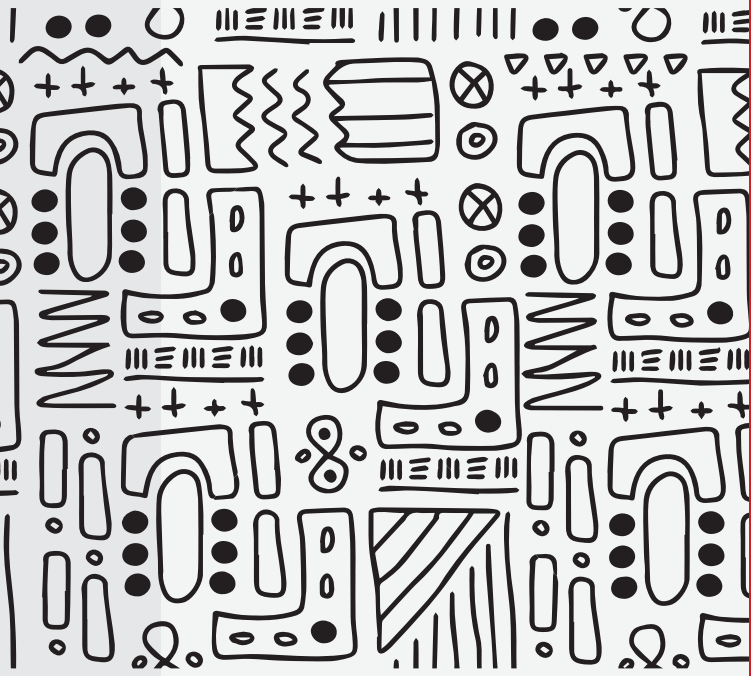




**ASSOCIATION OF
AFRICAN AMERICAN
MUSEUMS**

**Conference
Host
Site
Application**





Host the Association of African American Museums Annual Conference

Executive Director

DR. VEDET COLEMAN-ROBINSON

2023

BOARD OF DIRECTORS

OMAR EATON-MARTINEZ,
PRESIDENT

Upper Marlboro, MD

DR. NOELLE TRENT,
VICE PRESIDENT
Memphis, TN

DR. ASHLEY JORDAN,
TREASURER
Philadelphia, PA

AHMAD WARD,
SECRETARY
Hilton Head Island, SC

DR. DORETHA WILLIAMS,
MEMBER-AT-LARGE
Washington, DC

LANESHA DEBARDELABEN,
IMMEDIATE PAST PRESIDENT
Seattle, WA

DAMIKA BAKER-WILSON
Washington, DC

TIMOTHY BARBER
Tallahassee, FL

DR. DINA BENNETT
Kansas City, MO

DR. ROBERT DAVIS
Milwaukee, WI

DR. ROLANDO HERTS
Cleveland, MS

DR. JOY KINARD
Tuskegee, AL

SHEILA MCDANIEL
Washington, DC

DR. ROBERT T. PARKER
Tupelo, MS

SHIRL SPICER
Silver Spring, MD

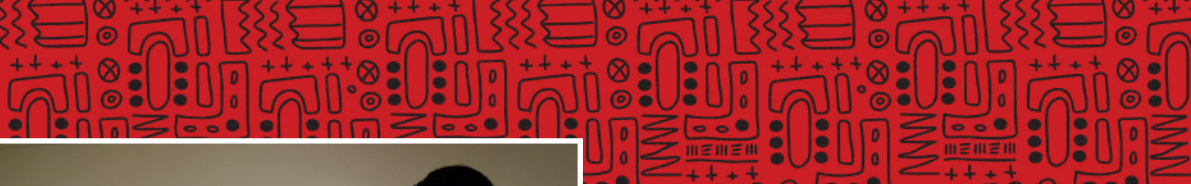
BRENDA TINDAL
Cambridge, MA



Why Host?

THOUGHT LEADERSHIP AND DECISION MAKERS – AAAM brings together national leaders, policymakers, historic institution leaders, higher education institutions and other organizations all under one roof to discuss vital issues facing the field.

MAJOR INFLUENCERS – Our conference is customized for museum professionals and invested individuals, influencers, policymakers and practitioners. The boutique structure of the AAAM interactive networking and leadership skill sessions, draws attendees who understand the importance of preserving history throughout the world.



