 keynote speeches

workshops, joint lectures and lectures

lunch will be provided on site for all delegates

social events (2 dinners and the Children in Museum Award Ceremony)

List of past conference destinations:

<i>Year</i>	<i>Destination</i>	<i>Title</i>	<i>Main Organizer</i>
1996	Amsterdam/Rotterdam	Hands On!	Children's Museum Rotterdam & Kindermuseum Amsterdam
1998	Lisbon	Hands On! Europe -International conference	Museu das Crianças
2001	London	Play to learn? The educational role of children's museums	Discover- The children's discovery centre
2003	Milan/Rome/Neaples	Creatvity & children's museums	Explora, MUBA, Citta della scienza
2005	Vienna	Serving different audiences	Zoom Vienna
2007	Berlin	Action, Interaction and Reflection. Children's museums in the 21st century	Bundesverband deutscher Kinder- und Jugendmuseen
2009	Paris	High Tech! High! Touch!	Cité des sciences et de l'industrie
2011	Ljubljana	Identity, Cultural Diversity and Heritage The role of Children's Museums in times of rapid change	National Organizing committee lead by Andreja Rither
2013	Stockholm	Explore!	Swedish Exhibition Agency (Riksutställningar)
2015	Amsterdam	Touch and Learn	Rijksmuseum, Joods historisch Museum
2017	Pilsen/Pisek/Prague	Future in children's hands. Informal education as a tool for social change	Sladovna Pisek o.p.s.
2019	Frankfurt	All inclusive! Museums as places for ALL children.	Junges Museum Frankfurt

Summary of the responsibilities of the host

- The host assumes all financial responsibilities.
- The host applicant must be a member of Hands On!
- The head of the organizational team must step into the Hands On! board for the duration of the conference planning process. But of course is welcome to stay on.
- If another Hands On! conference has taken place in the applying country in the past, a 10 year waiting period must be kept.
- Organization of all logistical aspects
- Organization of social programs
- Venue for the conference
- Catering
- IT, audiovisual and other equipment
- Visual identity: Design and printing of promotional materials and programs co-branded with the Hands On! logo, format and letterhead. The design is bound to reflect that the conference is a Hands On! event.
- Fundraising
- Communication (HO! office assists)
- Evaluation and results of the conference report (number of participants...) must be reported within 3 months after the conference to the HO! board
- Staff: Free registration for all HO! board members as well as the HO! office costs (accommodation, travel expenses for 1 person).
- HO! receives the annual HO! membership fee amount for all paying delegates registered as non-members.
- HO! reserves the right to calculate a handling fee of 30€ for each paying participant.

Contribution from Hands On!

- The financial agreement is based on the number of registered and paying participants. Hands On! has the share of any possible profit.
- Conference registration: Registration of participants for the HO! conference is handled by the HO! office. The online registration system is implemented in the HO! webpage. Payments of registration fees are managed by the HO! office.
- Communication
- One board member steps into the conference programme committee
- Call for proposals: dissemination, management and preselection of proposals.



Application to host the Hands On! International Conference 2019

1. Name and address of the institution applying
children's museum, museum or science center

2. Contact

- a. director
- b. head conference organizer (if not the director)
- c. staff of main organizational team
- d. partner organizations/associates

3. Short description of the host institution

- a. size of the institution
- b. financial statement
- c. What does the institution offer that is unique or innovative in terms of programmes, exhibitions, visitor services?
- d. What makes the institution unique or especially qualified to host the conference?

4. City as conference site

- a. Description of the meeting facilities
- b. Description of the attractiveness of the city and the region

5. International access

- a. Nearest international airport
- b. Public transport

6. Accommodation

- a. List of hotels including: category, price in Euros, distance to the main conference venue, public transport options to the venue

7. Conference Venue(s)

convention center, children's museum, museum or science center

- a. For the pre-conference (*optional*)
- b. For the biennial conference
- c. Floor plans with all proposed allocation of space
- d. Required space:
 - sufficient and well equipped session rooms with a seated capacity of 30 each
 - seated capacity for all participants for the opening and closing ceremonies and the keynote speeches
 - 1 area for coffee breaks and information desk
 - registration desks and cloakroom
 - 1 meeting room for the delegates
 - seated lunch capacity for 300 delegates
 - space for technical office and Hands On! on-site office (printer!)
 - free Wifi and working zone (quiet area with excellent wifi coverage for participants to work)
- e. Technical requirements: the technical equipment and the IT provided should be of excellent quality. The necessary IT personnel should be provided by the host.

8. Social Program

- a. Description of the program (Gala dinner, Party, Reception)
- b. Social event to present the CMA Award in an evening ceremony
- c. Venue(s)
- d. Distance to main conference venue
- e. Accessibility to public transport

9. Letters of support

- a. State who is submitting the proposal
- b. Enclose the written supports of local or national authorities

10. Budget

- a. draft budget
- b. statement signed by the legal representative of the applying association, confirming that the applying institution is fit to take on the full financial liability for the project.

To be provided on a separate sheet

11. Motivation

Letter of motivation

12. Data processing agreement

Letter with letterhead of applying organization, signed by legal representative containing the following statement:

I, _____ (name of legal representative of organization) agree to Hands On! processing* all data provided in the application for the purpose of exploring and reviewing possible options of my organization hosting a Hands On! Conference.

*Your voluntarily transmitted personal details will be collected, saved and processed in accordance with the most recent legislation on data protection (EU-GDPR 2018).

This is solely for the purpose of reviewing your application and keeping you updated about the status of your proposal.

You are free to object the processing of your data at any given time. However, please note that without this confirmation, Hands On! board will not be able to consider your proposal as we will not have your permission to share relevant information with you. For any inquiries concerning your data, please contact: secretariat@hands-on-international.net