



**2010 Michigan Library Association Annual Conference
November 10-12 - Traverse City, MI**

CALL FOR PROGRAM PROPOSALS

Information and Guidelines

Submissions welcome through February 12, 2010

Michigan Library Association (MLA) is accepting program proposals for our 119th Annual Conference at Grand Traverse Resort and Spa, Traverse City - November 10, 11, and 12, 2010. Annual Conference is our premier programming and networking event with exceptional opportunities for library professionals to learn about trends and developments in the field, share experiences, exchange ideas with colleagues, and have a great time doing it.

The 2010 conference theme “**Yes We Can!**” is a reflection of the Michigan library community’s determination to thrive in spite of the multi-faceted challenges we currently face.

Yes we can innovate, collaborate, motivate, grow, diversify, succeed, and prosper!

MLA seeks high quality programs to help libraries and library professionals succeed. The follow reflects **Important Information** along with a **Submission Form** for your reference and to guide the process. If you need additional information, please contact **Eva Davis, Chair** or **Denise Cook, MLA**.

IMPORTANT INFORMATION

Program Submission

- Program Submitter may or may not also be the presenter. Either is okay.
- Communications by MLA’s Program Subcommittee will be with the Program Submitter.
- Program Submitter will be responsible as liaison between MLA Program Subcommittee and Presenters.
- Program sessions are 60 minutes of content. Session time frame may be 75 minutes total.
- We ask that a max of 3 presenters deliver any one program.
- Complete contact information for each presenter is required.
- Organizers should confirm speaker availability but defer contract negotiations to the MLA staff.

Selection Notification

- The MLA Program Subcommittee will contact each Program Submitter in writing in regard to final decisions by April 30, 2010.

Agreements

- Closer to the event, MLA will send all individual presenters a Presenter Agreement indicating date, time, etc. of their presentation.
- Compensation to presenters is not provided to MLA Members.

Program AV/Room Setup

- All presentation rooms will be supplied with a projector and screen (and mic if applicable).
- Internet access may be available but is not guaranteed. Please indicate if internet is desired.
- Presenters will provide their own laptops and bring presentations as well.
- Rooms will be setup to accommodate a panel discussion if desired.

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Program Handouts / Evaluations

- Printed handouts will not be distributed during the conference by MLA.
- Handouts may be posted to MLA's web site before conference. Process and timing will be shared with Program Submitter.
- Handouts may be provided to attendees by presenter(s) if desired.

Annual Conference Registration

- Presenters must register for the day(s) they attend annual conference if they intend to stay beyond their 1 hour presentation time period.

Recording

- Permission to record a single program must be granted by all presenters of that program.
- Permission must be granted by the MLA Program Subcommittee to record any program(s).

SELECTION CRITERIA

The MLA Conference Program Subcommittee and a jury of your peers will complete assessment forms to judge submissions. The Subcommittee retains the right to reject, modify, or combine proposals.

Evaluation criteria include:

1. **Purpose:** Does proposal clearly identify 1 goal and 2 objectives? What experience or enhanced knowledge will an attendee walk away with?
2. **Audience:** Does the proposal clearly identify the target audience either within or outside of the education tracks considered?
3. Program sessions are 60 minutes of content. Session time frame may be 75 minutes total.
4. **Clarity:** Is the proposal described clearly with complete sentences and using generally understood terminology?
5. **Practicality:** Is the program as proposed appropriate for a conference breakout session, and is it designed in a manner that will succeed in a conference breakout setting?
6. **Timeliness:** Is the topic of current interest to its intended target audience?
7. **Speaker qualifications:** Is the speaker's background appropriate to the topic of the presentation, or does the speaker indicate his/her qualifications to discuss the proposed topic?
8. **Relevance to theme:** Does the program highlight or demonstrate a "Yes, We Can!" attitude?

EDUCATION TRACKS CONSIDERED:

The Program Subcommittee is considering the following 8 education tracks. However, please submit your proposal even if it does not "fit" in to one of these tracks: (1)**Academic**, (2)**Adult Services**, (3)**Advocacy & Marketing**, (4)**Ask the Expert**, (5)**Collections** (6)**Leadership**, (7)**Technology**, (8)**Youth Services**

TIME LINE

- **02/12/10** Final day to submit program proposals
- **04/30/10** Selection notifications distributed via email from Program Subcommittee to each Program Submitter
- **06/30/10** Presenter Agreements sent from MLA Office
- **09/30/10** Handouts must be received for posting on the MLA Website
- **11/10-12/10** Annual Conference, Grand Traverse Resort and Spa, Traverse City

QUESTIONS

Please feel free to contact the Program Chair with any questions you may have prior to your submission.

Eva Davis, Program Chair - davise@cantonpl.org

Denise Cook, MLA - cookd@mlcnet.org



1407 Rensen Street, #2, Lansing, MI 48910
517-394-2774 ph 517-394-2675 fax www.mla.lib.mi.us



**2010 Michigan Library Association Annual Conference
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**CALL FOR PROGRAM PROPOSALS
Submission Form**

Submissions Accepted through February 12, 2010

Please submit this form via email to both individuals below.

Eva Davis, Program Chair – davise@canton.org
Denise Cook, MLA - cookd@mlcnet.org

Email Subject Line to read.

“10 MLA Conf Progr Submission + Program Title & Submitter’s Last Name”

PROGRAM SUBMITTER / PRIMARY CONTACT

NAME	TITLE/POSITION		
ORGANIZATION			
ADDRESS	CITY/STATE/ZIP		
PHONE	FAX	EMAIL	

PROGRAM SUBMITTER WILL ALSO BE A SPEAKER FOR THIS PROGRAM
A TOTAL NUMBER OF PRESENTERS WILL DELIVER THIS PROGRAM.

PROGRAM INFORMATION

TITLE

PROGRAM DESCRIPTION (250 WORD MAXIMUM) If your program is selected, this description you provide will be used in the conference program book and on the MLA web site. Please edit your description carefully for grammar, spelling, and typos!

ADDITIONAL PROGRAM INFORMATION (use this space to elaborate on your description, define terms, or provide any other information you feel would help the Program Subcommittee and jury evaluate your proposal):

TARGET AUDIENCE (EDUCATION TRACK MAY BE IDENTIFIED HERE IF DESIRED)

PLEASE PROVIDE IN 3 SENTENCES MAX YOUR GOAL FOR THIS PROGRAM

PLEASE PROVIDE A MIN OF 2 QUANTIFIABLE OUTCOMES AN ATTENDEE MAY EXPECT FROM YOUR PROGRAM?

Outcome 1:

Outcome 2:

Outcome 3:

If available, would internet accessibility enhance your presentation?

Yes No, not needed

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DATE:

SUBMITTER LAST NAME

PROGRAM TITLE

PRESENTER 1:

NAME

TITLE/POSITION

ORGANIZATION

ADDRESS

City/State/ZIP

PHONE

E-MAIL

BRIEF BIOGRAPHY

Previous speaking engagements

PRESENTER 2:

NAME

TITLE/POSITION

ORGANIZATION

ADDRESS

City/State/ZIP

PHONE

E-MAIL

BRIEF BIOGRAPHY

Previous speaking engagements

PRESENTER 3:

NAME

TITLE/POSITION

ORGANIZATION

ADDRESS

City/State/ZIP

PHONE

E-MAIL

BRIEF BIOGRAPHY

Previous speaking engagements

Other:

QUESTIONS:

Question you may have for the Program Subcommittee:



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