Founded in 1978, the Association of African American Museums (AAAM) is a non-profit member organization established to support African and African American focused museums nationally and internationally. AAAM continues to be the principal voice of the African American museum movement. The organization seeks to strengthen and advocate for the interests of institutions and individuals committed to the preservation of African-derived cultures. The services provided by AAAM enhance the ability of its members to serve the needs of anyone who wishes to know more about the art and history of African-derived cultures. AAAM is the premier and only association dedicated to supporting African and African focused museums.

Exponential membership growth for AAAM over the past several years.

- 2018: **347 Members**

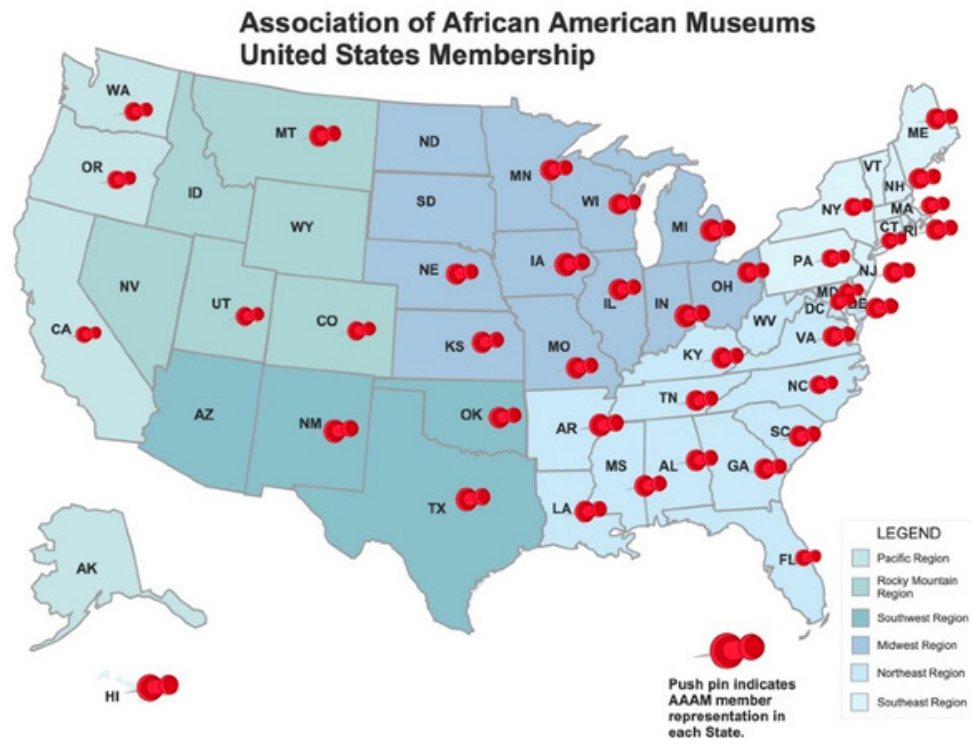
- 2019: **427 Members**

- 2020: **625 Members**

- 2021: **1,086 Members**

- 2022: **1,172 Members**

International membership in AAAM has grown to include institutions from Senegal, Panama, Tanzania, Japan, Iraq, Nigeria, and Canada (not listed in US map).



We welcome you to make a sponsorship commitment.
Please contact AAAM at info@blackmuseums.org



APPLICATION





CONFERENCE SITE APPLICATION

Host Site Proposed Year:

Institutional members in good standing are eligible to submit applications.

A. AAAM Membership Information

1. Institution and AAAM Member Number:

2. Name of Primary Contact:

3. Title

/Position:

Address:

City

State

Zip

Email Address

Telephone

Fax

4. Name of Alternate

Contact: Title/Position:

Address:

City

State

Zip

E-mail Address

Telephone

Fax

B. Authorization

I am authorized to represent my institution in the Site Application

process. Name / Title:

Signature: _____ Date: _____

C. Cultural and Business Amenities

1. Submit a letter of support that includes the following:
 - a. Briefly summarize your community assets, cultural and business opportunities.
 - b. State the year your community can host the AAAM conference.
 - c. Identify key persons who will assist in the conference planning process.
 - d. Identify other special events, celebrations, sporting activity or other meetings that may coincide with the AAAM conference.
 - e. Describe other partners that will aid your organization in providing financial and in-kind support for the conference.
 - f. Describe any challenges or situations that may prevent the planning and implementation process of the conference.
 - g. Describe other special events your organization sponsors and the population it attracts.

