



**2026 International Conference of Indigenous Archives, Libraries & Museums (ATALM2026)
Association of Tribal Archives, Libraries & Museums
NATIONAL PLANNING COUNCIL
COMMITTEE CHARTERS**

1. PROGRAMMING & PRESENTER EXPERIENCE

1.1 Purpose

To shape a cohesive, relevant, and high-impact conference program that reflects urgent issues, Indigenous values, and the diverse realities of Native cultural institutions, while ensuring presenters feel prepared, respected, visible, and valued.

1.2 Scope of Authority

The committee recommends program content, structure, presenter experience practices, and learning priorities.

ATALM staff manage scheduling, registration, contracts, conference platforms (including Whova), communications, and final confirmations.

1.3 Key Responsibilities

1.3.1 Program Curation

- Review and recommend session proposals (Preconferences, concurrent sessions, posters, roundtables)
- Ensure balance across topics, regions, institution types, and career stages
- Identify gaps, emerging issues, and opportunities for invited content

1.3.2 Program Book Quality & Clarity

- Ensure session titles and descriptions are clear, accurate, and accessible
- Review speaker biographies for consistency, completeness, and respectful representation
- Edit and proofread

1.3.3 Presenter Experience & Care

- Advise on practices that help presenters feel welcomed, supported, and valued
- Identify common presenter needs or challenges and recommend solutions
- Recommend clear presenter guidance, timelines, and expectations
- Flag missing materials (bios, descriptions, resources) early so staff can follow up
- Encourage inclusive practices that support first-time, community-based, and Indigenous presenters

1.3.4 Digital Engagement (Whova – Advisory Role)

- Advise on presenter use of the conference platform (e.g., Whoova) to support visibility, connection, and resource-sharing
- Recommend minimum presenter content standards (e.g., bio, photo, session description)
- Identify common challenges or confusion related to platform use and recommend guidance improvements
- *The committee does not upload content, troubleshoot technical issues, or manage the platform.*

1.3.5 Learning & Evaluation

- Advise on attendee session evaluation questions focused on relevance, clarity, and usefulness
- Advise on presenter evaluation questions focused on preparedness, support, and experience
- Review aggregated, high-level feedback trends (not individual presenter ratings)
- Recommend improvements for future conferences based on evaluation insights

1.4 Deliverables

- Ranked or categorized session recommendations
- Summary of program strengths, gaps, and thematic trends
- Work with staff on final edited program content for publication
- Presenter experience and readiness recommendations (brief memo or checklist)
- Post-conference summary of evaluation trends and recommendations

1.5 Timeline

- Active: February–April 2026
- Peak workload: February 12–24 (proposal review)
- Presenter experience advisory phase: April–August
- Evaluation review: Post-conference

1.6 On-Site Role

- Optional session moderation or presenter support
- Serve as visible points of welcome for presenters
- Flag real-time presenter or session issues to staff

2. CULTURAL & COMMUNITY EXPERIENCES

2.1 Purpose

To shape and steward the cultural, social, and place-based experiences that define how attendees experience ATALM2026, ensuring these elements are grounded in local context, Indigenous values, and respectful relationships.

2.2 Scope of Authority

The committee develops concepts and leads relationship-based and on-site execution of cultural and community experiences. ATALM staff manage contracts, payments, insurance, scheduling, and logistical infrastructure.

2.3 Key Responsibilities

2.3.1 Cultural Leadership & Protocol

- Advise on and help steward opening and closing ceremonies
- Guide cultural protocols and respectful practices
- Support communication with culture bearers, artists, and community hosts

2.3.2 Experience Design & Stewardship

- Develop concepts for evening events, receptions, and cultural gatherings
- Recommend and help coordinate local tours, field trips, and “fun on your own” activities
- Advise on artist presence, cultural marketplace elements, and community engagement

2.3.3 Relationship-Based Execution

- Serve as primary cultural liaisons with local partners, artists, and community members
- Support hosts, performers, and presenters before and during the conference
- Assist with on-site flow, hospitality, and attendee experience

2.3.4 Values & Quality Assurance

- Ensure experiences reflect local context, Indigenous values, and community priorities
- Flag concerns or adjustments needed to protect cultural integrity

