



Indiana Library Federation Call for Programs

Instructional Document

As the Indiana Library Federation Professional Development Committee moves toward a more comprehensive conferencing plan, some changes have been made to the planning process. The 2018 Call for Programs form will cover a majority of our major professional development events in 2018, including : regional conferences, Youth Services conference, and Annual Conference. Through this process, sessions may be submitted for one, a few, or all of these seven conferences.

Before completing the form, please read this instructional document to ensure your submission appropriately responds to all questions to meet expectations. The first submission deadline is February 16, 2018 to begin planning for regional conferences. The deadline may be extended for the two later conferences.

2018 PROFESSIONAL DEVELOPMENT

REGIONAL CONFERENCES

Audience of these conferences are front-line staff who aren't often able to attend other conferences

North East : 4/4/18 @ Allen County Public Library

North West: 4/13/18 @
Lake County Public Library

South East: 4/20/18 @
New Albany Floyd County Public Library

South West: 5/15/18 @ Indiana State University

North Central: 5/18/18 @
Indiana University Kokomo

YOUTH SERVICES CONFERENCE

Audience includes public and school librarians and library staff working specifically with youth, ages 0 - 18.

August 19-20, 2018 @
Horizon Convention Center in Muncie

ANNUAL CONFERENCE

Audience includes ALL types of staff from ALL types of libraries (public, academic, school)

November 12-14, 2018 @
Marriott East Indianapolis

ILF offers additional professional development opportunities throughout the year including roundtables and webinars. It's possible your content may fit in one of these formats.

2018 CALL FOR PROGRAMS

Use this to guide your answers to 3 questions:

Purpose of Content Question #9

Help reviewers understand the purpose and the content of the session.

Sharing Information

Speaker presents information, research, best practices, often through verbal and visual presentation.
Ex: Programming ideas, research & statistics, best practices in an area of library service.

Practicing Skills

Must include hands-on instruction, application and practice of skills and interactive approach.
Ex: Step-by-step instruction and practice in a computer lab or bring-your-own-device; role play of communication; VR tools

Facilitated Learning

Speaker facilitates attendee sharing and discussion for group learning in interactive session.
Ex: 10-minute intro of topic by speaker followed by facilitated discussion; small group breakouts

Question #7

Brief Session Description VS

Session Description: Content & Delivery

Question #10 & 11

If your session is selected, the **brief description** is the information listed in the program. It is the attendees' first impression of your session...and brief with 75 words maximum.

The **session description content** is expected to be detailed, and include attendee takeaways. It's the greatest decision maker for the committee.
The **session description delivery** is HOW you will present and facilitate your session.

Be as specific as possible with these two responses.