



OMA Annual Conference Host Expression of Interest (EOI)

EVENT DESCRIPTION

The Ontario Museum Association (OMA) is the leading professional organization advancing a strong, collaborative and inclusive museum sector that is vital to community life and the well-being of Ontarians. It is a non-profit provincial heritage organization that represents over 700 museums, art galleries, historic sites, and over 1000 cultural workers, volunteers and students across the province. The OMA holds an annual conference each fall that attracts between **200 and 350 delegates** as well as **30 to 40 tradeshow exhibitors**. Our yearly gathering is a vital opportunity to engage on key issues, learn about trends in the sector, meet leaders in the field, network with peers, and conduct business. Hosting a conference is an opportunity to advance regional and provincial museum networks and highlight museums and their successes in your area.

SELECTION PROCESS

The location of the OMA Annual Conference alternates between the Greater-Toronto-Area and other locations in Ontario. The OMA is currently considering Expressions of Interest (EOI) for conference location in the coming years of **2020, 2021 and beyond**. The 3 day OMA Conference generally runs from Wednesday to Friday, with pre-conference learning and activities taking place on day 1, and conference programming on days 2 and 3. Additional programming and events include an opening reception, an awards banquet/reception, and the OMA Annual General Meeting (AGM).

Potential conference host(s) are asked to please address the following in your EOI:

Conference Hosting Information:

Host Museum/ Network: _____

Print Name: _____ Email address: _____

Institution: _____ Phone #: _____

OMA Member #: _____

Specific year and dates proposed to host the Ontario Museum Association Conference.

Listed OMA Institutional members within the host community

Name of regional museum/cultural network

Number and Names of museums in local/regional museum/cultural network.

Local Arrangements Committee:

The host community will provide one individual able to serve as *Local Arrangements Committee Chair* from the time of acceptance of the EOI until three months following the actual event. The LAC Chair should be a museum professional actively working in the museum field. The LAC chair sits on and reports to the Program Committee; the Program Committee chair is appointed by the OMA and in



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turn reports to the OMA Council. *The Program Committee is made up of a variety of museum workers and professionals who are subject practitioners, as well as stakeholders who are actively engaged in the GLAM sector, and will include 1-4 members from the host community, in addition to the Chair of the LAC.*

Name: _____

Contact: _____

The host community also identifies other members for the Local Arrangements Committee (LAC), representing a variety of institution types and individual and institutional OMA members (*Please provide list*).

The host community is expected to support the conference through pre-conference study tours and activities, participation and paid registration in the event, marketing and promotional activities and importantly by finding appropriate venues for conference events, and soliciting donations to the silent auction.

Please identify what successful projects, events or programs have taken place (or are underway) at museums in the region, and that relate to the outcomes identified in *Ontario's Museum 2025, Strategic Vision and Action Plan*: Vibrant and Vital Museums, Strong and Successful Sector, Relevant and Meaningful Collections, Effective and Collaborative Workforce.

Ability to provide volunteers to contribute to conference operations (*Please provide approximate numbers*)

Experience in running/hosting similar festivals or events (i.e. other Conferences, Community Festivals, Banquet Events, Awards Ceremonies, Conferences, Film Festivals) (*Please list*)

Marketing and promotional resources to cover local media and public relations.

Conference Support, please elaborate on:

Direct financial support/commitment from a government source at any level (i.e. Municipal, regional, Regional Tourism Organization, Destination Marketing Organization, or other) and confirmation that this funding will not negatively impact regular programming for host venues.

Direct financial support/commitment from the host venues and regional network.

Direct in-kind support/commitment for host venues, goods and services, regional networks.

Assistance with local sponsorship and BIA relations

Conference Location – identify possible options for the following items without soliciting bids. The OMA will follow up with suggested venues in the successful host community to request bids and enter into contracts:



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- Access to major transportation routes (road, air or rail travel), please name airports and major transportation routes.
- Availability of suitable quality accommodation - for up to 350 delegate's
- Availability of suitably priced accommodation - close to \$ 100 per night
- Availability of suitable opening reception space
- Availability of suitable plenary session space - up to 350 delegates
- Availability of suitable break-out sessions space - up to 3 rooms, for 75+ delegates in each room
- Availability of suitable venue for Awards Banquet - up to 350 delegates
- Availability of suitable space for tradeshow - 30 to 40 exhibitors (8' X 8')
- Wireless access availability at venue(s)
- Use of heritage/museum/gallery sites as venues
- Parking at conference venues
- Close access between venues by way of local transit, walking distance, or short driving distance
- Reasonable costs overall for:
 - Meals, Breaks, Banquet
 - Buses, transportation between locations

Please send Expression of Interest form and other relevant materials to the OMA in electronic format or mail by **September 27, 2019** to:

Annual Conference

50 Baldwin Street

Toronto, Ontario - M5T 1L4

Email: conference@museumsonario.ca

Tel. 416-348-8672

Print Name: _____

Signed: _____

Dated: _____

Please list two other OMA Members from your region who support this Expression of Interest:

Print Name: _____

Print Name: _____

Signed: _____

Signed: _____

Dated: _____

Dated: _____