



**National Planning Council (NPC)  
 Association of Tribal Archives, Libraries & Museums  
 TOOLKIT: Roles, Responsibilities & Leadership Opportunities**

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## 1. Purpose of This Toolkit

This toolkit serves as the primary working guide for members of the National Planning Council (NPC) for ATALM2026. It consolidates roles, responsibilities, timelines, committee scopes, leadership relationships, and meeting expectations into a single reference document.

NPC members are encouraged to:

- Refer to this toolkit regularly
- Use timelines to plan committee work
- Bring updates and decisions to meetings
- Communicate early with committee chairs and staff
- Document recommendations clearly to support staff execution

## 2. National Planning Council Purpose and Responsibilities

### 2.1 Purpose of the NPC

The National Planning Council provides strategic guidance and shared leadership to ensure the 2026 International Conference of Indigenous Archives, Libraries, and Museums (ATALM2026) reflects the most urgent needs, ideas, and values of Native cultural institutions.

### 2.2 Core Responsibilities of NPC Members

National Planning Council members collectively:

- Identify priority issues facing Native archives, libraries, and museums
- Shape the conference theme and overall framing
- Ensure programming reflects Indigenous values, sovereignty, and lived realities
- Recommend keynote speakers, honorees, and cultural presenters
- Strengthen regional, tribal, and institutional representation
- Serve as ambassadors for the conference within professional and community networks

All NPC members are expected to actively serve on at least one committee and to attend and/or volunteer during the conference.

## 3. Roles, Authority, and Working Relationships

### 3.1 ATALM Leadership and Staff Roles

The National Planning Council works closely with ATALM's leadership and conference staff:

- **Conference Director: *Susan Feller, ATALM President & CEO***
  - Responsible for the overall direction of the conference
- **Conference Logistics & Management: *Melissa Brodt, ATALM Chief Operations Officer***
  - Responsible for overall conference management
- **Conference Programming, Scholarships, Registration: *Jess Cordes, Director of Programs***
  - Responsible for registration, scholarships, and programming

## 3.2 Volunteer Leadership Roles

- **Conference Chair**

### **Role Summary**

The Conference Chair provides overall leadership and strategic guidance for the conference, ensuring alignment with ATALM's mission, values, and priorities while supporting staff and committee chairs in delivering a high-quality, values-centered convening.

### **Key Responsibilities**

- Serve as the primary volunteer leader for the conference
- Convene and facilitate the National Planning Council, in coordination with ATALM staff
- Serve as an ambassador for the conference, helping build enthusiasm, participation, and visibility
- Advise on major conference decisions, themes, and priorities
- Coordinate with ATALM leadership and staff on overall direction and risk management

### **Authority & Limits**

- Advises and guides; does not manage day-to-day logistics or staff functions
- Does not negotiate contracts, approve budgets, or make unilateral program decisions

### **On-Site Role**

- Serve as a visible leader and point of welcome
- Support ceremonies, plenaries, and key convenings
- Assist in real-time problem-solving in coordination with staff

## **Honorary Chair**

### **Role Summary**

The Honorary Chair is a respected leader or culture bearer whose name, presence, and guidance elevate the conference, reinforce its values, and strengthen its visibility and credibility.

### **Key Responsibilities**

- Lend name and public support to the conference
- Serve as a values-based advisor to the Conference Chair and ATALM leadership
- Participate in selected high-profile moments (e.g., opening ceremony, keynote introduction, recognition events), as appropriate
- Support outreach, relationship-building, and community trust-building where appropriate

## **Authority & Limits**

- Advisory and ceremonial; no governance or operational authority
- Does not manage committees, staff, or conference logistics

## **On-Site Role**

- Participate in designated ceremonial or recognition roles
- Serve as a visible symbol of welcome and leadership
- Engage informally with attendees, presenters, and honorees as desired

## **Committee Chairs / Co-Chairs**

### **Role Summary**

Committee Chairs (or Co-Chairs) lead the work of individual committees, ensuring responsibilities are carried out effectively, inclusively, and on schedule, in close coordination with ATALM staff and the Conference Chair.

### **Key Responsibilities**

- Convene and facilitate committee meetings as needed
- Report to the National Planning Council monthly meetings
- Guide committee members in fulfilling the charter's purpose, scope, and deliverables
- Coordinate committee timelines and workplans with ATALM staff
- Serve as the primary liaison between the committee and the Conference Chair
- Foster inclusive, respectful, and productive committee engagement
- Identify challenges, risks, or gaps early and elevate them as needed

### **Co-Chair Model (if applicable)**

- Co-Chairs share leadership responsibilities and coordinate closely
- Co-Chair arrangements may support workload balance, regional representation, or mentorship
- One Co-Chair may serve as the primary point of contact for staff, as agreed

## **Authority & Limits**

- Chairs guide and recommend; they do not execute contracts, manage budgets, or direct staff
- Final decisions rest with ATALM leadership and staff, consistent with organizational policy

