



HOW WE ORGANIZE THE ALLIED MEDIA CONFERENCE



2015 EDITION





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INTRODUCTION

AMP produced the first edition of *How We Organize the AMC* in 2013 to tell the unique story of the conference’s participatory organizing process. The Allied Media Conference is created each year through the passionate contributions of hundreds of coordinators, presenters, and volunteers. This zine explains how the AMC is organized each year through “tracks, practice spaces, and network gatherings.” The zine shares some information on how we plan and manage conference sessions, and how we raise and share resources.

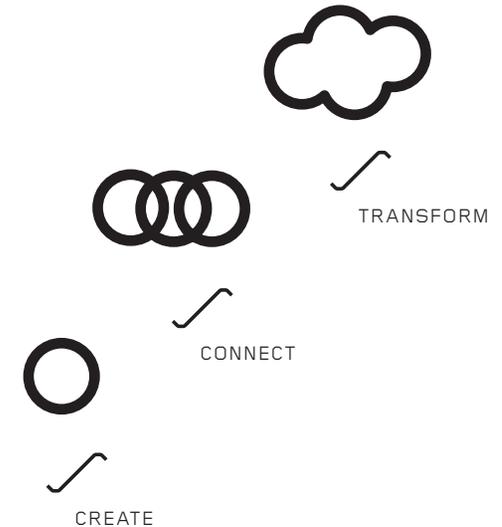
This *How We Organize* zine is an expression of the collective wisdom of the AMC’s network of participants. The AMC organizing process has been developed from an iterative cycle of feedback and learning between AMC participants and organizers. Through trial and error, survey and response, the organizing process is a continuous work in progress.

We have shared the first edition of the *How We Organize* zine hundreds of times in the past three years, both in print and digital form, to a steady stream of people who want to adapt various parts of the AMC conference organizing process to their own. We’ve been thrilled to see aspects of the AMC’s organizing process show up in other other conferences, summits, and learning spaces near and far. All are invited to use and reference the AMC organizing process and practices, however please make sure to attribute their origination to the Allied Media Conference.

As we approach the 17th annual Allied Media Conference, we continue to be awed by the work for a more just, creative, and collaborative world that is happening across so many issues and geographies within our network. We are committed to continuing to evolve the Allied Media Conference as a home for the nurturance of this powerful network.

We are excited to share this 2015 edition of *How We Organize the AMC*, which includes updated tools and processes from the last edition. We hope the practices contained within this zine strengthen our collective ability to produce the best Allied Media Conferences ever over the coming years.

Let’s create, connect, and transform!

