

# 2018 FLA Conference Proposal Guidelines

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## GUIDELINES

The Florida Library Association is accepting proposals to present conference programs at its 2018 Annual Conference.

**Theme:** Unleash Your Superpower!

**Location:** Caribe Royale, Orlando, Florida

**Dates:** Concurrent sessions: May 23-25, 2018

## General Submission Information

- The deadline for submitting proposals is 5 p.m. on Friday, September 1, 2017. Proposals will not be accepted after 5:00 p.m. on this date.
- Programs with incomplete information will not be considered. For example, a proposal with no description or speakers or without contact information for the Program Organizer will not be sent to the Conference Committee for review.
- Proposals are blind reviewed by the members of the Conference Committee. Please do not include your name, your library name or any identifying information in the abstract. If your name is in the abstract the proposal may not be accepted. Proposals will be judged by the FLA Conference Committee using rubric and chosen according to:
  - Content - Is it creative, interesting and timely, but also relevant to effective, practical library service? Does it introduce new concepts or practices? If not pertaining to library content, does it have new and different professional development concepts?
  - Speakers - Are they experienced presenters? What are their qualifications?
  - Format - Is it appropriate to the content being presented? Creative?
  - Theme - Does it relate to the conference theme and FLA President Robin Shader's theme, Unleash Your Superpower?
- Programs should not be advertisements for vendors or demonstrations of products/services. Specific products/services may be used or described in a program only if essential to the understanding of the topic being presented. Library staff members who currently use the vendor product/service must participate in the presentation.
- 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 stated in the Agreement Section.
- Program Organizers will be notified of the status of proposals in December 2017. Program Organizers must register for the conference and be present at the program they proposed.

FLA reserves the right to reorganize content, combine proposals, and make other changes deemed appropriate. FLA also reserves the right to assign a different title to a program than was proposed. The involvement and agreement of the Program Organizer will be sought on all such changes.

## Program Formats

### Concurrent Breakout Sessions

Concurrent sessions are 60 or 90 minutes long and should allow participants to develop skills related to a specific topic and should focus on interactive learning and use a variety of presentation styles. Programs that offer practical tips, cutting-edge techniques, and focus on the conference theme and tracks are encouraged. Programs can be:

- **Presentations:** Presentations are lecture-style. Topics may include best practices for dealing with a particular issue (based on research into how various libraries are handling the issue), ideas you have for new ways of addressing a common problem, research you have conducted or are currently conducting, or strategies or programs you have implemented at your institution. This type of session should include time for audience questions and answers.
- **Panels:** Panels are moderated discussions with multiple speakers offering different perspectives on a topic. A panel could be a debate (two or more people take 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.

### Lightning Rounds and TechZone

Calls for Lightning Rounds and TechZones will be issued in Fall 2017 by the Conference Planning Committee. Watch the FLA website and email list for notice of the application process.

### Poster Sessions

A call for Poster Sessions will be issued in Fall 2017 by the FLA Continuing Education Committee. Watch the FLA website and email list for notice of the application process.