## **On-Site Role**

- Support on-site execution related to their committee's scope
- Serve as visible leaders and points of contact for participants
- Assist staff with troubleshooting and real-time adjustments within their area

## 4. Committee Structure: How the Work Gets Done

Committees are the engine of the NPC. Each committee has:

- A defined scope
- A Chair (and a co-chair, if desired)
- A fixed timeline
- Clear deliverables

Committee Chairs provide facilitative leadership, not management. Chairs ARE responsible for:

- Convening and facilitating meetings
- Setting agendas aligned with milestones
- Keeping work on schedule
- Documenting and submitting recommendations
- Serving as primary contact with staff

Chairs ARE NOT responsible for:

- Contracts
- Budgets
- Vendor management

### Meeting Cadence

The number of meetings depends on the scope of work. Some committees require more meetings than others. Most committees meet:

- 1 kickoff meeting (60 minutes)
- 4-8 working meetings (45–60 minutes)

## 5. Standing Committees

The National Planning Council carries out its work primarily through nine standing committees, each with a clearly defined scope, timeline, and leadership role. Committees are where most planning work happens and are designed to enable members to contribute meaningfully and independently between full NPC meetings.

All NPC members are expected to serve on at least one committee. Each committee operates under a defined charter, timeline, and leadership structure. Committee chairs report to the National Planning Council during monthly meetings. Committee Charters may be found in **Appendix 1**.

1. Programming & Presenter Experience – **Shapes a cohesive, relevant conference program while ensuring presenters feel prepared, supported, respected, and valued.**
2. Cultural & Community Experiences – **Designs and stewards the cultural, social, and place-based experiences that ground the conference in local context and Indigenous values.**
3. Recognition & Honors – **Oversees meaningful recognition that honors excellence, leadership, and cultural continuity across the field.**
4. Engagement & Leadership Development – **Strengthens leadership pathways, mentorship, and intergenerational connections, with a focus on emerging professionals.**

5. Tribal Library Council (TLC) – **Ensures tribal library priorities, leadership, and participation are meaningfully represented throughout the conference.**
6. Pacific Island Delegates – **Centers Pacific Island perspectives, protocols, and leadership to ensure meaningful participation and representation across Oceania.**
7. Resource Development & Partnerships – **Builds values-aligned sponsorships, partnerships, and in-kind support that strengthen conference resources and relationships.**
8. Scholarships – **Advances access and belonging by reducing barriers to participation and supporting attendees from under-resourced contexts.**
9. Conference Volunteers – **Recruits, trains, coordinates, and recognizes volunteers who support conference operations and serve as welcoming ambassadors.**

## 5. Conference Planning Timeline

### Phase 1: Direction & Design

January–February 2026

- National Planning Council launches planning process
- Conference priorities and issue areas identified
- Call for session proposals closes February 10
- Program Committee begins reviews February 12

### Phase 2: Curation & Confirmation

March–April 2026

- Session reviews completed by February 24
- Scholarship Committee begins reviews March 25
- Program finalized and announced April 14
- In-person NPC meeting April 28 (optional)

### Phase 3: Refinement & Promotion

May – 2026

- Speakers confirmed
- Cultural programming finalized
- Tours and evening events confirmed
- Registration and outreach continue

### Phase 4: Conference Delivery

September 21–24, 2026

- Monday, September 21: Summit meetings
- Tuesday, September 22: Preconferences, Field Trips, Special Interest Receptions
- Wednesday, September 23: Opening Ceremony, Guardian Awards, Conference Sessions, Major Evening Event
- Thursday, September 24, Breakfast, Honoring Luncheon, Conference Sessions, Closing Ceremony

## Phase 5: Reflection & Continuity

### Post-Conference

- Evaluation and feedback
- Documentation of insights and outcomes
- Planning for future gatherings

## 6. Kick Off Meeting (Zoom)

**2026 International Conference of Indigenous Archives, Libraries, and Museums  
National Planning Council Meeting  
Wednesday, February 4, 2026  
2:00–3:00 p.m. Eastern | Virtual Meeting**

### Why This Meeting Matters

This first meeting of the National Planning Council marks the beginning of a collaborative process to shape a conference that responds to the realities facing Native archives, libraries, and museums today.

This meeting focuses on:

- Identifying urgent issues the conference must address
- Beginning the shared work of shaping a meaningful, relevant program
- Reviewing conference art submissions
- Reviewing potential themes (usually supports the artwork)

What to Expect

- Interactive discussion and idea-sharing
- Opportunities to influence conference priorities
- Whiteboard sessions to surface themes, questions, and possibilities
- Clear pathways for leadership and involvement

## 7. Spokane Site Visit/Planning Meeting (optional/in person)

**2026 International Conference of Indigenous Archives, Libraries, and Museums  
Local Planning Meeting  
Tuesday, April 28, 2026, 9:00 a.m. – 5:00 p.m. Pacific Time  
Davenport Grand Hotel, Spokane, WA**

This optional, in-person meeting focuses on the local character and on-site experience of ATALM2026. The meeting brings together National Planning Council members, local partners, and conference staff to shape the elements that make the conference uniquely grounded in place.