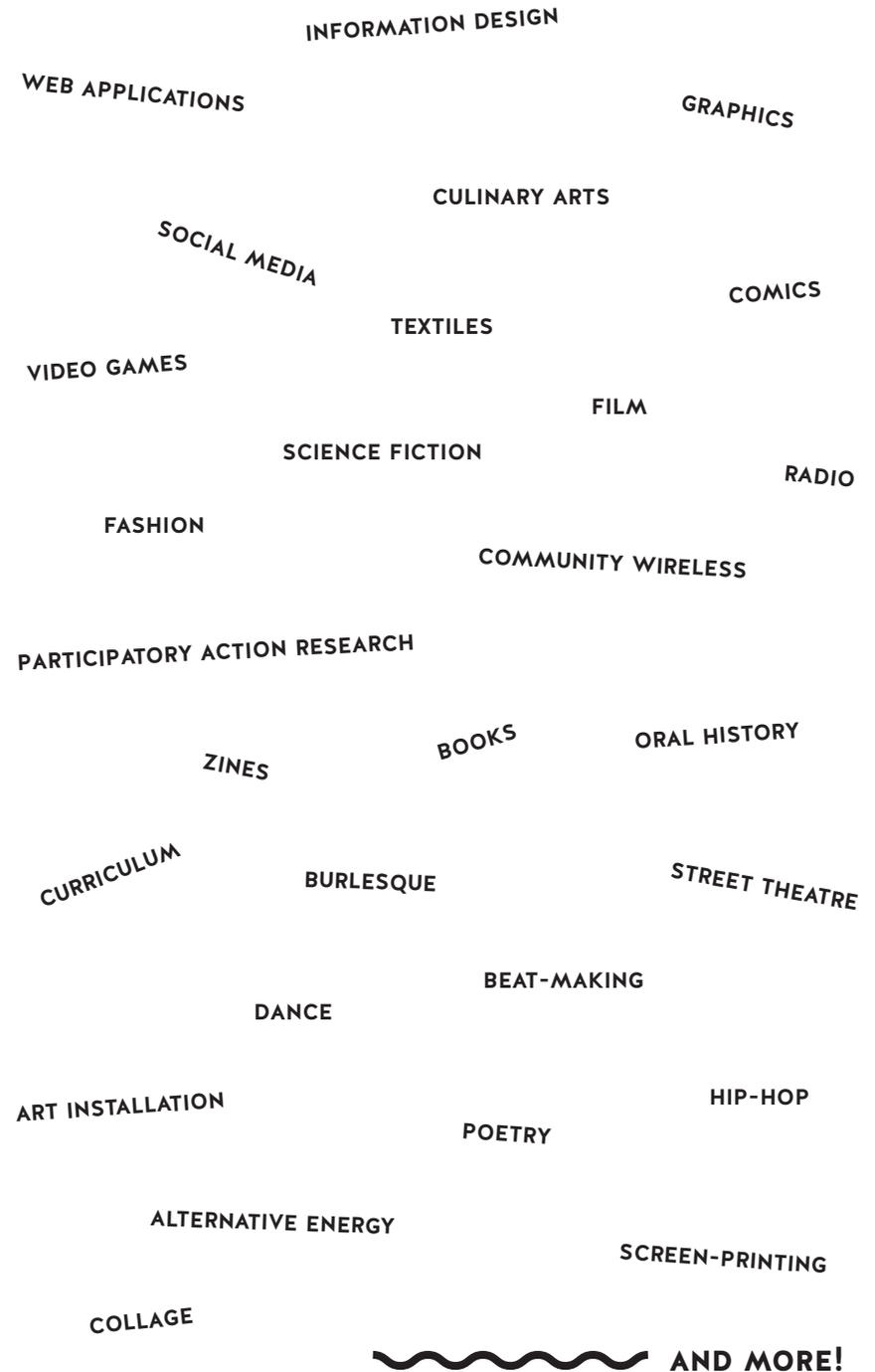


BACKGROUND

ALLIED MEDIA CONFERENCE: A BRIEF HISTORY

The Allied Media Conference emerges out of 17 years of relationship-building across issues, identities, organizing practices and creative mediums. Since the first conference (then the Midwest Zine Conference) in 1999, people have been compelled by the concept of do-it-yourself media. The zine conference was rebranded as the “Underground Publishing Conference” for a couple years and then became the Allied Media Conference in 2002. The shift to Allied Media attracted more people who were interested in using participatory media as a strategy for social justice organizing.

Our definition of “media” has grown over the years to include all the ways in which we communicate with the world.



Allied Media Projects and the AMC moved from its home in Bowling Green, OH to Detroit in 2007. The move facilitated more young people, queer people, people of color and low-income communities to participate in the conference. More artists and organizers from Detroit were participating, and people from other places were excited to learn from Detroit's legacy as a Black Power and Labor Movement city. Detroit offered many examples of visionary organizing models emerging in the midst of post-industrial crisis; at the same time, out-of-town visitors to the AMC brought with them valuable skills and experiences from their home communities that were valuable to Detroiters.

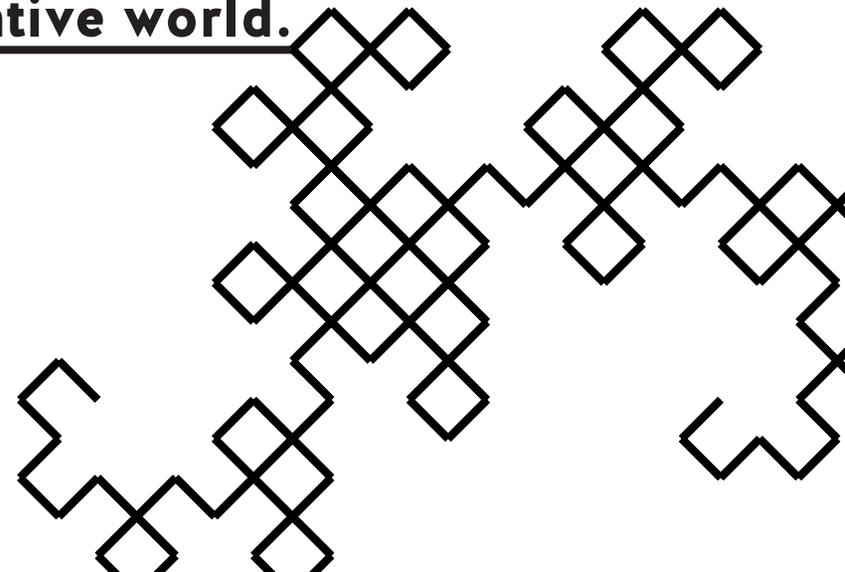
Participation in the AMC has grown from 600 people in 2007 to nearly 2,000 in 2014. Roughly 35% of participants come from Detroit. The remainder travel to Detroit from hundreds of cities and towns across North America.

Every year networks of social justice organizers, artists, educators and technologists make the AMC their point of convergence to share skills and develop strategy. The conference is now structured through "tracks, practice spaces, and network gatherings" (described in detail below), which facilitate network cultivation and cross-pollination.

Each TPSNG is self-initiated and self-organized by a coordinating team. The coordination of a TPSNG is a leadership development and connection-building experience for all involved. The collective efforts of the TPSNG coordinating teams results in the envisionment, curation and resourcing of the nearly 300 workshops, panels, performances, and strategy sessions that make up each AMC.

What holds together all of the tracks, practice spaces, and network gatherings of the AMC is a shared interest in what we call "media-based organizing."

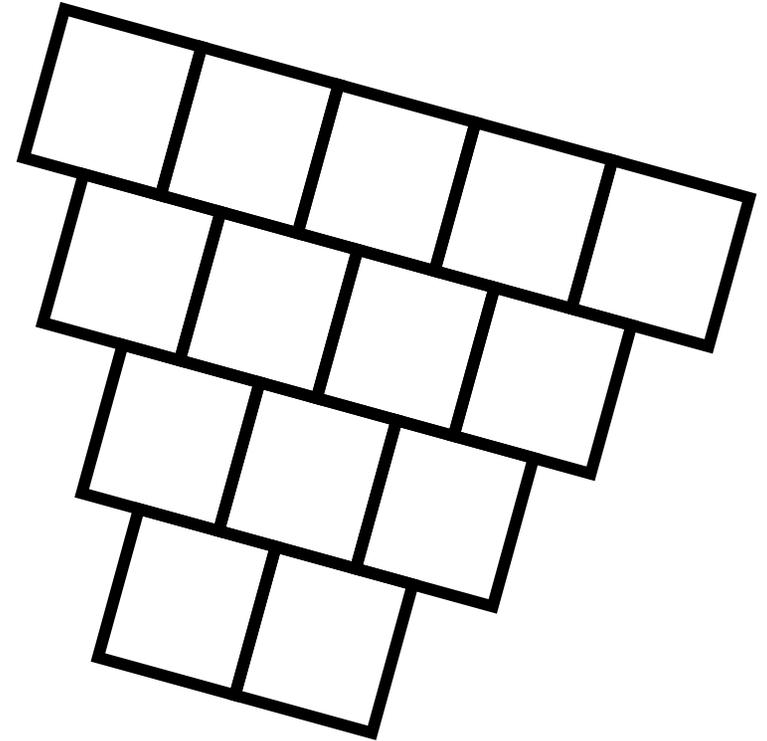
Media-based organizing is any collaborative process that uses media, art, or technology to address the roots of problems and advances holistic solutions towards a more just and creative world.