2.4 Deliverables

- Ceremony and event concept briefs
- List of confirmed cultural participants and community partners (for staff coordination)
- Recommended tours and local experiences
- Cultural guidance notes for staff, presenters, and volunteers

2.5 Timeline

- **Active:** April–September 2026
- **Peak workload:** April–June (design and relationship-building); September (on-site)

2.6 On-Site Role

- Serve as visible cultural hosts for the conference
- Support ceremonies, events, tours, and community experiences

- Assist with real-time coordination and cultural guidance

3. RECOGNITION & HONORS

3.1 Purpose

To steward meaningful recognition at ATALM2026 by honoring individuals, leaders, and contributions that reflect excellence, leadership, and cultural continuity across the field.

3.2 Scope of Authority

The committee recommends award recipients and advises on recognition moments. Final approvals, production, and publication are handled by ATALM leadership and staff.

3.3 Key Responsibilities

- Review and recommend recipients for the Guardians of Culture and Lifeways Awards
- Assist with award citations and ceremony framing
- Serve as a liaison with the award winners, i.e., welcome them at lunch, sit with them, etc.
- Advise on keynote speakers, honorary roles, and special recognition moments
- Advise on photography priorities related to recognition and ceremonial moments

3.4 Deliverables

- List of recommended award recipients
- Assist with media releases and social media announcements
- Draft award citations and ceremony talking points
- Guidance on recognition moments and ceremonial priorities

3.5 Timeline

- **Active:** March–May 2026

3.6 On-Site Role

- Prepare awards and certificates for presentation
- Support awards ceremonies and recognition moments
- Assist with honoring presenters and recipients in culturally appropriate ways

4. ENGAGEMENT & LEADERSHIP DEVELOPMENT

4.1 Purpose

To strengthen leadership pathways and intergenerational connection through mentorship, emerging professional engagement, and welcoming practices.

4.2 Scope of Authority

The committee works with the Native Emerging Professionals Network to design and execute engagement strategies and recommends activities. ATALM staff handle logistics and coordination.

4.2 Key Responsibilities

- Design mentorship opportunities and leadership-focused gatherings
- Provide engagement meetings and match making before, during, and after the conference
- Support Native Emerging Professionals Network (NEPN) sessions and events
- Recommend orientation and welcoming strategies for first-time attendees
- Identify leadership development opportunities within the conference

4.3 Deliverables

- Mentorship and leadership activity plan
- Recommendations for NEPN gatherings and orientation
- Guidance on inclusive engagement practices

4.4 Timeline

- Active: March–September 2026

4.5 On-Site Role

Support mentorship, NEPN, and leadership development activities.

5. TRIBAL LIBRARY COUNCIL (TLC)

5.1 Purpose

To ensure that tribal library priorities, leadership, and participation are meaningfully represented throughout ATALM2026.

5.2 Scope of Authority

The committee advises on content and engagement related to tribal libraries. ATALM staff manage execution.

5.3 Key Responsibilities

- Identify priority issues facing tribal libraries
- Advise on sessions, speakers, and themes relevant to tribal libraries
- Recommend TLC gatherings, caucuses, or meetings
- Support outreach to tribal library professionals
- Coordinate with Programming & Content and Access committees

5.4 Deliverables

- List of priority tribal library issues
- Recommendations for TLC sessions and gatherings

5.5 Timeline

- Active: February–September 2026

5.6 On-Site Role

Support TLC gatherings and serve as ambassadors to tribal library attendees.

6. PACIFIC ISLAND DELEGATES

6.1 Purpose

To ensure that the perspectives, priorities, and leadership of Pacific Island communities are meaningfully represented in ATALM2026, and that the conference reflects Indigenous knowledge systems, cultural stewardship practices, and institutional realities across Oceania.

6.2 Scope of Authority

The Pacific Island Delegates advise the National Planning Council and ATALM staff on program content, engagement strategies, and access considerations relevant to Pacific Island communities. ATALM staff manage execution, logistics, and administration.

The Delegates serve as cultural and regional advisors, ensuring Pacific Island participation is respectful, relevant, and well-supported.

