

# ILLINOIS LIBRARY ASSOCIATION 2010 ANNUAL CONFERENCE

**September 28 - October 1, 2010**

## CALL FOR PROGRAMS

Chicago will be the site for ILA's Annual Conference, September 28 – October 1, 2010. We hope to provide a stimulating program that is responsive to our members' information needs.

We are inviting ILA members and others to prepare program proposals for the conference. This is an important opportunity to share professional expertise and ideas, and your participation will make the conference a success.

Is there a program that you and your colleagues would like to coordinate or have you attended a terrific program that you would like to bring to our conference? If so, please complete this proposal packet or submit a proposal online at <http://www.ila.org>. All ideas are welcome! More than one program proposal can be submitted, but please submit each proposal on a separate proposal form. All program proposals will be reviewed by the ILA Annual Conference Program Committee in early 2010.

Please note: as the program organizer, you (or someone you designate) is responsible for developing the program idea, contacting potential speakers and confirming their participation, and submitting the proposal form by deadline. If your program is accepted, you will be responsible for providing ILA with requested information by specific deadlines, and for re-confirming with your speakers all program details as they become available (date and time of program, location, general conference information). You are also responsible for designating a moderator who will introduce speakers and moderate the program on-site. If you are the moderator, designate someone else to assist on-site at the program (greet speakers, check audiovisual in advance, handouts, etc.).

The standard room set-up for all programs is theater style with a head table set for four with podium, and one microphone at podium. Please examine ILA policies governing reimbursement, honoraria, and speaker contracts, see the *Illinois Library Association Handbook of Organization and Membership Directory*, p. 55.

***Illinois Library Association 2010 Annual Conference***  
***Chicago, Illinois, September 28 – October 1, 2010***

## PROGRAM PROPOSAL FORM

DEADLINE FOR SUBMITTING THIS FORM IS JANUARY 11, 2010.

PLEASE TYPE OR PRINT

***Name of person proposing program:*** \_\_\_\_\_

***Institution:*** \_\_\_\_\_

***Mailing Address:*** \_\_\_\_\_

***City/State/Zip Code:*** \_\_\_\_\_

***Work Phone:*** \_\_\_\_\_

Area Code/Number

***Fax:*** \_\_\_\_\_

Area Code/Number

***E-mail:*** \_\_\_\_\_

***Program Sponsor (if applicable):*** \_\_\_\_\_

***Program Title (working title):*** \_\_\_\_\_

***Person Moderating Program:*** \_\_\_\_\_

***Institution:*** \_\_\_\_\_

***Mailing Address:*** \_\_\_\_\_

***City/State/Zip Code:*** \_\_\_\_\_

***Work Phone:*** \_\_\_\_\_

Area Code/Number

***Fax:*** \_\_\_\_\_

Area Code/Number

***E-mail:*** \_\_\_\_\_



**Program Track Category:** Check the category(ies) that best describe your program.

- Preconference (held Tuesday, September 28 only)
- Advocacy
- Buildings
- Collection Management and Development
- Customer Service
- Finance
- Management
- Marketing
- Professional Development
- Reference
- Special Collections
- Technology
- Technical Services
- Trustees
- Youth and Young Adult Services

**Program Length:**  60 minutes  90 minutes

**Preconference Length (September 28 only):**  ½ day  full day

**Preferred Program slot:** (Indicate 1st, 2nd, 3rd.)

Day of Week (Only preconferences will be held on Tuesday, September 28)

- Time of Day:  Wednesday, 9/29  Thursday, 9/30  Friday, 10/1  
 A.M. preferred  P.M. preferred

**Description:** In 50 words or less, describe your session using the guidelines below.

- Sell your session by making it sound interesting.
- Do not include presenters' names—they will be highlighted elsewhere.
- Do not use abbreviations or acronyms.
- Use lists whenever possible. For example, topics include...

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**Objectives:** What three things will participants learn from this program?

