<u>2024 NYLA Conference Proposal Information</u>
(**Program/Workshop Fillable PDF**)

Please use this fillable PDF to help submit your electronic proposal form when proposal submission opens. ***<u>Please note PDFs will not be accepted as proposal submission and are available solely to assist in planning your submission.</u>***

This year's conference will be in-person at the Oncenter in Syracuse, New York on November 6-9.

This form is designed to collect proposals for:

- **Program/Workshop**
- **Preconference Sessions**
- **Unit/Partner Meetings**
- **Special Events (Unit/Partner Luncheons, University Alumni Events, Receptions etc.)**

We kindly request that information is completed in its entirety. We are attempting to gather as much information in the beginning of the planning process, however, if any of this information is unavailable at the time of submission, please contact the office at events@nyla.org for assistance in making edits to your form. All submitted proposals are subject to review by the Continuing Education and Conference Committees for final selection and approval of all contracted terms.

REMEMBER this form will be archived in the profile that is utilized to login. Please make sure if you are completing on behalf of a primary presenter, you use their profile login information to complete so they have a record of this submission in their NYLA account.

Form Information (* will be a required field on the form)

What type of conference session are you submitting a proposal for? (Please note the options below have been designed with specific information required for their planning and execution. Failure to choose accurately may result in your proposal not being selected or further review needed. Please read and select carefully.) *

Program/Workshop
Pre-Conference Workshop
Unit/Partner Meeting
Special Event (Unit/Partner Luncheon, University Alumni Events, Reception, etc.)

PROPOSAL CONTACT & PRESENTATION INFORMATION

Primary Proposal Contact. (The primary contact for the proposal will be responsible for communicating with the speaker/co-presenter(s) regarding all requirements, deadlines, and communications. The primary contact could also be the main speaker. There will also be opportunity to enter presenter information below if it differs from this individual.) *

Contact's Email Address (To be used for communications regarding acceptance and future communication about the session) *

Program Title (six (6) words or less – be concise and creative) *

Title Abbreviation (four (4) words or less) *

Short Program Description (This will be used to evaluate your proposal – 30-word limit) *

Expanded Program Description (If your program is selected, we will use this description in conference marketing materials, so be as descriptive as possible and double-check your grammar & spelling) *

Program Format*

Traditional presentation

Table Talk

Panel Discussion

Hands on/Demo

Other - please specify: *

Please select the category/track(s) that best suits the content of the program.*

Administration & Leadership (Programming that explores issues surrounding the management of libraries in all forms)

Core Knowledge & Career Development (Information providing ways in which to keep your skills sharp and advance your professional growth)

Current Issues & Research (Hot topics and details on new findings and methodologies in the library profession)

Accessibility, Diversity & Unique Populations (Information about meeting the unique needs of all patrons.)

School & Youth Programs, Services, and Literacy (Information for librarians working with youth and students in all settings)

Technology & Digital Information (All things related to hardware, software, and innovations to drive your library forward by using all the latest emerging technologies)

Primary Audience*

Academic
Public
School
Special
Other - please specify: *

Secondary Audience*

Administrative
Adult Services
Children's Services
Teen Services
Genealogy/Local History
Outreach
Technical Services
Trustees
Friends

Marketing/PR
Rural Libraries
Correctional Services
IT
Reference and Information
Customer Services/Support
Other - please specify: *

Knowledge Level of Audience (Please indicate the level of knowledge attendees should have on this topic in order to gain the most benefit from attending the session) *

Foundational (for those with no previous knowledge of the topic)
Applied (for those with some previous knowledge of the topic)
Strategic (for those with extensive previous knowledge of the topic)

Please identify three (3) learning objectives for your session. Learning objectives should use active verbs, be measurable, and state what the participants should know or be able to do after attending your session.