6.3 Key Responsibilities

- Identify priority issues facing Pacific Island archives, libraries, museums, and cultural institutions
- Advise on sessions, speakers, themes, and framing relevant to Pacific Island contexts
- Recommend Pacific Island–focused gatherings, caucuses, or affinity meetings at the conference
- Advise on cultural protocols, naming practices, and respectful representation
- Support outreach to Pacific Island cultural practitioners, scholars, and institutions
- Coordinate with the Programming, Content & Presenter Experience Committee and the Access, Scholarships & Belonging Committee to support participation and visibility

6.4 Deliverables

- List of priority Pacific Island issues and considerations
- Recommendations for sessions, speakers, or gatherings
- Cultural guidance notes related to Pacific Island participation
- Hospitality during the conference

6.5 Timeline

- **Active:** February–September 2026
- **Peak engagement:** February–April (program shaping); August–September (on-site preparation)

6.6 On-Site Role

- Support Pacific Island gatherings or caucus sessions
- Serve as ambassadors and points of welcome for Pacific Island attendees
- Advise on cultural protocols and representation during conference activities

7. RESOURCE DEVELOPMENT & PARTNERSHIPS

7.1 Purpose

To strengthen conference resources through values-aligned sponsorships, partnerships, and in-kind support.

7.2 Scope of Authority

The committee identifies opportunities and relationships. ATALM staff negotiate and finalize agreements.

7.3 Key Responsibilities

- Identify prospective sponsors and partners
- Support outreach through introductions and relationship-building
- Recommend sponsorship opportunities aligned with conference values
- Identify in-kind contributions that enhance the attendee experience
- Support stewardship and recognition of partners

7.4 Deliverables

- Sponsor and partner lead list
- In-kind support inventory and recommendations

7.5 Timeline

- Active: February–September 2026

7.6 On-Site Role

Confirm sponsor recognition and relationship stewardship.

Interact with sponsors to ensure they feel appreciated and honored

8. SCHOLARSHIPS

8.1 Purpose

To ensure ATALM2026 is accessible, welcoming, and navigable for participants from tribal, community-based, and under-resourced contexts.

8.2 Scope of Authority

The committee recommends access strategies and scholarship awards. ATALM staff manage administration and logistics.

8.3 Key Responsibilities

- Review and recommend scholarship recipients and alternates
- Identify barriers to participation and recommend solutions
- Support pathways that increase access and belonging
- Assess participation patterns to inform future conferences

8.4 Deliverables

- Access and belonging strategy notes
- Post-conference evaluation, observations

8.5 Timeline

- Active: March–April 2026 (scholarships); advisory role through September

8.6 On-Site Role

Support scholar orientation, access-related needs, and volunteer coordination.

9. Conference Volunteers

9.1 Purpose

The Conference Volunteer Committee ensures the successful recruitment, training, coordination, support, and recognition of conference volunteers. Volunteers play a critical role in conference operations and participant experience and serve as ambassadors for ATALM and the host community.

9.2 Scope of Authority

The committee recommends volunteer recruitment strategies, roles, training approaches, scheduling models, and recognition practices. ATALM staff manage volunteer administration, communications, scheduling systems, credentials, and on-site logistics.

9.3 Key Responsibilities

- Assist in creating systems for volunteer scheduling, supervision, and communication
- Recommend meaningful volunteer recognition and appreciation practices
- Assess volunteer participation patterns, retention, and satisfaction to inform future conferences

9.4 Volunteer Roles May Include

- **Conference Preparation**
 - Stuffing conference bags (Sunday/Monday)
 - Putting out banners, prepping for Summits
 - Organizing goody bags
- **Registration & Information**
 - Staffing the Registration Desk (Tuesday–Thursday)
 - Wayfinding and attendee assistance
- **Session & Room Support**
 - Serving as Room Hosts (session support, timekeeping, speaker assistance)
- **Meals & Events**
 - Taking tickets and assisting at meal functions (Wednesday/Thursday breakfasts and lunches; evening events)
- **General Conference Support**
 - Floater roles for troubleshooting and special assignments

9.5 Deliverables

- Training and orientation guidance or materials (pre-conference and on-site)
- Volunteer recognition recommendations
- Post-conference observations and evaluation related to volunteer experience and effectiveness