NETWORK BUILDING BEYOND THE AMC

Since our move to Detroit in 2007, Allied Media Projects has supported media-based education and organizing efforts beyond the annual Allied Media Conference. From 2009 - 2013 we worked as part of the Detroit Digital Justice Coalition to implement a city-wide media arts and technology initiative called “Detroit Future” through which we trained hundreds of Detroit community leaders in media-based organizing skills. Some of the results of this initiative are documented in the *Detroit Future Media Guide to Digital Literacy*, recently published by AMP.

In 2014 AMP launched the Sponsored Projects program which provides a range of supportive services to projects that align with our mission of cultivating media strategies for a more just, creative, and collaborative world. At the time of this publication, AMP has fifteen unique Sponsored Projects operating under our organizational umbrella. These sponsored projects constitute a network of “allied media projects” who are pooling resources to access, through AMP, vital back-end management resources in accounting, fundraising, and communications. For our network’s grassroots projects, working under the AMP umbrella helps relieve the burden of having to choose between becoming an independent 501c3 and being under-resourced. Many of the AMP Sponsored Projects grew out of or were incubated within the Detroit Future initiative or the Allied Media Conference.

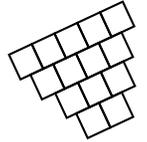


AMP PRINCIPLES

Every year we face new challenges and opportunities. As a result, the work of organizing the AMC changes constantly, and there is no perfect formula for how we do this work. But embedded into every conference organizing cycle are a set of principles, which AMP has distilled from our network after years of listening. These principles are also threaded throughout the growing network of Sponsored Projects that AMP supports year-round.

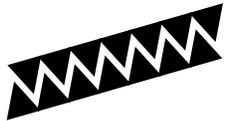


- We are making an honest attempt to solve the most significant problems of our day.
- We are building a network of people and projects that are developing long-term solutions based on the immediate confrontation of our most pressing problems.
- Wherever there is a problem, there are already people acting on the problem in some fashion. Understanding those actions is the starting point for developing effective strategies to resolve the problem, so we focus on the solutions, not the problems.
- We emphasize our own power and legitimacy.
- We presume our power, not our powerlessness.
- We spend more time building than attacking.
- We focus on strategies rather than issues.
- The strongest solutions happen through the process, not in a moment at the end of the process.
- The most effective strategies for us are the ones that work in situations of scarce resources and intersecting systems of oppression because those solutions tend to be the most holistic and sustainable.
- Place is important. For the AMC, Detroit is important as a source of innovative, collaborative, low-resource solutions. Detroit gives the conference a sense of place, just as each of the conference participants bring their own sense of place with them to the conference.
- We encourage people to engage with their whole selves, not just with one part of their identity.
- We begin by listening.

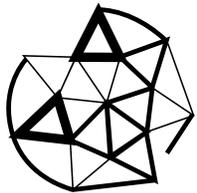


COORDINATING A TRACK, PRACTICE SPACE, OR NETWORK GATHERING

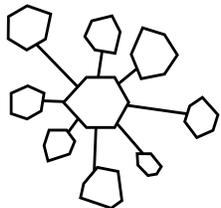
The Allied Media Conference is created each year through a participatory conference organizing process. Through an open proposal process in the early Fall, we select the thematic focus areas of the following year's conference. These focus areas take the form of tracks, practice spaces, or network gatherings (TPSNG).



A TRACK is a series of sessions connected by a shared theme.



A PRACTICE SPACE is a hands-on open studio space dedicated to a creative practice such as dance, screen-printing, or technology-building that spans the four days of the conference.



A NETWORK GATHERING is a day-long mini-conference convened by a local or national network on the Thursday of the AMC. A Network Gathering is an opportunity to convene a network for focused work and strategy development within the AMC. A typical NG is between 20 and 75 people, however some are larger.

Most TPSNG coordinators have previous experience presenting and participating in the Allied Media Conference. Coordinating a TPSNG is an opportunity to take your involvement in the AMC to the next level.

Each TPSNG coordinating team needs a minimum of three coordinators and should have 3 - 5 “supporters” who help out with specific tasks as needed. The work hours needed from each coordinator are variable and may be more like 2 hours per week earlier in the year and closer to 15 or 20 hours in the final weeks leading up to the AMC. The work may include: recruiting participants and session presenters and fundraising to help get them to the AMC, as well as documenting and evaluating your process.

Representatives from each of the selected TPSNG coordination teams come together in Detroit for a planning meeting in January 2015 (bundle up—it will be cold!). The meeting lays the foundation for the next six months of AMC organizing. At the coordinators meeting, we develop calls for participation that show how people can participate in each TPSNG. Tracks and Practice Spaces will call for session proposals. Network Gatherings will set goals and determine if their gathering will be open to the general public or invitation-only. Network Gathering coordinators will begin to develop a full day's worth of activity for their convening and plans to manage attendance and logistics. Each TPSNG creates a fundraising plan that helps ensure the people who most need to be at AMC2015 can make it there.

AMC staff will advise on the development of vision and content of the Tracks, Practice Spaces, and Network Gatherings. We will do everything we can to facilitate connections between coordinators, potential participants, and potential funders.

THE AMC ORGANIZING CYCLE

Here's some of the most important tasks and milestones in our organizing cycle. **Remember:** AMC staff are available to support with each step along the way!

