

## 2018 Conference Program Proposal

### Introduction

**Founded in 1901, the Pennsylvania Library Association (PaLA) is the oldest professional library organization serving all types of libraries throughout the Commonwealth. The PaLA Annual Conference provides the library community with a variety of continuing education, supplier resources and networking opportunities.**

**Typical attendance of nearly 600 library workers consists of 77% from public libraries, 17% from academic/college libraries and the remaining 6% from corporate, medical, or government libraries or other affiliations in the library community. This year's conference will take place October 14 - 17, 2018 at the Hilton Harrisburg located in downtown Harrisburg, near the State Capitol.**

**We will offer more than 60 educational sessions on topics of interest to this extended community. If you are an expert on a topic that you feel will be of interest to this group, we invite you to submit a session proposal.**

**The deadline for program proposal submissions is Tuesday, April 10, 2018.**

## 2018 Conference Program Proposal

### Benefits of Presenting at PaLA Conferences

**PaLA Conference presenters are afforded the following benefits:**

- Strengthen your position as an expert in the field with the opportunity to share your expertise and experiences with your peers.**
- Exposure for possible future speaking opportunities and perhaps an invitation to join PaLA's Speaker Bureau, which could become the gateway for more speaking engagements.**
- Possible publication opportunities for your abstract or presentation.**
- Recognition with speaker's name, organization, presentation title & description to be included in the conference registration brochure, on the PaLA web site and in the final conference program book.**
- Discounted registration fee. (Equal to PaLA Member Rate)**
- Networking opportunities and inspiration from other library leaders on site.**

## 2018 Conference Program Proposal

### Session Evaluation Criteria

The charge of the Conference Program Committee is to analyze, design and develop the educational content for PaLA's Annual Conference. Such content must address the educational needs and interests of the Pennsylvania library community.

#### Evaluation Guidelines (*in no particular order*):

- Session objectives are measurable, achievable and provides an opportunity for our members to grow as professionals.
- Presenter appears qualified to lead the session.
- Presenter is able to make a firm commitment to be available.
- Requested honorarium (if applicable) is within conference budget parameters.
- Peer-to-peer presenters who are PaLA members are preferred over nonmembers.

We receive many more proposals than the program schedule can accommodate. Please do not be discouraged if your proposal is not selected. We do multiple events, and may be able to fit your presentation into a poster session or include it in a future conference or regional chapter workshop.

## 2018 Conference Program Proposal

### Terms and Conditions

Please note the following terms and conditions regarding presentations submitted for the PaLA Annual Conference:

- Session submitter will serve as primary contact, must have a valid email address and is responsible for communicating with co-presenter(s) regarding acceptance or rejection, registration requirements and deadlines.
- Presenters, who are Pennsylvania librarians, are required to register for the conference for the day of the presentation. Doing so, affords the presenter with the opportunity to experience the benefit

of other events offered throughout the day and supports PaLA and its work to strengthen Pennsylvania's libraries through education, advocacy and leadership. *Individuals who are not Pennsylvania librarians are exempt from this requirement.*

- Library Suppliers presenting at the conference must also exhibit.

- Speaking fees, complimentary registration and/or reimbursement for travel or lodging can not be offered to presenters who are Pennsylvania librarians or who are library service/product providers. *Exceptions can be made for programs funded by other sources such as sponsorships or grants.*

- Incomplete submissions cannot be considered for review. Please note that submissions must be completed in one sitting. *A PDF of the proposal form is available for your use in planning your submission.*

- For all accepted submissions, PaLA reserves the right to edit title, description, or session type.

\* 1. Please indicate your acceptance of the Terms & Conditions.

I have read and accept the above terms and conditions.

I do not accept the above terms and conditions and decline to submit a proposal.

## 2018 Conference Program Proposal

### Proposal Submitter

**The proposal submitter will serve as the primary contact for the session and must have a valid email address. The submitter will be responsible for communicating with the speaker/co-presenters (if applicable) regarding all PaLA requirements, deadlines and communications.**

\* 2. Submitter's Name

\* 3. Submitter's Email Address (To be used for communication regarding acceptance and future communication about the session.)

