ALAANNUAL *New Orleans*
CONFERENCE & EXHIBITION   JUNE 21–26, 2018

ALAAmericanLibraryAssociation
#ALAAC18

Meeting Submission (closes 11:59 PM CDT on Friday, August 25, 2017) | Log Out

Technical Support

EVENT INFORMATION

ALA 2018 Annual Conference Program Proposals
Location: New Orleans, Louisiana
Dates: 6/21/2018 – 6/26/2018

Contact the Event Organizer

YOUR PROFILE

Clara Nalli. Bohrer
West Bloomfield Township P...
Logins: 5 Log Out

SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.

Feedback Form

SUBMISSIONS

(you have 0 complete submissions, 0 incomplete submissions and 0 withdrawn submissions)

Begin a new Submission

2018 ANNUAL CONFERENCE SUBMISSION INFORMATION

Understanding your submission status:

Symbol	Submission Status
✏	Incomplete, able to make edits.
✅	Complete, able to make edits.
🔒	Locked, cannot make edits

Welcome to the ALA 2018 Annual Conference Program Proposal submission site. This site has been designed to facilitate the submission of your program proposal.

Select "Begin a new Submission" above to get started.

Please review the documents below before beginning your submission(s):

• Annual Conference Program Submission Information Packet, this includes, dates and deadlines, submission form fields list to help you prepare, and division contact information.

• Statement of Appropriate Conduct

• A Primer on Learning Outcomes

• Learn more about ALA Divisions, by visiting the ALA division information site

Additional Documents you may find useful:

• ALA Strategic Plan

• Annual Conference - Proposal Review Guidelines.pdf

© 2017 CadmiumCD | Tel (410) 638 9239 | Help@ConferenceAbstracts.com

American Library Association
2018 Annual Conference
Program Proposal Submissions
Dates and Deadlines*

Submission Site Opens: May 17, 2017

Submission Site Closes: August 25, 2017

Final Decisions are made: September 29, 2017

Schedule of Sessions Announced: November 8, 2017

2018 Annual Conference Preliminary Scheduler Opens: December 4, 2017

*Dates are subject to change

ALAANNUAL *New Orleans*
CONFERENCE & EXHIBITION   JUNE 21-26, 2018

2018 ALA Annual Program Submission Form Fields

Please log in to the submission site, to complete the form online. An ALA log-in will be required to access the site.

Below are the submission questions and fields you will encounter when submitting your proposal. *Note, some submission units have additional questions beyond the standard, these protentional questions can be found in the pages following the standard questions.

Once you are logged in click on "Begin a new Submission"

- **Session Title** (required)
- **Submission Unit** (required)
  - Please select one ALA Unit per submission
  - Units include each of the 11 divisions and general ALA

Task 1: Submission Description

- **Select a Topic – Choose one** (required)
  - Books & Authors
  - Career Development
  - Core Values
  - Transforming: Collections, Discovery and Access
  - Transforming: Community Relationships
  - Transforming: Customer & User Expectations
  - Transforming: E-Books & Collections
  - Transforming: Library Leadership Expectations – Staff and Boards
  - Transforming: Library Workforce
  - Transforming: Physical & Virtual Space
  - Transforming: Services
  - Transforming: Systems & Technology
  - Transforming: Teaching & Learning
  - Updates/Briefings
  - Other (Write In)

- **Short Program Description (for use in program book and other printed materials)** (required)
  - 100 words max
- **Full Program Description (for use in the online scheduler)** (required)
  - No word limit

Task 2: Proposal Subject and Audience Information

- **Subject Heading(s)** (required)
  - List varies by submission unit
- **Target Audience** (required)
  - Briefly describe your target audience. The target audience is the demographic of people who are most likely to show interest in your program proposal.
- **General Library Type(s)** (required)
  - List varies by submission unit

Task 3: Learning Objectives

- **At least 2, no more than 3, unless otherwise listed below** (required)
  - Association for Library Service to Children (ALSC) – Requires 3 Learning Objectives
  - Association for College and Research Libraries (ACRL) – Requires 3 Learning Objectives
  - Library Leadership and Management Association (LLAMA) – Require at least 3, no more than 5

Task 4: Additional Program Proposal Details *

- **Will this be a Panel Presentation?** (required)
  - If this is a panel presentation, please describe the relationship between individual segments and interaction between speakers.
- **Will you be collaborating with another organization or individual?** (required)
  - If yes, please list the name of the organization or individual that you will be collaborating with.
- **What is the purpose of this collaboration?**
- **Equity, Diversity and Inclusion Information** (required)
  - Briefly describe how this proposal supports increased equity, diversity and inclusion
- **ALA Strategic Direction Information** (required)
  - Briefly describe how this proposal supports one (or more) of the above strategic directions. **Details of ALA's Strategic direction can be found on the ALA website**.
- **Has this program been presented at any other conference?** (required)
  - If yes, please list when and where it was presented
- **Do any of the sponsoring units or speakers have any date and time restrictions that should be considered when scheduling this session?** (required)

Task 5: * See the following pages for additional questions by submission Unit

Task 5/6: Contacts

- **Minimum of 1 contact person** (required)
- **Speakers are not required at time of submission, but highly recommended**
- **Full name and Email required are required for all Contacts, including moderators and speakers. This information will be used only is the session is accepted.**

Additional Questions by Unit

Task 4: Additional Program Proposal Details
Association for Library Collections & Technical Services (ALCTS)

- **Please provide a program outline** (required)
  - Briefly list the topics that will be covered and speaker credentials.
- **Additional Information** (required)
  - Include any relevant information that will assist in the reviewing of this program.