FALL

- Tracks, practice spaces, and network gatherings are proposed, reviewed, and selected
- AMC staff conduct a pre-AMC participant survey

WINTER

- Each TPSNG identifies the members of their coordinating team
- TPSNG coordinators gather at a meeting in January in Detroit
- Finalization of each TPSNG description
- Network Gathering coordinators determine who will be invited to participate (specific invitees or the general public?), and how many participants may be included.
- Network Gathering coordinators work with AMC staff to select facilities to be used, and plan for specific logistics such as meals
- Each TPSNG coordinating team distributes Calls for Participation showing what kinds of sessions they are looking for or other ways to get involved
- The AMC session proposal process launches
- Track and Practice Space coordinators review sessions proposed and recommend selections
- TPSNG coordinators launch promotional and fundraising campaigns

SPRING

- Refinement of selected AMC sessions with input from TPSNG coordinators and AMC staff
- Network Gathering coordinators refine their gathering's goals, agenda, and plans for facilitation
- TPSNG promotional and fundraising campaigns continue
- TPSNG coordinators (with support of AMC staff) assist participants with AMC registration, travel, and housing arrangements
- The conference schedule and session logistics are finalized

SUMMER

- The AMC happens!!
- AMC staff conduct a post-AMC participant survey
- TPSNG coordinators de-brief their AMC experience and share out lessons with their communities
- AMC staff conduct an evaluation process with each TPSNG
- AMC staff consolidate lessons and publicly share reflections on the conference
- AMC staff plan for improvements on the design of the coming year's conference

THE TPSNG COORDINATING TEAM

Coordinating a TPSNG is a collaborative effort for a group of motivated individuals. Here are some of the important roles for the various personality types and proficiencies of the members of your team:

THE WRANGLER

FACILITATE / COORDINATE / ORGANIZE / SYNTHESIZE

- Keep communication flowing among coordinators.
- Keep track of deadlines and tasks.
- Be the point person with AMC staff.
- Organize and schedule regular coordinator meetings.
- Develop and manage coordination tools (such as spreadsheets, to-do lists, listservs, etc.)
- Facilitate group brainstorming and problem-solving.

THE COMMUNICATIONS MAVEN

PROMOTE / MOBILIZE / EXCITE / CLARIFY

- Lead the session-recruitment process (for Tracks & Practice Spaces) or promote participation in a Network Gathering
- Develop your TPSNG's brand: draft the description and design a logo
- Promote a fundraiser
- Create and manage social media campaigns
- Edit the outlines and descriptions of sessions

THE FUNDRAISER

STRATEGIZE / IMAGINE / MOTIVATE / ASK

- Remind everyone that it's okay to ask the world for the resources we need and create a strategy for asking
- Lead fundraising strategy brainstorms with the team, and plan for their implementation
- Research fundraising tactics that have worked in the past
- Create products to sell as a fundraiser
- Create and manage the budget
- Keep the whole team engaged and excited about fundraising efforts

EVERYONE

ALL TOGETHER NOW!

- Actively participate in shaping the vision of your TPSNG
- Be realistic about your capacity and communicate directly when you need support
- Delegate when you can't get it done yourself
- Remain aware and respectful of all deadlines
- Communicate with AMC staff when you have questions or concerns
- Circulate the Call for Participation in your TPSNG
- Promote your TPSNG's fundraising efforts
- Promote and share with the world your amazing TPSNG!

HOW TO AVOID BURNING OUT AS A COORDINATOR

You will expend lots of energy as an AMC coordinator.

Occasionally you may feel exhausted or anxious. In those times, reach out to AMC staff who may be able to help solve a problem or fill in a capacity gap.

But then there is the deeper level of exhaustion that can come with organizing that many of us have dealt with – and may still be in recovery from: **BURNOUT.**

Burnout is the point at which you are not able to continue. It impacts your health, relationships, and energy. Common symptoms of burnout include: resentment, embittered words/actions, heartless repetition, exhaustion, sharp ego, high levels of anxiety, feeling ineffective and purposeless, not seeing the point anymore, feeling defeated. The good news is: It is avoidable.

Here are some Allied Media Projects staff's quick tips for avoiding or dealing with burnout:



N8:

“Make sure that AMC is feeding into work you are already doing and feels like it is a natural extension of where you are. Let go and let it be awesome. Coordinators don’t have to make the AMC awesome they just have to allow the awesomeness to flow, so don’t stress about trying to fly out all your heroes to present sessions, instead support the great people who will actually come through.”



MO:

“Learn to gauge how long things will actually take. Be realistic about needing breaks, having limited mental capacity, and the inevitability of multi-tasking. Think small. Think quality and experience over breadth and volume.”

JENNY:

“Don’t present on more than two sessions. Don’t coordinate more than one TPSNG. During the AMC, plan your meals in advance and drink water. Prioritize having fun at night (in whatever form of fun you enjoy).”

MIKE:

“Have a clear value proposition for why you are working on the TPSNG. What will you gain from this experience? It could be a new skill, new relationships, or having accomplished something that you are proud to share. Then you can work hard on your TPSNG and know why you are doing the work, and what will be the rewards of your efforts.”

FUNDRAISING

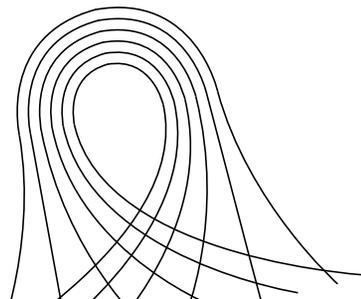
Each TPSNG coordinating team will come up with their own strategy for raising funds and how they will allocate money. The ultimate fundraising goal is:

To make the AMC more accessible to people who are essential to the awesomeness of your TPSNG but who need some level of financial support in order to attend.