\* 4. Submitter's Phone (For questions about your proposal)

Basic Program Information

**Please provide a title and brief description of the session. Because this description will be used in conference publicity materials, we ask that you provide creative, interesting and informative titles and descriptions and pay close attention to punctuation and spelling. PaLA reserves the right to edit submissions for style and clarity.**

\* 5. Session Title. (Include Appropriate Capitalization)

\* 6. Description for inclusion in conference publicity materials. (200 word maximum)

\* 7. Please indicate the session type. If more than one type will work, you may select more than one option.

- Mini Session: 60-minute presentation time.
- Traditional: 75-minute presentation time.
- Traditional Plus (Double Session): Expanded presentation time. Ideal for complex subject matter which requires more time to explore,
- Presentation/Discussion: 20-minute presentation time/40 - 55 minute facilitation time. In an effort to encourage more dialogue between attendees, we'd like you to start a conversation about a specific topic(s). You'll have 20 minutes to set the context, then use the remaining session time to facilitate the discussion on the topic.

\* 8. Educational Level of the Presentation

- Introductory - Information on the topic is basic or a new innovation.
- Intermediate - Suitable for those who already have some knowledge on the topic
- Advanced - Provides additional subject content, requiring prior knowledge

Comments

9. (Optional) Please include information that may help the committee understand the topic and objectives for the session or that would help the committee make decisions about the program, for example: "Commonwealth Libraries is promoting this program", "This program is reporting on the results of a study" or "This program is a condition of a grant etc."

## 2018 Conference Program Proposal

### Target Audience

**Please indicate for whom this program is most relevant. Please check all that apply, or select "All Groups" if applicable for all attendees.**

\* 10. For whom is this program most relevant?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> All groups                | <input type="checkbox"/> Building/Renovation      | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Academic librarians       | <input type="checkbox"/> Digital Resources        | <input type="checkbox"/> Teaching & Learning         |
| <input type="checkbox"/> Public librarians         | <input type="checkbox"/> Preservation Staff       | <input type="checkbox"/> Managers & Administrators   |
| <input type="checkbox"/> Youth services librarians | <input type="checkbox"/> Rural or Small Libraries | <input type="checkbox"/> Volunteers/Trustees/Friends |

Other (please specify)

## 2018 Conference Program Proposal

### Speaker Information

**Please provide information regarding the speakers for the session. Due to time constraints, we recommend no more than four (4) presenters per panel.**

\* 11. Speaker Information

Speaker I (Name, title,  
library/organization)

Speaker II (Name, title,  
library/organization)

Speaker III (Name, title,  
library/organization)

Speaker IV (Name, title,  
library/organization)

## 12. Speaker Type

- Peer-to-Peer Facilitator/Speaker: Content expert working within the library community. Peer-to-peer speakers do not speak as a primary source of income. Pennsylvania librarians who are PaLA members are given preference over non-members.
- Professional Facilitator/Speaker: Defined as an individual whose primary source of income is from public speaking.
- Author/Writer
- Industry Expert. May include experts from outside the library community who provide a message that is deemed of interest to the library community.
- Library Supplier/Partner: Provides a service/product for libraries. Suppliers must participate as an exhibitor and are encouraged to include a library professional as part of the presentation. Sales pitches will not be tolerated.

Other (please specify)

## 13. Describe the qualifications of the speaker(s) to present on this topic.

## 14. Has the speaker presented on this topic before? If so, when and where?

## 15. Is at least one of the speakers a PaLA member?

- Yes  No

Comment

## 16. Is a speaker fee or reimbursement for lodging and/or travel requested?

Fields left blank will be considered as none required. If a fee and/or reimbursement are required, please indicate amounts and dates below. All requests for reimbursement are subject to approval by the Program Committee and may not be negotiated after program acceptance.

*Note: Pennsylvania librarians or library suppliers are not eligible for speaking fees or travel reimbursement by PaLA. Exceptions can be made for programs funded by other sources.*

Speaking Fee

Lodging - Indicate date(s)

Travel Reimbursement

## Program Scheduling

**Please complete this page to indicate the days and times the speaker(s) would be available to present this program.**

\* 17. Desired date of program. Please check all that are acceptable.

- Any time is acceptable
- Sunday afternoon (both 60 and 75 minute sessions available)
- Monday morning (75 minute sessions)
- Monday afternoon (75 minute sessions)
- Tuesday morning (60 minute sessions)
- Tuesday afternoon (75 minute sessions)
- Wednesday morning (60 minute sessions)

Comments regarding session scheduling