



New York Library Association
6021 State Farm Road, Guilderland, NY 12084
phone: 518-432-6952 • fax: 518-427-1697

Proposal for NYLA Professional Development Programs

This form can be used to submit program proposals for:

NYLA Institutes

These half-day and full-day programs are scheduled around the state in various locations throughout the year. They provide professional development opportunities to members of the library community on a wide variety of topics. All programs must be reviewed and approved by the NYLA Continuing Education Committee.

NYLA Pre-Conference Continuing Education Programs

These half-day and full-day programs are scheduled for the Wednesday directly preceding the start of the NYLA Annual Conference. Programs are sponsored by three or four of NYLA's seven sections on a rotating basis. All programs must be reviewed and approved by the NYLA Continuing Education Committee.

NYLA Conference Programs

These programs are typically one hour and fifteen minutes in length, and are sponsored by any of NYLA's sections, roundtables, committees, or affiliate groups. All programs must be reviewed and approved by the NYLA Conference Program & Advisory Committees.

To submit a professional development proposal, please complete this form and return it to the address below. Program proposals are accepted throughout the year and if selected for presentation, will be scheduled on a case by case basis.

1. Program Title (limit 6 words):
2. Program Subtitle (further clarification of title):
3. Program Description/Summary (limit 150 words):
4. Objectives or outcomes for the workshop participants (minimum four objectives):
5. Program agenda / schedule / outline:
6. Workshop leader(s) - include biographical sketch, CV, references, & contact information:
7. Program Tracks: Please choose the category (one) that your program would best fit within:
 - Administration / Management
 - Adult / Reference Services
 - Advocacy / Legislation
 - Career Development
 - Diverse / Special Populations
 - Intellectual Freedom
 - School Library Media
 - Technology
 - Youth Services
8. Target Audience – Type & Number:
9. Program Length: (estimated proposed duration)
10. Please consider this program for a:
 - NYLA Institute
 - NYLA Pre-Conference Continuing Education Program
 - NYLA Conference Program

11. Estimated workshop expenses:

Honoraria:
Travel:
Audio Visual Needs:
Other:

*Financial arrangements may vary and will be worked out individually for each program.

12. Contact Person

Name:
Address:
City:
State:
Zip-code:
Phone:
Fax:
E-mail:

Please complete all information requested – feel free to use additional pages.

Return the completed information to Johanna Geiger, NYLA Deputy Director
Preferred submission format is via e-mail – events@nyla.org.