Here's a list of things coordinators have fundraised for in the past:

- Travel stipends for coordinators, volunteers, and/or presenters
- Housing stipends for coordinators, volunteers, and/or presenters
- Travel and housing costs for children
- Travel and housing costs for personal assistants of participants with disabilities
- Food for mealtime caucuses and meet-ups at the AMC
- Childcare costs for presenters or coordinators who have to leave their kids at home in order to attend the AMC
- Stipends for coordinators to offset the number of volunteer hours spent organizing their TPSNG
- Up front costs related to fundraising (supplies, performance fees, venue fees, etc.)

NOTE: You are not expected to fundraise for all of these things! Just do your best.



WHAT FUNDRAISING SUPPORT AND RESOURCES DOES THE AMC PROVIDE FOR TPSNGS?

AMP Provides:

- Travel support to/from the January Coordinator's Meeting in Detroit for two coordinators
- A \$550 mini-grant to seed your fundraising efforts
- A limited amount of housing, travel and registration scholarships for presenters
- Complimentary registration for three coordinators of each TPSNG
- A complimentary shuttle to and from the airport for coordinators and presenters during the AMC
- To the best of our ability, all necessary A/V and supplies for each TPSNG

SOME FUNDRAISING IDEAS

- Dance parties
- Online crowdfunding campaigns
- Grants
- Spelling bees
- Fundraising dinners
- Selling Merchandise (t-shirts, bags, prints, books, zines, CDs, herbal remedy packs)
- Selling Services (website design, nail painting)
- Restaurant/Establishment "takeovers" (your group gets a percentage of sales or a night)
- Garage sales

“People are buying into a community or an idea that they support and they should understand how their money furthers that goal as well as see some evidence of their gift beyond getting you and your crew to AMC.

“This is not the time to be coy or passive. Get your friends who have no shame, who really feel comfortable making the hard sell, even if they may only be tangentially connected to the project, to do the asking.

“We are not in a world of something for nothing and people are more likely to give if they feel an exchange is taking place.”

MOYA BAILEY + ZACHARI CURTIS, ON FUNDRAISING FOR COMMUNITY PARTICIPATION IN AN AMC PRACTICE SPACE



SOME AWESOME FUNDRAISING PLANS THAT HAVE WORKED

Many amazing fundraising events have occurred over the years. Here are some of the classics:

THE DIY SPA (2014)

The coordination teams of the 2014 “Liberations Technologies” track put together a series of DIY Spas to raise travel funds for presenters.

- ▀ Funds from a mini-grant from the AMC were used to purchase supplies for DIY salons including nail supplies, tarot cards, snacks, drinks, mirrors, lotions, oils, and other essentials.
- ▀ They secured a space for the DIY Spa events, designed and printed flyers, mixed special drinks and snacks. Salon services were sold with sliding scale pricing.
- ▀ To increase funds, they bought bottles, herbs, flower essences and constructed a magical recipe of healing powers. They mixed the herbs with alcohol and glycerin, let sit for one month and then mixed in flower essences. They printed special labels and they were sold at events.

THE PHILADELPHIA EPIC EVENT (2011)

Philly Stands Up! (PSU) threw “The Hunger,” a fundraising effort to bring folks from all over North America to participate in the “Growing Safer Communities” track.

- ▀ A \$500 mini-grant from the AMC paid for the space rental and DJs, and members of PSU fronted another \$500 to cover drinks, promotional materials, and supplies.
- ▀ In a month of outreach, they solicited donations from more than

30 contributors. Their art, gift cards, and offers of skills peppered the walls of our “gallery.”

- By 9PM, the space had filled up because no one wanted to miss Life’s a Drag, the Attic Youth Center’s notorious Drag Troupe. When the performance ended at 10PM, the art auction closed and DJ Precolumbian kicked off the dance party.
- Bar favorites included both local brews and cheap beer, liquors that had been infused for weeks with local herbs and a whole table of snacks and nonalcoholic beverages.
- It was important that this space was youth friendly and large enough that guests had more social options than just drinking or dancing.
- They made sure to have printed and posted statements declaring, “this a Safe(r) Space” and had clearly marked Mediators on hand (looking good in neon arm bands) who stayed sober and were around to help navigate any conflict.
- Over 200 attendees came out to party and support. The \$2,700 we raised helped bring magnificent people to Detroit.

IMMUNE POWER PACKS FOR THE HEALING JUSTICE PRACTICE SPACE (2011 & 2012)

The Healing Justice Practice Space (HJPS) worked with an herbalist to develop Immune Power Packs, filled with natural remedies for overworked activists.

- The HJPS spent their AMC mini-grant covering the supplies for the Power Packs.
- They advertised by writing an article for the AMC website and advertising to their networks as well as potential attendees to the AMC.
- They sold most of them through the AMP Store (store.alliedmedia.org), and sold the remaining items at the AMC.

- As a result of the fundraising, all HJPS coordinators and volunteers who required travel stipends were able to receive support, and a leftover balance of funds was carried forward for 2013 fundraising efforts.

