

2010 PaLA Conference Program Proposal

1. Introduction

The Pennsylvania Library Association (PaLA) holds an annual conference each fall to provide the library community with continuing education and networking opportunities. This year's conference will take place October 24 - 27, 2010 at the exciting, new Lancaster County Convention Center, located in downtown Lancaster.

The conference will offer nearly 70 breakout and keynote sessions on topics of interest to Pennsylvania library workers from all types and sizes of libraries. If you are an expert on a topic that you feel will be of interest to librarians, we invite you to submit a proposal for a session.

The deadline for program proposal submissions is April 18, 2010.

2. Terms and Conditions

Please note the following terms and conditions regarding presentations submitted for the PaLA Annual Conference to be held October 24 - 27, 2010 at the Lancaster County Convention Center.

- Presenter(s) must agree to all Terms & Conditions for participation.
- Incomplete submissions cannot be considered for review. If a fee applies, and is negotiable, please indicate a range.
- Session submitter will serve as primary contact for PaLA, and must have a valid email address. Session submitter is responsible for communicating with presenter(s) regarding acceptance or rejection, deadlines and all other session details.
- For all accepted submissions, PaLA reserves the right to edit title, description, or session type.
- The Program Committee has final say over programs that are accepted. Submission does not guarantee acceptance.
- The deadline for submission of program proposals is Sunday, April 18, 2010.

* 1. To continue, please indicate your acceptance of the Terms & Conditions.

I accept the above terms and conditions.

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

3. 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):

- * Engaging and appropriate title.
- * Topic and content are of current interest and relevant to the group's needs and interests.
- * Description is clear and an accurate reflection of proposed content.
- * Objectives are measurable and achievable.
- * Format is appropriate for subject matter.
- * Presenter(s) appear knowledgeable and qualified to lead the session.

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- * Presenter is able to make a firm commitment to be available.
- * Peer-to-peer presenters who are PaLA members are preferred.
- * Requested session time works within the overall conference schedule without creating potential conflicts or duplication.
- * Final program schedule must provide a balance of topics and presenters to appeal to our diverse population.
- * Requested honoraria is within conference budget.
- * The session will provide an opportunity for our members to grow either as professionals or paraprofessionals.

4. Basic Program Information

Please provide a suggested title and description (100 words or less) of the proposed session. Creative, interesting and informative titles and descriptions are recommended. If the program is accepted, this description will be used in promotional materials and may be edited for style and clarity by the Pennsylvania Library Association.

* 2. Title:

* 3. Description: (100 words or less)

* 4. Please indicate the session type. If more than one type can be used, you may select more than one option.

- Mini Session: 60-minute presentation time. (Available Sunday & Tuesday only.)
- Traditional: 75-minute presentation time. (Available Monday & Wednesday morning.)
- Traditional Plus (Double Session): Expanded presentation time. Ideal for complex subject matter which requires more time to explore. (Not available on Tuesday.)
- Presentation/Discussion: 20-minute presentation time/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 55 minutes to facilitate the discussion on the topic. (Monday & Wednesday morning only.)

5. Target Audience/Session Objectives

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Please indicate for whom this program is most relevant as well as the objectives for the session. What will the participants gain from attending the session? Please check all that apply, or select "All Groups" if applicable for all attendees.

5. For whom is this program most relevant?

- | | | |
|---|--|--|
| <input type="checkbox"/> All groups | <input type="checkbox"/> Technical services staff | <input type="checkbox"/> Administrators |
| <input type="checkbox"/> Academic librarians | <input type="checkbox"/> Preservation staff | <input type="checkbox"/> Trustees |
| <input type="checkbox"/> Public librarians | <input type="checkbox"/> Electronic Resources/Web Design staff | <input type="checkbox"/> PCBL (PA Citizens for Better Libraries) |
| <input type="checkbox"/> Youth services librarians | <input type="checkbox"/> Public Services staff | <input type="checkbox"/> Other |
| <input type="checkbox"/> Special librarians (legal, medical, corporate, etc.) | <input type="checkbox"/> Reference staff | |

Other (please specify)

* 6. Indicate the objectives of the session. What will the participants know or be able to do at the conclusion of the program?

6. Speaker Information

Please provide information regarding the speakers for the session. The session submitter may or may not be a speaker, but will serve as the primary contact for PaLA, and must have a valid email address. The submitter will be responsible for communicating with the speaker/co-presenters regarding all PaLA communication. We recommend no more than four (4) presenters per panel.

* 7. Please complete the following information for the session submitter. This individual will be the primary contact for the session.

Submitter name

E-Mail

Phone

8. 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. May include experts from outside the library community who provide a message that is deemed of interest to the library community.

Author

Other (please specify)

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* 9. Speaker Information.

| | |
|---|----------------------|
| Speaker Name | <input type="text"/> |
| Job Title | <input type="text"/> |
| Library/Organization/Company | <input type="text"/> |
| E-mail | <input type="text"/> |
| PaLA Member? | <input type="text"/> |
| Honorarium Requested (Note: Pennsylvania librarians and library staff are not eligible for honoraria. All requests for honoraria are subject to approval of the Program Committee and PaLA.) | <input type="text"/> |
| Travel Fee Requested (Note: Pennsylvania librarians and library staff are not eligible for travel reimbursement by PaLA. Exceptions can be made for programs funded by LSTA grants. All requests for reimbursement are subject to approval of the Program Committee and PaLA.) | <input type="text"/> |

10. Describe the qualifications of the speaker to present on this topic:

| | |
|----------------------|--------------------------------|
| <input type="text"/> | <input type="text" value="5"/> |
| <input type="text"/> | <input type="text" value="6"/> |

11. Additional Speakers. Please indicate name, title, library/organization and requested honorarium/travel reimbursement (if any) for additional speakers below.

| | |
|----------------------|--------------------------------|
| <input type="text"/> | <input type="text" value="5"/> |
| <input type="text"/> | <input type="text" value="6"/> |

7. Program Scheduling

Please complete this page to indicate the days and times the speaker(s) would be available to present this program. The Program Committee will determine the selection of the final program times based on room availability, A/V needs and "no conflict" times established by PaLA for other conference activities.

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

- Sunday afternoon
- Monday morning
- Tuesday morning
- Tuesday afternoon
- Wednesday morning
- Any

13. Comments regarding session scheduling:

8. Proposal Complete

Thank you!

The Program Committee will contact you in May 2010 regarding the acceptance of your program. If your program is accepted, we will ask for information regarding books for the PaLA store, speaker travel assistance, A/V needs and session handouts at a later date. If your program is not accepted, we encourage you to consider submitting it as a poster session proposal.

If you have any questions regarding the submission of your proposal, please contact Kim Snyder, kim@palibraries.org or call the PaLA office at 717-766-7663.