

ARTTABLE

Program Submission Criteria

Thank you for submitting your program proposal to ArtTable! We encourage the submission of programs that are in line with ArtTable's mission of advancing the leadership of women in the visual arts. Please review ArtTable's Program Criteria before submitting:

ArtTable Programs must be:

1. **On Brand** - ArtTable is the foremost professional organization dedicated to advancing the leadership of women in the visual arts. To align with this mission statement, all programs should highlight or prominently feature women-identifying speakers. Non-women-identifying speakers may be involved and will be reviewed on a case-by-case basis, so long as the main focus of the program is on female leadership in the arts. Programs should also focus on topics related to the arts, the art world at large, or professional development.
2. **Neutral** - Program submissions should not be on your own behalf, as this is a space where you are giving a voice to someone else's knowledge and achievements. Programs should be serving all members of ArtTable and should in no way be self-serving or preferential. These programs are about giving opportunities to those who want to further help and support others in the art world.
3. **Inclusive** - In planning a program, please keep in mind the variety of voices and perspectives that should be involved. Your proposed speakers should include a diverse group of people from a variety of backgrounds, including education, race, ethnicity, geography, and age.
4. **Accessible** - All in-person programs must be at a venue that visitors can access and expect to have a safe, fun, interesting, and/or educational experience. Virtual programs will always include live closed-captioning and transcription services for the hard-of-hearing.
5. **Educational** - All (non-networking) ArtTable programs must be educational and informative in nature, with speakers who are well-versed and qualified in the proposed topic.

Additional Program Criteria:

1. If your program proposal includes projected expenses (a speaker honorarium, venue rental, etc.), those expenses must be covered by income generated by the program (meaning the program cannot be free to attend).
2. All program proposals must be submitted at least 4 weeks in advance of the proposed program date. Please allow for up to 7 business days for your proposal to be reviewed.
3. Outreach to proposed speakers should not take place before the proposal is received and approved by ArtTable.

Program Moderator & Speaker Criteria:

1. Proposed program moderators and speakers must have proven experience and expertise in the program topic.
2. Proposed program moderators and speakers are not required to have previous moderating/public speaking experience, though it is highly recommended.
3. If a proposed moderator or speaker does not have the relevant experience, either within the particular area of expertise for the proposed program or in moderating in general, you may be asked to rethink the structure of the program and look for a more appropriate moderator.
4. Potential moderators or speakers should not be contacted before a program is approved by ArtTable.

The following types of programs will not be considered for development:

1. Programs that are self-promotional in nature or imply solicitation of a service or product;
2. Programs that act as a fundraising event for another organization;
3. Programs that are partisan or political in any way.

Please note that not all program proposals are selected for further development. ArtTable reserves the right to alter, change, or reject any proposal that is deemed inappropriate or does not fall within the above criteria. Priority will be given to programs with high attendance appeal and those that best present a compelling reason to learn more about ArtTable.