2. Please provide descriptions of three (3) possible host hotels, and their general contact information, along with a contact at the local convention & visitors' bureau:

HOTELS

CONVENTION & VISITORS' BUREAU

CONTACT

D. Financial Commitment

The Host Committee will be responsible for all expenses incurred for:

- Pre-conference workshop(s),
- Evening receptions,
- Post-conference (Saturday) tour(s).
- Transportation costs to and from conference events, including evening receptions and Saturday tour(s). (Tours are to be self-funded).

A \$15,000 host site fee is required. This fee is non-refundable and must be received within 60 days of notification of selection as the host site.

Host Committee Authorized Representative:

Please initial here to acknowledge acceptance of this policy: _____

The Host committee must present a budget of expenditures to the AAAM conference committee no later than six months before the conference date for approval by AAAM board of directors.

E. Community Assets

Institutions/organizations should allow adequate time to gather information on its networking system in order to gain major support from their community.

1. How will the conference benefit your community?
2. How will the community benefit from the conference?
3. List local political, business and government organizations that will support the conference.

ORGANIZATION

CONTACT

4. AAAM is committed to mentorship and introducing the field to younger generations. We continue to work with Historically Black Colleges and Universities (HBCUs), however, we do understand that not all demographic areas have an HBCU in their State or locality. List any HBCUs and colleges/universities in your community that will support the conference:
5. List any faith-based organizations in your community that will support the conference:
6. List any fraternities, sororities or social groups that will support the conference:
7. List any cultural organization, historical society, library, science center, zoo, botanical garden, etc. that may participate in the conference:

ORGANIZATION

CONTACT

8. List leading African American artists, historians and educators in your community.

NAME

DISCIPLINE

9. List your primary community partners:

ORGANIZATION

CONTACT

10. List charter buses, shuttles, taxis and other transportation assets.

11. List other hotels, motels and lodging accommodations that are available in close proximity to the host hotel.

12. What types of restaurants and indigenous food services are featured in your community?

13. List other community assets such as retail shops, artists markets, cultural districts, scenic destinations, malls, parks and historic sites, etc.

F. Challenges

This section will help institutions/organizations determine the level of difficulty in planning, organizing, coordinating and achieving AAAM's conference objectives.

1. Will a staff manager or another individual provide special event planning assistance?

Yes _____ No _____ If so, how many?

2. Will your organization provide an individual(s) to assist with the conference on a daily basis?

Yes _____ No _____. If so, how many and indicate timeframe.

3. How will your organization receive community support for the conference?

4. Are there any threats or opposition to hosting the conference in your community?

Yes _____ No _____ If yes, please describe.

G. Preliminary Visit

The AAAM Conference Site Assessment Committee, working with representatives of the proposed Host Committee and the Host City Convention & Visitors Bureau, will conduct a preliminary site visit to ensure that the conference objectives can be achieved in partnership with your institution/organization. The following items should be considered when planning a site visit:

1. Travel and lodging expenses for AAAM Conference Site Committee members (not to exceed three) shall be borne by the host site.
2. An AAAM orientation with host site members and other primary partners.
3. A proposed budget and funding strategy.
4. Transportation to and from proposed host hotels and all other conference venues.
5. Host site assets and challenges.

H. Marketing Potentials

List media sources that will support a marketing and public relations strategy for the conference:

MEDIA

CONTACT

I. Transportation and Location

Please list names and location of transportation hubs (airport, train station, etc.)

NAME

LOCATION

J. Evaluation

A post-conference evaluation will be conducted to determine the following:

- 1. How did the local organization benefit from the conference?
- 2. Did the local organization meet AAAM expectations?
- 3. Did the conference attract new AAAM members?
- 4. What did the staff and volunteers learn?
- 5. Were financial obligations met?
- 6. What should have been different, given the opportunity?

* * * * *

DEADLINES:

-January 15, 2024 for 2029 -January 15, 2025 for 2030

-January 15, 2026 for 2031 -January 15, 2027 for 2032

A hard copy of the completed application can be sent to:

**AAAM
 c/o Conference Host Selection Committee
 PO Box 23698
 Washington, DC 20026**

An electronic version of the completed application can be forwarded (as an e mail attachment) to: info@blackmuseums.org