Association for Specialized & Cooperative Library Agencies (ASCLA)

- **Select a relevant ASCLA Interest Group**
  - List of ASLA Interest Groups

Reference and User Services Association (RUSA)

- **Select a relevant RUSA Section** (required)
  - List of RUSA Sections

United for Libraries

- **Describe how this program relates specifically to library Boards of Trustees, Friends of the Library groups, and/or library Foundations.** (required)

Task 5: ALSC Additional Information
Association for Library Service to Children (ALSC)

- **Budget Information** (required)
  - The ALSC program budget is limited. ALA/ALSC policy states that ALA/ALSC members do not receive payment for presenting programs. This includes honoraria, reimbursements for expenses related to travel, and registration fees. Any anticipated speaker fees for those outside the industry must be listed here prior to program approval.
- **Brief outline of program** (required)
  - please briefly outline the program.
- **Speaker/Presenter Biography** (required)
  - If your program has more than one presenter, list each name, followed by a brief bio.

Task 5: ACRL Cost & Co-sponsor Information

Association for College and Research Libraries (ACRL)

- **What ACRL Unit are you submitting to?** (required)
  - (Section Name, Interest Group Name, Committee Name. Individual proposal? Write 'Individual')
- **How is this program relevant to the above ACRL unit?** (required)
- **Total budget amount requested from ACRL/PDC** (required)
- **Total budget amount requested from section basic services** (required)
- **Total budget amount requested from committee/interest group budget** (required)
- **Total budget amount requested from donors** (required)
- **Budget total for conference program** (required)
- **Lodging for Non-Librarian/Non-ALA Members** (required)
  - Please indicate the number of night lodging ($200 per night).
- **Poster Boards** (required)
  - Please indicate the number of Poster Boards ($100 per board).
- **Travel for Non-Librarian/Non-ALA Members** (required)
  - Please indicate travel expenses (lowest coach fare, mileage at $.56/mile, parking, etc).
- **Per Diem for Non-Librarian/Non-ALA Members** (required)
  - Please indicate how many days ($50 per day).
- **Photocopying** (required)
  - Please indicate the cost of photocopying.
- **Catering** (required)
  - Please indicate the cost of catering.
- **Other** (required)
  - Please indicate any other costs.
- **Outside (donor) funding** (required)
  - Is there potential for outside (donor) funding to support your program?
- **Outside Funding Source**
- **Outside Funding Amount**
- **Cosponsor and Funding Units**
  - List any units that are cosponsoring the program and providing funding.
- **Cosponsor Name Units**
  - List any units that are cosponsoring the program in name only. Limit of 2.
- **Additional budget comments/explanation**
- **Honorarium for Non-Librarian/Non-ALA Members** (required)

Creating compelling conference session descriptions

Goals:

- Clear session descriptions.
- Concise.
- Relevant keywords.
- Easy to scan for key outcomes of attending.
- Why/how this one session alone could make attending the conference worthwhile.
- Enough information to help someone decide if they want or need to attend that session.

General:

- Get the primary information right up front in titles and descriptions (think of reading on mobiles/devices).
- "Clever" titles and copy may fail to communicate the real value of the content.
- Make your first 100 words stand alone as a compelling and useful description. If your session will be in the guide book, the limit there is 100 words.
- No uninformative placeholder titles or copy such as: "Copy to come later," or "TBD." It's possible to write strong generic copy. "After this opportunity to discuss [topic] with other specialists in this area, attendees will leave the session with new perspectives on [topic]."

Guidelines:

- Focus on outcomes for the attendee rather than wordy descriptions.
- Don't include any copy that doesn't tell the reader something about the session itself.
- Avoid starting with a sentence such as, "In this session, five panelists will talk about [repeat of session title].
- Avoid generalizations that everyone already knows such as, "In libraries today, technology is increasingly important." "Librarians are busy people."
- Start with concrete benefits of attending the session, and something that gets the reader's attention:
  - Are you responsible for [topic] in your library? You will leave this session with five new ideas you can implement that will help you . . .
  - Learn about recent developments [as specific as possible] in [topic] and how they affect your work. Jane Doe will use case studies from six school libraries to . . .
  - Get strategies for streamlining your [something] so it takes less time each day.
- Include as much concrete information as possible.
- Select the type of library, content areas and interests carefully to attract the right audience.
- Include at least the institutional affiliation of presenters/speakers.
- Get a headshot of each presenter from somewhere if they don't send one. The scheduler will look 100 times livelier.