CROWDFUNDING FOR DETROIT FUTURE YOUTH (2012)

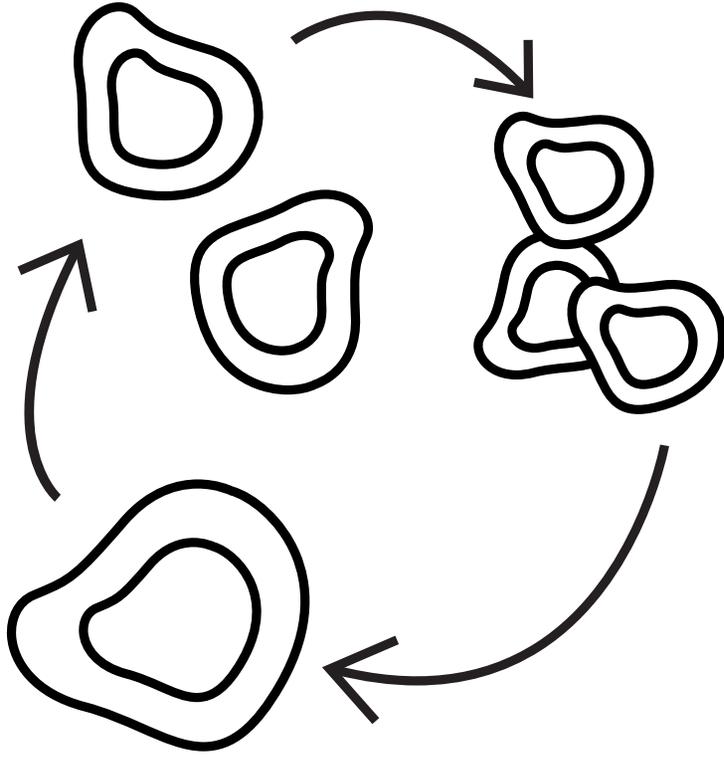
Detroit Future Youth led a successful crowdfunding campaign with 109 donors online through IndieGoGo.

- Organizers spent part of their \$500 AMC mini-grant to create promotional media (video, posters, icons, etc) for their campaign.
- Five people coordinated this effort, with dozens more promoting the campaign.
- Detroit Future Youth offered “perks” for donors ranging from participation in a skate party (\$5), to a “DFY Curriculum Mixtape” (\$500). Through donations, they surpassed their \$5000 goal.

PHILADELPHIA SPELLING BEE (2009, 2010, AND 2011)

This took place in conjunction with the Philadelphia delegation’s fundraising efforts.

- Three coordinators planned the event. They charged a \$5 entry fee to the spelling bee. Prizes were donated.
- They spent \$100 on food and drink, and got an addition \$100 in food and drink donated. Approximately 150 people attended.
- From entry fees and refreshment sales they grossed \$1,000, leaving about \$900 in funds raised after costs.
- Special touches: Hand-engraved plaque prizes for the winners!



SESSIONS

In January we will open our Session Proposal process. This is the opportunity to propose a session, and to suggest it be associated with one of the official tracks or practices spaces. Sessions may also stand on their own, unaffiliated with the official tracks and practice spaces. Around 80 TPSNG coordinators, along with AMC staff and advisors, will review all the session proposals and make selections. Last year, we had 500 session proposals, so it helps to have a big team.

AMC staff will make the final decisions around which sessions are selected, based on the recommendations of TPSNG coordinators and other advisers. Presenters of selected sessions are required to participate in an online training on how to make their session as engaging and accessible as possible.

TYPES OF AMC SESSIONS

Hands-on workshop: a 90 minute session that engages multiple senses in the learning process and allows participants to construct their own knowledge. They may use a mixture of: direct instruction, discussion, small group work, multi-media sharing, games, and making things.

Caucuses: a focused discussion amongst a specific group with a shared identity or interest. One-hour caucuses are held during lunch, two-hour caucuses happen over dinnertime.

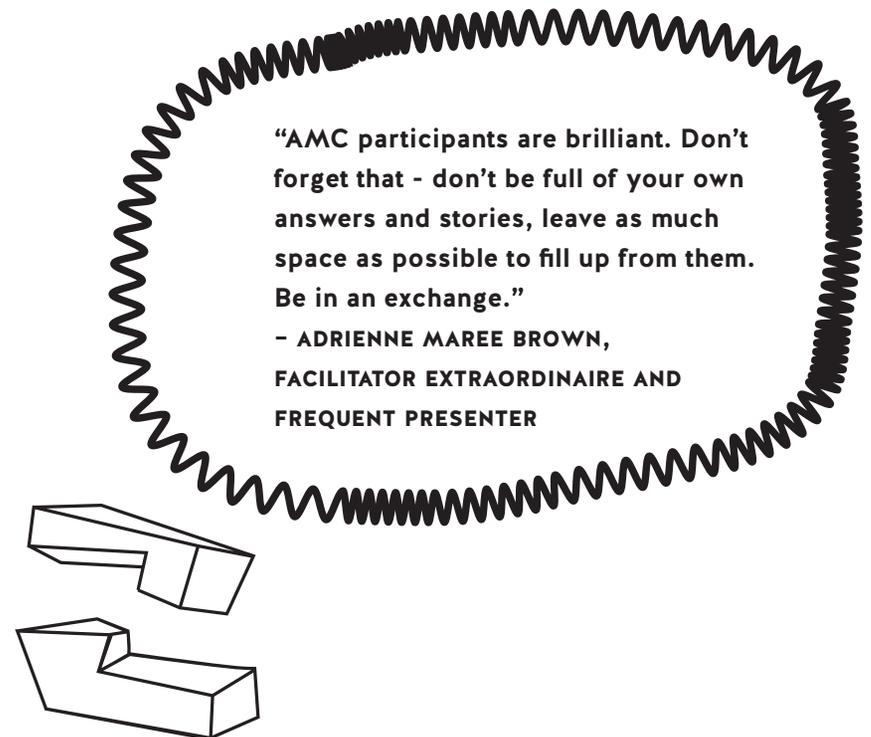
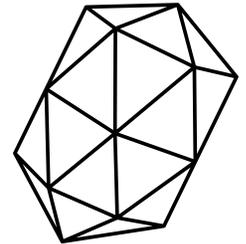
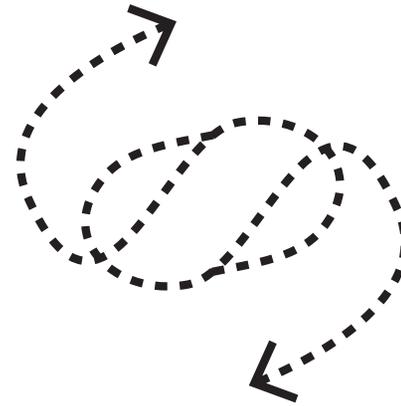
Strategy session: A 90 minute session that focuses collective brain power around hard questions and generates clear next steps.

