



Pennsylvania
Library
Association

2019 Conference

2019 Conference Program Proposal

Introduction

This form is designed to collect proposals for breakout sessions to be presented during the 2019 Pennsylvania Library Association Conference, *Shine On!*

October 13 - 16, 2019

Bayfront Convention Center

Erie, PA

The deadline for program proposal submissions is Noon (EST) Friday, March 15.



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Terms and Conditions

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

- The primary contact for the session 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.*

* 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.



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Contact Person

The primary contact for the session must have a valid email address and will be responsible for communicating with the speaker/co-presenters regarding all requirements, deadlines and communications. (The opportunity to enter presenter information will follow.)

* 2. Primary Contact Name

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

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

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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 (*We recommend 8 words or less. Include Appropriate Capitalization*)

* 6. Description for inclusion in conference publicity and registration materials. (*150 word maximum*)

* 7. Short program description (*To be used in final brochure at the conference - 30 word maximum*)

* 8. Please select the category/track that best suits the content of the program. (Select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Advocacy & Development (Advocacy, Marketing, Fundraising, Giving) | <input type="checkbox"/> Contemporary Issues (Diversity & Inclusion, Fake News, Intellectual Freedom, Social Change, Trends & Forecasting) |
| <input type="checkbox"/> Career & Leadership (Leadership Development, Networking, Professionalism, Scholarly Communication, Self-Care) | <input type="checkbox"/> Library Administration (Board Relations, Budgets, Building Renovations & Care, Personnel & HR Issues) |
| <input type="checkbox"/> Collections (Acquisition, Cataloging, Preservation & Archives, Open Access, Electronic Resources) | <input type="checkbox"/> Technology (Applied technologies, Emerging technologies, Gaming) |
| <input type="checkbox"/> Community Service & Engagement (Outreach, Programming, Under-served Populations, User Services) | <input type="checkbox"/> Youth Services & Programming (STEM/STEAM/STREAM, Early Education, Young Adult) |

Other (please specify)

* 9. Educational Level of the Presentation

- Introductory/New Ideas - New innovations, or suitable for those without prior knowledge or experience on the topic
- Intermediate - Previous awareness of the subject is expected.
- Advanced - Provides additional subject content and prior knowledge or experience is expected.

Comments

* 10. Please indicate the session type.

- Lecture/Presentation
- Panel Discussion with Q&A
- Round Table/Audience Discussions Led by a Moderator
- Workshop/Hands On
- Lightning Talk (5 - 7 minute talk, to be combined with other presenters in a single session)

11. (Optional) Additional information that may help the committee better understand or make decisions about the program. For example: "PA Forward partner", "This program is reporting on the results of a study" or "This program is a condition of a grant etc."



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Speaker Information

Please provide information regarding the speakers for the session. Due to time constraints, we recommend no more than three (3) presenters for 60-minute sessions and four (4) presenters for 75-minute sessions.

* 12. 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)

13. 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)

* 14. Provide speaker's bio or describe the qualifications of the speaker(s) to present on this topic. If the presenter has presented on this topic before, please indicate 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



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Session Scheduling

17. Preferred session length. (Select all that are acceptable)

- 60 Minutes - Available Sunday (PM), Monday (PM) and Tuesday (AM)
- 75 Minutes - Available Monday (AM) & Wednesday (AM)
- 90 Minutes - Available Tuesday (PM) Limited opportunities
- Lightning Talk (5 - 7 minutes, Sunday - Tuesday)

* 18. Please indicate the days and times the speaker(s) would be available to present this program. (Select all that are acceptable)

- Any time is acceptable
- Sunday afternoon (60 minute sessions)
- Monday morning (75 minute sessions)
- Monday afternoon (60 minute sessions)
- Tuesday morning (60 minute sessions)
- Tuesday afternoon (expanded, 90 minute sessions)
- Wednesday morning (75 minute sessions)

Comments regarding session scheduling