



**International Association
of Children in Museums**

Call for proposals to host the
12th Hands On!
International Association of Children in Museums
Conference 2019

May 2017



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.

Bi-annually, 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: 1st of September 2017



Brief description of the Hands On! Conference

Time of the year

October/November 2019

Periodicity

Bi-annual, every second year in a different location in Europe (next 2017)

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, that 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

Conference

200 – 300 delegates

conference opening

3 keynote speeches

workshops, joint lectures and lectures

lunch will be provided on site for all delegates

social events (2 dinners)



Summary of the responsibilities of the host

The host applicant must be a member of Hands On!

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.

Fundraising

Evaluation and results of the conference report (number of participants...) must be reported within 3 months after the conference to the HO! board

Please note, the host assumes all financial responsibilities.

Staff: Free registration for all Board members as well as the Hands On! office costs (accommodation, travel expenses for 1 person).

HO! receives the annual HO! membership fee amount for all paying delegates registering as non-members.

HO! reserves the right to calculate a handling fee to the value of 20 % of each paying participant.

Contribution from Hands On!

The financial agreement is based on the number of registered and paying participants. Any profit goes to Hands On!

Hands On! will support the host with the participants registration and through the Hands On! webpage.

Conference registration: Registration of participants for the HO! conference is to be 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.

Application to host the Hands On! International Conference 2019

1. City as conference site
 - a. Description of the meeting facilities
 - b. Description of the attractiveness of the city and the region
 - c. Specification on international access to the city

2. Name and address of the institution applying (children's museum, museum, science center)

3. Contact Person

4. Short description of the host institution
 - a. Size of the institution
 - b. What does the institution offer that is unique or innovative in terms of program exhibitions, visitor services?
 - c. What makes the institution unique or especially qualified to host the conference?

5. Conference Venue (convention center, children's museum, museum, science center)
 - a. For the pre-conference (optional)
 - b. For the bi-annual 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 ceremony and the keynote speech
 - 1 area for coffee breaks and information desk
 - registration desks and cloakroom
 - 1 meeting room for the delegates
 - seated lunch capacity for 300 delegates
 - 1 room for technical office and Hands On! on-site office

- 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.

6. Access

- a. Nearest airport
- b. Public transport

7. Accommodation

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

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. Name of the venue
- d. Distance to conference venue
- e. Accessibility to public transport

9. Promotional material

- a. Design and printing of the program using the format and letterhead of Hands On! (to be specified in agreement)
- b. Requirements for Communication (Marketing and Correspondence) and Sponsors

10. Letters of support

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

11. Budget

- a. To be provided on a separate sheet

12. Motivation

- a. Letter of motivation