Panel: A 90 minute session that features three or more presenters and a strong moderator/facilitator sharing critical knowledge and expertise on a given subject matter, with ample Q&A time with participants.

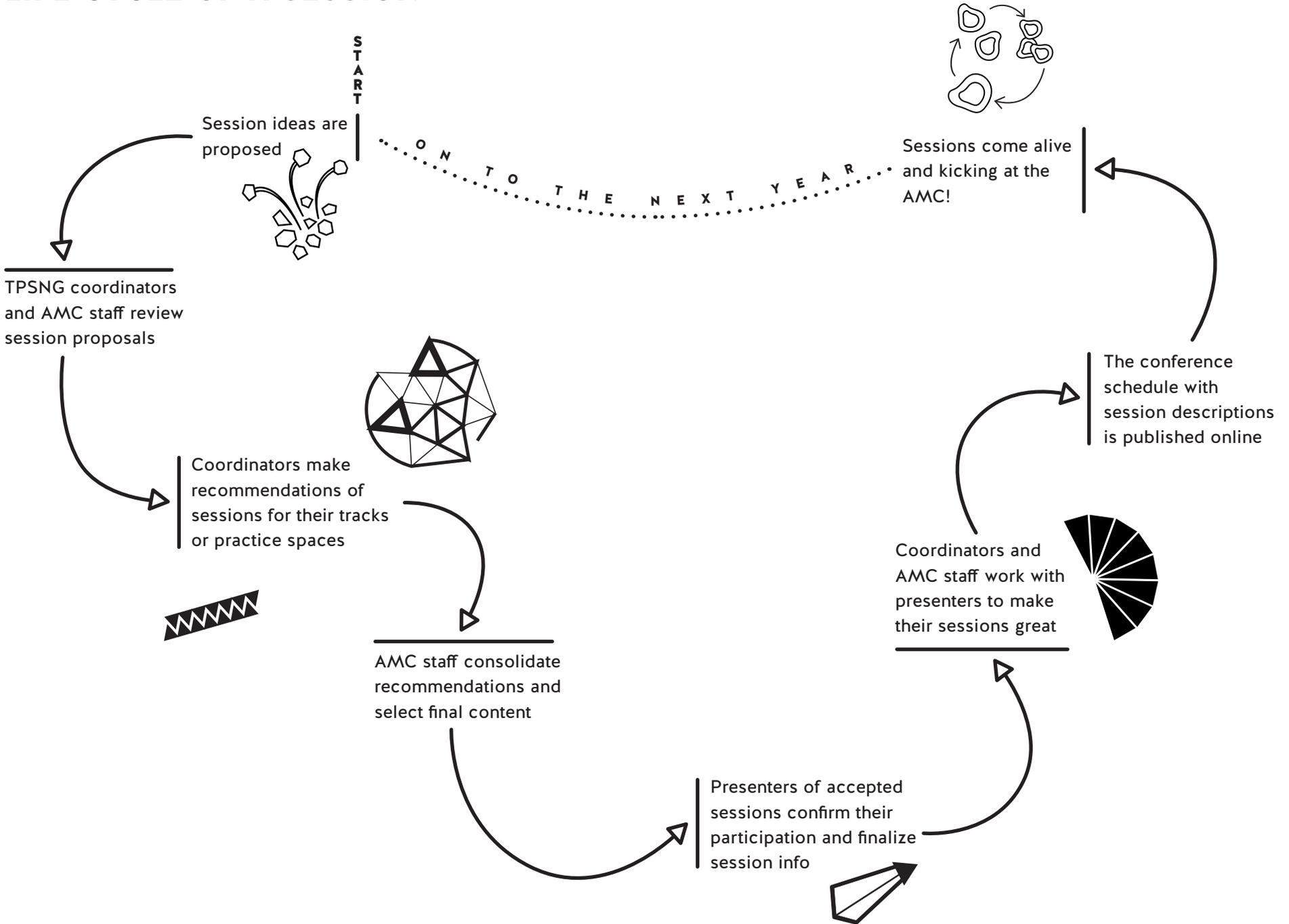
Tours and field-trips: A 3-hour session that takes participants off campus to learn from the history and current realities of Detroit.

Film screening or performance: a 90 minute session that shares a piece of media or performance and provides the opportunity for participants to ask questions during or afterwards.

Practice space block: A 3-hour session that takes place within a Practice Space, allows participants to dive-deep into a hands-on skill, and results in a tangible end-product.



LIFE CYCLE OF A SESSION



RECRUITING SESSIONS FOR A TRACK OR PRACTICE SPACE

Tracks and Practice Spaces are made up of sessions, and it is the role of coordinators to help recruit proposals for these sessions.

Below are some tips for session recruitment. Network Gatherings may also find these tips useful as they develop the agenda of activities for their convenings.

Create an irresistible Call for Participation. This call should include a description of your Track or Practice Space (ideally with a hot logo), some examples of the kinds of sessions you're looking for, and contact information for the person on your team who is available to answer questions.

Spread the word. Post your call for proposals on email listservs, websites, and all manner of social media. Attend events where the content is relevant and talk to people one-on-one, or host informal info sessions.

Target your outreach. Make a list of people who you'd like to formally invite to apply and send them personal invites. Be prepared for some ambivalence and maybe even some "no thank yous". But be persistent! Often, the best sessions will come from the people who think they have nothing to offer.



Be clear about the process. Make sure the potential presenters know that their session will need to be proposed and reviewed before it is officially accepted to the AMC.

