

ILTA Special Interest Group (SIG) Proposal Template

Please read the ILTA Special Interest Group (SIG) Guidelines before developing a proposal. Include the following items in the proposal:

1. SIG Name
2. Submission date
3. Proposers' names, titles, affiliations
4. Rationale and/or background for the SIG
 - Provide rationale and/or background for the proposed SIG in a narrative format (no more than 300 words)
 - Include a statement to indicate the proposed SIG's compliance with the ILTA policies on SIGs (e.g., "This SIG commits to complying with all legal requirements including the ILTA Bylaws and any ILTA policies and procedures. It also commits to being fully accountable in its activities to the ILTA Executive Board.")
5. Mission statements of the SIG
 - Describe the goals/purposes that the SIG aims to achieve in a bulleted point format (no more than 5)
 - Note that the purposes of the SIG should be aligned with ILTA's mission.
6. Proposed activities of the SIG
 - Describe a tentative plan or main activities that the SIG aims to undertake in order to fulfill its purposes, either in a narrative or bulleted point format
7. Next steps
 - Describe the steps to take for recruiting members and communicating with potential members