### Meeting Focus

- Local field trips and site visits
- Local sponsors and community partners
- “Fun on Your Own” activities for attendees
- Tours of conference hotels and meeting spaces
- Place-based ideas that highlight the Spokane region



## Appendix 1. 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., Whova) 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

- 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
- 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
- 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
- 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–July 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 recommend activities. ATALM staff handle logistics and coordination.

## 4.3 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

## 4.4 Deliverables

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

## 4.5 Timeline

- Active: March–September 2026

## 4.6 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

## Appendix 2: Conference Fact Sheet

### Conference Overview

- Dates: Monday–Thursday, September 21–24, 2026
- Location: Spokane, Washington
- Description: Founded in 2003, ATALM’s annual conference now convenes 1,200+ tribal leaders, cultural practitioners, professionals, funders, and emerging leaders, making it the largest national gathering shaping the future of Native cultural institutions.
- Host: Association of Tribal Archives, Libraries & Museums (ATALM)
- Sponsor: Institute of Museum and Library Services

### Conference Structure

#### Monday, September 21

- ATALM Summits (focused, issue-based convenings)

#### Tuesday, September 22

- Preconference workshops
- Field trips and tours
- Special interest and affinity gatherings

#### Wednesday, September 23

- Opening Ceremony
- Conference sessions
- Guardians of Culture and Lifeways Awards
- Major evening event

#### Thursday, September 24

- Breakfast sessions
- Honoring Luncheon
- Conference sessions
- Closing Ceremony

### Venues

#### Conference Hotel Options

- Davenport Grand Hotel (\$169/night)
- DoubleTree by Hilton Spokane City Center (\$150/night)

#### Meeting Spaces

- Monday (Summits): Davenport Grand Hotel
- Tuesday–Thursday: Spokane Convention Center

### Programming Snapshot

Programming is curated to reflect Indigenous values, sovereignty, lived experience, and institutional realities. Typical ATALM conference programming includes:

- 4+ local tours and field trips
- 16 preconference workshops
- 120+ concurrent sessions, posters, and roundtables

### Session Proposals

- **Call for Session Proposals Opens: January 2026**
- **Session Proposals Due: Tuesday, February 10, 2026**
- **Program Committee Reviews Begin: February 12, 2026**
- **Program Announced: April 14, 2026**

### Scholarships

ATALM awards approximately \$100,000 in scholarships, including:

- Conference registration
- Shared lodging

Scholarships support equitable access for tribal and community-based participants.

### Guardian Awards

Conference staff distributes a “call for nominations” for the *Guardians of Culture and Lifeways International Awards Program*, after which the Awards Committee reviews the applications and proposes recipients for the seven awards. Awards Chair assists with preparing copy for certificates, writing talking points for luncheon, organizing a Power Point presentation to show during luncheon, writing media releases, and ensuring posts on social media.

### Evening Events

Typically there are two or three receptions and/or dinners. These events are ticketed separately and usually cost no more than \$50 per person. Typical responsibilities include developing a theme, arranging entertainment, developing a budget, identifying and securing a site, and all duties associated with ensuring a successful event.

### Exhibitors and Artist Booths

Approximately 50 exhibitors participate, as well as 15-20 arts and crafts vendors. Artist Booths typically feature local artists. Many exhibitors contribute raffle prizes that are awarded on the last day.

### Local Arrangements (Hospitality/Tourism)

Supports the planning and on-the-ground coordination of a conference host location. Members help with logistics such as local transportation, cultural activities, volunteers, and community engagement to ensure a welcoming, smooth, and culturally respectful experience for attendees.

## National Planning Council (NPC)

The National Planning Council provides strategic leadership for ATALM2026, shaping:

- Conference priorities and theme
- Program direction
- Cultural programming
- Recognition and awards
- Place-based experiences

NPC members work primarily through committees and are expected to contribute actively between meetings.

 [National Planning Council Toolkit](#)

 [Committee Charters](#)

## Key NPC Meetings

### NPC Kickoff Meeting (Virtual)

- Wednesday, February 4, 2026
- 2:00–4:00 p.m. Eastern

### Local Planning Meeting (Optional, In Person)

- Tuesday, April 28, 2026, 9:00 a.m.–5:00 p.m. Pacific
- Davenport Grand Hotel, Spokane, WA
- Travel and lodging on your own
- ATALM provides breakfast and lunch

## More Information

 **ATALM Website:** <https://www.atalm.org/>

 **ATALM2026 Conference Page:** <https://www.atalm.org/conference-2026/>

 **Spokane Visitor Information:** <https://www.atalm.org/conference-2026/location-attractions/>