Offer support. One of the things that makes the AMC great is the fact that so many of its presenters are not people who spend their lives presenting at conferences. Many have never presented at a conference before. Be available to answer questions and provide critical feedback that will set newer presenters up for success.

Be open to new ideas. So much of the AMC is born from things that evolved from other things. Remain inventive and flexible in supporting and encouraging "outside of the box" session ideas.

THE ROLE OF TPSNG COORDINATORS IN REVIEWING SESSION PROPOSALS

1. Session proposal review takes place in early March. Specific instructions will be distributed to TPSNG coordinators at this time.
2. There will be a one-week review period in which all coordinators will read and make comments on the session proposals submitted under their track or practice space. In order to provide a diversity of perspectives in the review process, TPSNG coordinators are also asked to review sessions in one track or practice space other than their own.
3. At the end of the review week, each TPSNG coordinating team will create a list of “Top 10” sessions that you recommend to be included in the AMC.
4. AMC staff take the recommendations from all TPSNG coordinating teams, synthesize them with our staff reviews, and then reconcile our selections with the physical limits of conference space and time.
5. If for some reason AMC staff decide to not accept a session that was recommended by a coordinating team, we will explain our reasons and engage in dialogue with that team about the session.
6. Once selections are finalized AMC staff send out acceptance and rejection letters to everyone who proposed a session and connect presenters of accepted sessions with track and practice space coordinators.

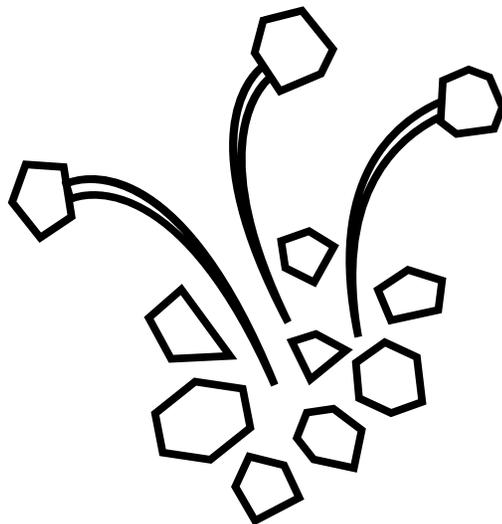
HELPFUL TIP!

Session review is a good way to engage members of your coordinating team who want to help out but don't have capacity to play a major role. A thorough session review requires up to 5 hours.

WHAT TO LOOK FOR IN REVIEWING SESSION PROPOSALS

THE AMC NEEDS SESSIONS THAT:

- Are accessible for people of diverse abilities, experiences, ages, and backgrounds.
- Offer a range of learning opportunities: from beginner to advanced.
- Explore media-based organizing ideas, projects, and practices.
- Align with the Allied Media Projects Network Principles (see above).
- Help fulfill the visions of the AMC's tracks and practice spaces.



HOW TO SUPPORT THE PRESENTERS OF ACCEPTED AMC SESSIONS

Each track and practice space coordinating team must decide who will be the point of contact with accepted sessions. Make sure that the coordinator who makes initial contact with a session can commit to serving as a consistent point of contact until the end of the AMC.

COORDINATORS SHOULD SUPPORT SESSION PRESENTERS BY:

- Helping them build their session outlines, timing out the activities that will happen, and considering questions of accessibility to various participant groups.
- Assessing the fundraising needs of session presenters and providing guidance on how to fill resource gaps.
- Sharing any materials you may have to better contextualize your track, practice space, or network gathering.
- Gathering presenters for a meet-up at some point during the conference and / or creating an email list to continue conversations beyond the conference.
- Encouraging presenters to complete the post-AMC feedback survey.
- Answering presenters questions that may arise throughout the organizing process.

THE LOGISTICAL NEEDS OF SESSION PRESENTERS

Logistics are the invisible hand that ensures everything works. TPSNG coordinators, working with AMC staff, should support AMC session presenters in the following areas:

REGISTRATION

We need everyone to register so that we have an accurate count of AMC attendees, and so that everyone has a badge with their name (correctly spelled) on it when they show up at the AMC.

HOUSING

The AMC offers housing in the Wayne State dorms. Although there are other hotel options in the area, we recommend that groups stay together in the Wayne State dorms because they are conveniently located next to the conference facility.

TRAVEL

The AMC does not provide travel scholarships. Instead, we provide mini-grants to coordinators of TPSNGs who spend the months prior to the AMC using that mini-grant to seed grassroots fundraising efforts to raise needed travel funds.

GROUND TRANSPORTATION

The AMC provides a complimentary, wheelchair-accessible shuttle to and from Detroit Metro Airport for all presenters and coordinators. We also provide wheelchair accessible shuttles to and from nighttime events during the conference.

CHILDCARE

The AMC provides complimentary childcare for children of all ages during the daytime hours of the conference program. Arrangements may be made for nighttime childcare upon request – we will do our best to accommodate. Parents and guardians must fill out a childcare intake form upon arrival at the AMC, prior to leaving their child in childcare.

MEALS

The AMC provides a light complimentary breakfast on Friday, Saturday and Sunday mornings of the conference. Conference participants purchase their own lunches and dinners from the many local restaurants in the surrounding vicinity.

A/V AND SUPPLIES

The AMC provides laptops, mac adaptors, projection screens, markers, paper, glue, tape and pens in each session room. Other supplies can be requested on the proposal form. We will do our best to provide the supplies you need, within reason.

SESSIONS SCHEDULING

The AMC is a gigantic rubix cube. We project there may be as many as 300 sessions at the next AMC. When crafting the final schedule, we have to consider: presenter availability, diversity of content within each session block, anticipated audiences for concurrent sessions, and available room sizes. We also consider the overall flow of sessions within a track or practice space, and throughout the conference as a whole.

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This zine has been compiled and edited by Morgan M. Willis,
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