



Dear Fellow Docents and Museum Education Staff,

The Chrysler Museum and the City of Norfolk are pleased to welcome the **Virginia Docent Exchange** on Sunday, March 29 through Monday, March 30, 2015.

The 2015 Exchange will be a unique opportunity for you and your colleagues to enjoy interacting, learning, and sharing information with fellow docents and museum professionals from across the Commonwealth.

The Virginia Docent Exchange gathers just once every two years. Docents from *your* program now have the opportunity to be part of this exciting educational and networking event, at the Chrysler Museum in Norfolk. Michael Cassin, our nationally renowned keynote speaker, has conducted seminars for docents and museum educators at the Clark Institute in Williamstown, Massachusetts. Additionally docents will share success stories and discuss the challenges of the “new” and enjoy social events and tour the newly renovated Chrysler Museum of Art.

The greater the number of docents who gather next spring, the greater the benefit for all involved. We will shed light on best practices for more effectively reaching our audiences. We will find that we have far more in common than we might imagine, and we will find inspiration in the wisdom and experience of our peers and colleagues. The theme of the Exchange is **The Art of the New**. This will be an action packed and fun event that we hope you and your colleagues will attend.

Enclosed you will find details about the 2015 Virginia Docent Exchange, membership application, and a call for proposals. All Exchange member institutions are encouraged to present one breakout session or collaborate in a panel discussion. The cost of membership for institutions is \$150 for two years, or \$75 per year.

Please feel free to contact us with any questions. We would be happy to arrange a conference call or make a site visit to your institution.

Sincerely,

Bob Harris

Betsy Hunt

Gayle Nichols

Donna Bausch

Please do not hesitate to contact Betsy Hunt at 757-200-9334 or [betsyhunt@cox.net](mailto:betsyhunt@cox.net) or Gayle Nichols at [evngvn@msn.com](mailto:evngvn@msn.com) or 757-340-4631.

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## Frequently Asked Questions

### ***How often does the Exchange take place?***

The Virginia Docent Exchange gathers just once every two years.

### ***When is the Exchange and how long does it last?***

The Exchange will be held at the Chrysler Museum of Art on Sunday, March 29 and Monday, March 30, 2015. Sunday registration begins at 1:00 pm. Multiple tours and activities will be available for participants. The evening will commence at 5:30 p.m. with a cocktail reception, followed by a keynote speaker and dinner at the Museum. Monday only participants can register at 8:00 am, followed by breakfast at 8:30 and full day of sessions from 9:00 am to 4:00 pm. (Box lunches will be provided)

### ***How does Membership in the Exchange work?***

Your institution has the opportunity to become a member of the Virginia Docent Exchange. By having an institutional membership, your docents can participate at the Membership price.

### ***What do you need to do to become part of the Exchange?***

Please complete the enclosed membership application form and submit it with payment as soon as possible. The deadline to join the Exchange and participate fully in the 2015 Exchange is October 30, 2014.

### ***What if our Museum cannot become a member, can docents still attend?***

The benefit of Membership to the Virginia Docent Exchange is a discounted cost for all docents and staff associated with that institution. Non-Member admission is available.

### ***What are the costs?***

Individual registration costs are as follows. Two Day Participation: \$125 Members/\$150 Non-Members, and Monday only: \$80 Members/\$95 Non-members.

### ***What do the registration costs include?***

Two day registration includes: admission to the keynote address by Michael Cassin, Director, Center for Education in the Visual Arts, the Sterling and Francine Clark Institute; catered dinner at Chrysler Museum of Art, participation in all sessions, continental breakfast, boxed lunch, and gift bag. Monday registration includes: participation in all sessions, continental breakfast, boxed lunch, and gift bag.

### ***Who will present at the Exchange?***

A central feature of the Exchange will be *breakout sessions* and panels. Organizations may propose a particular breakout session to promote a program or skill, or may participate in a panel session with other organizations around a theme. A call for proposals is attached.

### ***Who determines the selection of proposals?***

The Virginia Docent Exchange Steering Committee is made up of representatives from member museums. This group selects proposals and notifies all participants.