

# 2008 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 November 9 - 12, 2008 at the Valley Forge Convention Center/Scanticon Hotel, located near Philadelphia.

The conference will offer approximately 50 sessions and keynote sessions on topics of interest to Pennsylvania librarians 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 15, 2008.

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## 2. Terms and Conditions

Please note the following terms and conditions regarding presentations submitted for the PaLA Annual Conference to be held November 9 - 12, 2008 at the Valley Forge Convention Center/Scanticon Hotel in King of Prussia, PA:

- Presenter(s) must agree to all Terms & Conditions for participation.
- Incomplete submissions cannot be considered for review.
- Session submitter will serve as primary contact for PaLA, and must have a valid email address. Session submitter is responsible for communicating with co-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 Tuesday, April 15.

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.

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## 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.
- \* Presenter is able to make a firm commitment to be available.
- \* 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.

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## 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.

\* 1. Title:

\* 2. Description: (100 words or less)

\* 3. Please indicate the session type. If more than one type can be used, you may select more than one option.

- Traditional: Standard 60 (Wednesday only) or 75-minute presentation time.
- Traditional Plus (Double Session): Expanded, 120-minute (Wed. only) or 180-minute (Sunday or Monday) presentation time. Ideal for complex subject matter which requires more time to explore.
- Presentation/Discussion: 20-minute presentation time/70 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 70 minutes to facilitate the discussion on the topic.

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## 5. Target Audience/Session Objectives

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?

### 1. For whom is this program most relevant?

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> Academic librarians                                  | <input type="checkbox"/> Technical services staff | <input type="checkbox"/> Trustees   |
| <input type="checkbox"/> Public librarians                                    | <input type="checkbox"/> Public Services staff    | <input type="checkbox"/> All groups |
| <input type="checkbox"/> Youth services librarians                            | <input type="checkbox"/> Reference staff          |                                     |
| <input type="checkbox"/> Special librarians (legal, medical, corporate, etc.) | <input type="checkbox"/> Administrators           |                                     |

Other (please specify)

### \* 2. Indicate the objectives of the session. What will the participants know or be able to do at the conclusion of the program?

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## 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, including a moderator.


- \* 1. Please complete the following information for the session submitter. If also a speaker, please complete the section on speaker information as well.


Submitter name


E-Mail

Phone

### 2. 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.

 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)

- \* 3. Speaker Information.

Speaker Name

Job Title

Library/Organization/Company

E-mail

PaLA Member?

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.)

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.)

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

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

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## 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.

\* 1. Desired date of program. Please check all that are acceptable.

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

2. Comments regarding session scheduling:

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## 8. Proposal Complete

Thank you!

The Program Committee will contact you in May regarding the acceptance of your program. If your program is accepted, we will ask that session handouts, information regarding books for the PaLA store, speaker travel assistance and A/V needs be submitted on or before September 1, 2008.

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