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**Speakers:** List proposed speakers below. This information will be used to prepare the Preliminary and Final Conference Program books. See ILA policies governing reimbursement, honoraria, and speaker contracts on page 55 and remember that only the ILA office can sign a contract with a speaker. (NOTE: Please include additional speaker information if speakers' qualifications/expertise for the program are not obvious.) Please confirm the correct spelling of their names and the name of their institution.

**Speaker 1 Name:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
Area Code/Number Area Code/Number

**E-mail:** \_\_\_\_\_

- ILA Member?  Yes  No  
Employed in a Library?  Yes  No  
\*\*Honorarium Requested?  Yes  No If yes, list amount \_\_\_\_\_  
\*\*Travel Exp. Requested?  Yes  No If yes, list amount \_\_\_\_\_

**Speaker 2 Name:** \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Area Code/Number

Fax: \_\_\_\_\_

Area Code/Number

E-mail: \_\_\_\_\_

ILA Member?  Yes  NoEmployed in a Library?  Yes  No\*\*Honorarium Requested?  Yes  No

If yes, list amount \_\_\_\_\_

\*\*Travel Exp. Requested?  Yes  No

If yes, list amount \_\_\_\_\_

**Speaker 3 Name:** \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Area Code/Number

Fax: \_\_\_\_\_

Area Code/Number

E-mail: \_\_\_\_\_

ILA Member?  Yes  NoEmployed in a Library?  Yes  No\*\*Honorarium Requested?  Yes  No

If yes, list amount \_\_\_\_\_

\*\*Travel Exp. Requested?  Yes  No

If yes, list amount \_\_\_\_\_

**Speaker 4 Name:** \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Area Code/Number

Fax: \_\_\_\_\_

Area Code/Number

E-mail: \_\_\_\_\_

ILA Member?  Yes  NoEmployed in a Library?  Yes  No\*\*Honorarium Requested?  Yes  No

If yes, list amount \_\_\_\_\_

\*\*Travel Exp. Requested?  Yes  No

If yes, list amount \_\_\_\_\_

*\*\* Please see the ILA policies governing reimbursement, honoraria, and speaker contracts.***Program Cost:**

Honorarium .....\$ \_\_\_\_\_

Travel (\$ .50/mile or coach airfare) .....\$ \_\_\_\_\_

Per Diem (\$35/day).....\$ \_\_\_\_\_

Hotel  yes  no number of nights .....\$ \_\_\_\_\_

TOTAL COSTS\*\*\* .....\$ \_\_\_\_\_

\*\*\* Excluding audiovisual and hotel costs (ILA will calculate).



**Audiovisual Equipment Requirements:** One podium microphone will be provided in each room; If additional microphones are required (floor, table, etc.), please note.

- LCD Projector and Screen (Used for presentations using a laptop computer. Please note ILA does not supply computers; presenters must bring their own.)
- Internet connection
- Flip Chart/Pens
- Slide Projector and Screen
- Other \_\_\_\_\_
- Overhead Projector and Screen
- DVD Player and Screen
- VHS Player and Screen

(Please consider if your program truly requires an Internet connection, as they are quite expensive. Please note that all Internet connections are wired. Wireless connections are not available.)

**Room Set-up:** All rooms will be set theater style (rows of chairs facing a head table), unless otherwise requested. Please note that other room set-ups are extremely limited. A table for handouts will be located in the rear of each room.

Does this program need a special room set-up?     Yes     No

If yes, check the requested set-up below.

- Classroom (Participants seated at long tables facing the head table.)
- Rounds (Participants seated at round tables for discussion.)
- Other (please describe) \_\_\_\_\_

Please note: there are a limited number of rooms that can accommodate special room setups. We will do our best to honor requests.

**Funding:** Does your unit have any specific suggestions as to potential financial sponsors to help support this program/event?

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Area Code/Number

E-mail: \_\_\_\_\_

**COMPLETED PROGRAM PROPOSALS ARE DUE BY JANUARY 11, 2010 TO:**

**ILA, 33 W. GRAND AVE., STE. 301, CHICAGO, IL 60654**

fax: (312) 644-1899 (Please do not mail faxed proposals.)

or submit your completed form electronically at <http://www.ila.org/events/proposal.htm>

