



## **Florida Library Association 2011 ANNUAL CONFERENCE**

### **Program Proposal Information and Guidelines**

The Florida Library Association is accepting proposals to present preconference workshops and concurrent session programs at its 2011 Annual Conference.

**Location: Orlando, Florida**

**Dates: May 4-6, 2011**

**Conference Theme: Open Libraries, Open Minds**

The 2011 Conference Planning Committee is seeking proposals to expand on the conference theme.

- Open Physical Libraries - on the most basic level we need to keep libraries open to the public. With increasing library usage, declining tax support and change in local and state legislative leadership due to term limits, we are facing unprecedented challenges to service delivery.
- Open Virtual Libraries - How will people connect to your library? Evolving technologies have the potential to open libraries 24/7 as we adapt our service delivery techniques. The 2011 FLA Annual Conference programs will emphasize incorporating new technologies into your service plans.
- Open Minds - one of our traditional values has been to make available information from all points of view. To paraphrase Jefferson – an informed citizenry is the foundation of democracy. Libraries inform citizens. Libraries open kids' minds. Libraries are the refuge of the incurably curious.

### **Program Topics**

Proposals should address one of the topics below. Proposals are also solicited to bring outstanding authors to the conference to address any of these topics.

1. Adapting to a new reality – advocacy at all levels plus adapting and changing libraries to fit new budget realities.
2. It's All About Me – approaches to self-development, teamwork development, staff training, and others ways to stay positive, employable and competitive.
3. Leadership and Management – skills building for library directors and other managers, leadership succession, personal growth, changing management approaches.

4. Innovative Projects & Studies – reports of projects, programs, services and research that used innovative methods and new technologies. (Do not include youth services in this category.)
5. Youth Services – innovative ideas for delivering library services for children and teens.

### **General Submission Information**

- The deadline for submitting proposals is 5 p.m. on Tuesday, August 24, 2010. Proposals will not be accepted after this time.
- Programs should not be an advertisement for a vendor or solely a demonstration of a product/service. Specific products/services may be used or described in a program only if essential for a correct understanding of the topic being presented. Library staff members who currently use the vendor product/service must participate in the presentation.
- Proposals will be reviewed by the members of the Conference Committee and will be chosen based on the following criteria:
  - Is the content creative, interesting and timely?
  - How will the outcome benefit attendees?
  - Does it include new technologies?
  - Are the speakers experienced presenters? What are their qualifications?
  - Is the format appropriate to the content being presented?
  - Does it relate to the conference theme?
  - Does it offer FLA members good value for the cost of the program?
- Programs should report on the results of projects that have been implemented rather than describe ones that are being planned.
- The person submitting the proposal application will be considered the Program Organizer and must agree to carry out the functions of a Program Organizer as described below.
- Program Organizers must register for the conference and be present at the program they proposed. All speakers are required to register for the conference in one of the following categories:
  - Full conference – Pay FLA member or nonmember rate as appropriate. Includes all conference programs and events.
  - Single day (day of their program) – Pay FLA member or nonmember rate as appropriate. Includes all program and events on the date of registration.
  - Speaker only – Complimentary registration for only the single program where speaking. Not valid for other programs or events. Limited to one speaker per program; any additional speakers must register for Full or Single Day.
- FLA reserves the right to reorganize content, assign a different title, combine proposals, and make other changes as necessary to render the proposal appropriate for presentation at the conference. The involvement and agreement of the Program Organizer will be sought on all such changes.
- Programs with incomplete information will not be considered. For example, a proposal with no description or without contact information for the Program Organizer will not be sent to the Conference Committee.
- All program speakers must be identified by name at time of submission or proposal is considered incomplete. Changes to speakers can only be substitutions and must be approved by the FLA Executive Director.

- Program Organizers will be notified of the status of proposals in November, 2010.

### **Program Organizer Responsibilities**

By submitting a proposal, you agree to perform these responsibilities to the best of your ability before and during the conference, or to identify a substitute Program Organizer if needed. FLA depends on the Program Organizer to perform these functions in developing the program and ensuring its success.

### **Responsibilities**

- Receive notification of the proposal's acceptance or rejection
- Serve as the primary contact for the FLA Conference Committee and FLA staff if the proposal is accepted
- Work with speakers to determine the scope of content, the order of speakers within the program, audiovisual needs, etc.
- Confirm program details, descriptions and arrangements with speakers and FLA staff promptly
- Facilitate the program's presentation (in addition to speaking when appropriate)
- Work with speakers to provide handouts if necessary. FLA will not reproduce paper handouts but will post handouts and PowerPoint slides from sessions on the FLA website following the conference.
- Adhere to deadlines

### **Instructions for Completing the Program Proposal Form**

#### **Program Organizer**

Provide all the requested information.

#### **FLA Sponsor**

If this program is proposed by an FLA member group or committee, check "yes" and list the sponsoring group(s). Such sponsorship is not required.

#### **Program Types:**

1. **Preconferences** – These will be held 9:00am – 12:00 pm on Tuesday, May 3rd. Preconferences are half-day workshops that focus on a particular subject of interest that relate to one of the five conference program topics. Preconferences should allow participants to develop skills on the topic and should focus on interactive learning using a variety of presentation styles. Preconferences that offer practical tips and cutting-edge techniques, as well as programs that address the conference theme, are encouraged. Attendees register separately for preconferences, paying an additional registration fee, which must be sufficient to cover all costs (speaker fees and travel, AV equipment, refreshments, etc.) or the preconference will be canceled. Program Organizers of programs accepted as preconferences will be contacted by FLA staff several months before the conference regarding the number of participant registrations required to hold the program.

2. **Concurrent sessions**– 60 or 90 minutes on either Wed. May 4 (morning or afternoon), Thur. May 5 (morning or afternoon), or Friday, May 6 (morning). Concurrent sessions may be either 60 or 90 minutes in length and should allow participants to develop skills or gain increased knowledge related to a specific topic. Sessions should focus on interactive learning and use a variety of presentation styles. Programs must address one of the five conference topics. Programs can be:

- **Presentations:** Presentations are generally lecture-style. Topics may include best practices for dealing with a particular issue (based on research into how others are handling the issue); ideas for new ways to address a common problem; research conducted or currently under way; or strategies or programs you have implemented at your institution. This type of session should allow time for audience questions.
- **Panels:** Panels are moderated discussions with multiple speakers offering different perspectives on a topic. A panel could be a debate (two or more people taking an active stance on various sides of an issue) or a moderated discussion (panelists from a wide variety of functional areas or organizations offer their thoughts on a particular topic). A panel session should incorporate opportunities for questions.
- **Other:** Other types of programs are encouraged and will be considered by the Conference Committee. Provide details in the Program Description.

3. **Poster Sessions** – 60 minutes on either Wed. May 4 (morning or afternoon), Thurs., May 5 (morning or afternoon), or Fri., May 6 (morning)

A call for Poster Sessions will be issued in Fall, 2011 by the FLA Continuing Education Committee. Watch the FLA website and email list for notice of the application process.