Program Proposal Submissions Staff Contact List

For updates or questions for an individual the ALA Unit, please contact the staff members listed below, for technical support, please email anavarro@ala.org :

The American Library Association [including all Round Tables, Offices, Affiliates & Others]
Alee Navarro, Conference Services, anavarro@ala.org

American Association of School Librarians (AASL)
Allison Cline, acline@ala.org & Anne Weglewski, aweglewski@ala.org

Association for Library Collections & Technical Services (ALCTS)
Julie Reese, jreese@ala.org

Association for Library Service to Children (ALSC)
Kristen Figliulo, kfigliulo@ala.org

Association for College and Research Libraries (ACRL)
Megan Griffin, mgriffin@ala.org

Association for Specialized & Cooperative Library Agencies (ASCLA)
Melissa Tracy, mtracy@ala.org

Library and Information Technology Association (LITA)
Mark Beatty, mbeatty@ala.org

Library Leadership and Management Association (LLAMA)
Fred Reuland, freuland@ala.org

Public Library Association (PLA)
Angela Maycock, amaycock@ala.org

Reference and User Services Association (RUSA)
Leighann Wood, lwood@ala.org

United for Libraries
Beth Nawalinski, bnawalinski@ala.org

Young Adult Library Services Association (YALSA)
Nichole O'Connor, noconnor@ala.org & Letitia Smith, lsmith@ala.org

ALA 2018 Annual Conference -- Proposal Review Guidelines

CRITERIA	Excellent = 4	Good = 3	Fair = 2	Poor=1
PROPOSAL DESCRIPTION: Does the program description clearly, with sufficient detail, outline the proposed presentation?	Description is clear, concise, and easy to understand	Description is clear -- and generally easy to understand	Description is verbose and/or difficult to understand	It is unclear what is being proposed.
TARGET AUDIENCE/RELEVANCE: Who is the target audience and why would this session be relevant to them?	Target audience is clearly defined & significance of the topic to that audience is clearly articulated.	Target audience is specified and the relevance of the topic to that audience is loosely described.	Target audience is generally described, but the relevance of the topic to that audience is not articulated.	Target audience and relevance are not described -- or described only in vague terms.
TIMELINESS/DEMAND: Is the topic timely, new and/or in-demand?	The topic is an emerging "hot" topic and/or a top for which there is proven high demand	While this topic has been explored, it remains an in-demand topic.	This topic has been presented often/recently. Interest may be declining.	This topic has been presented often. There is little demand.
INNOVATION: Does the content offer fresh, memorable ideas, methods, or resources?	The proposal content is original and innovative.	The proposal content is a new take on a familiar topic.	The proposal content is a popular approach on a popular topic.	The proposal content is weak and lacks originality.
LEARNING OUTCOMES (TAKEAWAYS): Are learning outcomes (takeaways) clear, specific, and actionable?	Learning outcomes (takeaways) are clear and specific. There are at least two measurable goals.	Learning outcomes (takeaways) are generally clear and specific. There is at least one learning goal specified.	Learning outcomes (takeaways) are vague and it will be difficult to assess achievement.	Learning outcomes (takeaways) are not specified.
PRESENTATION/ENGAGEMENT STYLE: Is the proposed presentation likely to engage participants actively in discussion, thought or active learning?	The proposal clearly describes multiple strategies for active engagement of the attendees.	The proposal clearly describes at least one strategy for active engagement.	The proposal suggests active engagement, but the description of the strategy is unclear.	The proposal does not suggest any strategy for active engagement.
COLLABORATION: Is collaboration, either internal or external to ALA, involved in the proposed program?	The proposal clearly describes a collaborative approach and the added value being contributed through that collaboration.	The proposal clearly describes a collaborative approach, but is not clear about the added value contributed through collaboration.	The proposal suggests some collaboration, but neither the collaborative approach nor the added value are clearly articulated.	The proposal does not include collaboration or indicates "in name only" collaboration.
Advocacy; Equity, Diversity & Inclusion; Information Policy; Professional and Leadership Development: Does the proposal support one or more of these broad ALA strategic directions and/or ALA Core Values?	The proposal clearly articulates a relationship to one (or more) of these strategic directions or core values, with a learning objective clearly articulated.	The proposal indicates a relationship to one (or more) of these strategic directions or core values, but the learning objective is not clearly articulated.	The proposal suggests a relationship to one (or more) of these strategic directions or core values, but it is not clearly articulated and there is no related learning objective.	The proposal does not suggest any relationship to these strategic directions or core values.
PANEL EVALUATION: Does the proposal demonstrate how the perspectives of 2-4 presenters will be brought into a cohesive conversation/ dialogue -- rather than multiple, unrelated presentations -- and how diversity will be represented?	The session will integrate diversity and multiple perspectives, so that a cohesive theme or argument will be readily apparent to audience.	Interaction between diverse speakers is indicated and some cohesion is likely; the range of perspectives is broad.	The range of perspectives will be narrower and there is little indication of how topics/speakers will relate to each other; diversity is not clearly indicated.	The relationship between presentations, if any, is unclear, and there is no diversity.