Learning Objective One*

Learning Objective Two*

Learning Objective Three*

PRESENTER INFORMATION

Primary Presenter Name*

Primary Presenter Email*

Primary Presenter Organization*

Primary Presenter Title*

Primary Presenter Headshot *(Please label file NYLA PRESENTER - PRESENTER FIRST INTIAL. PRESENTER LAST NAME)*Upload field provided in form*
Primary Presenter Bio (100 words or less)*

What is the Primary Presenter's experience in presenting educational programs? Please select all that apply: *

    National or international conference: PLA, ALA, or similar
    State conference
    Regional or local library programs
    Other in-person training
    Virtual training: webinar, online course, or similar
    None of the above

NYLA is committed to including new and diverse voices as presenters, please select from the options below that apply:*

First-timer - first time presenting at a NYLA Annual Conference

Diverse Voice – presenter(s) represents a historically underrepresented group

Non-Library – presenter(s) works outside of the library field

Do you have Co-Presenters? *

Yes

No

The same information that was requested for the Primary Presenter will be required for all additional presenters.

PRESENTATION REQUIREMENTS

Below are presentation specifications that will assist the office in planning this year's conference schedule. Please complete the questions to the best of your ability. The office will make every attempt to accommodate all requests.

We are attempting to gather as much information in the beginning of the planning process, however, if any of this information is unavailable at the time of submission, please contact the office at events@nyla.org for assistance in making edits to your form.

Desired Presentation Day (Select all preferences. Program/workshops are 75 minute sessions.) *

Thursday, November 7th - Morning Session

Thursday, November 7th - Afternoon Session

Friday, November 8th - Morning Session

Friday, November 8th - Afternoon Session

Saturday, November 9th - Morning Session

Saturday, November 9th - Afternoon Session

Is your presentation requesting any honorariums or reimbursement for travel/lodging. *

Yes

No

NYLA Honorarium and Travel/Lodging Reimbursement Policy

Current NYLA members are not provided honorariums as participating in our annual event provides each member the opportunity to gain presenting experience, market for their personal brand and assistance in establishing name recognition and develop their reputation. It is also each member's opportunity to give back to the organization.

Each presenter will receive free admission for the day they are presenting. They can participate in other programs/workshops for that day. Presenters who register for multi-day packages offered will have the day rate discounted and owe the remainder of the registration total. Multiple-day presenters will receive one day discount on their registration. All special event tickets will be subject to additional fees and not included in the day discounted. **All presenters are required to register for the event.**

Travel and lodging reimbursement can be requested for approval if needed. All honorariums and travel/lodging reimbursements are subject to approval by the CE and Conference Committee and NYLA Council. Once approved all information will be outlined in each presenter's contract and emailed for their signature.

If organizations outside of NYLA will be providing presenter(s) honorariums or reimbursing for travel/lodging, please have the presenter(s) contact that organization directly for more information.

All honorariums and reimbursements will be made in the 30 days following the NYLA event.

If there are any questions about honorarium and travel expense reimbursement, please contact events@nyla.org.

Please list any/all required honorariums, travel and lodging expenses for your presentation.

Desired Room Capacity*
   1 - 20 people
   20 - 50 people
   50 - 75 people
   75 - 100 people

Room Setup*

Hollow Square

Theatre

Classroom

U – Shape

Additional Room Setup Requests (Additional tables, risers, etc.)

Audio Visual Requirements

All presentations will be provided:

- Screen
- Projector
- Podium with mic (any required audio for this setup)

Additional AV can be requested below. All additional AV requests will be provided to the conference committee for final approval once programs are reviewed. These additions will be outlined in each presentation contract.

What additional AV requirements does your presentation need?*

My presentation does not require any additional AV.

Laptop (1)

Tabletop Mics

Handheld Mic

Other - please specify: *

Lodging Accommodations

New in 2024! NYLA will no longer be including presenters on our master bill for conference hotel reservations. All presenters must make their own hotel accommodation.

NYLA Units who budget to pay for a presenter's lodging expenses, should confirm their presenter has made a hotel reservation at one of our contracted hotels and make sure the presenter submits their receipt to the unit rep for a reimbursement form to be completed and submitted for payment.

Partner/outside organizations providing lodging reimbursement should work with presenters directly to make these payments.

All payments will be made in the 30 days following the event.

Before submitting your proposal, we strongly recommend going back to the beginning of your proposal and making sure all information is input as desired.

As noted above, we are attempting to gather as much information in the beginning of the planning process to better accommodate all event requests, however, if any of this information is unavailable at the time of submission, please contact the office at events@nyla.org for assistance in making edits to your form.