Tips for Creating a Great Proposal

Choose a topic that is timely and creative. Innovative program ideas, case studies of important new trends, or discussions of hot topics are often useful. Avoid topics that have been covered many times in the past unless your proposal has a new slant which makes it unique.

 Consider your audience. Make it clear which discipline or types of libraries might find your program interesting. Although it is not required that a program be universally appealing to multiple library types or disciplines, if you can make it more inclusive you should do so.

Consider ways to engage the audience. Could you incorporate facilitated discussion, small group discussion, audience participation, or a hands-on activity?

We use a blind peer review process. Please do not include your name, your library name or any identifying information in the abstract. If your name, library name, or too much identifying information is in the abstract the proposal may not be accepted.

Follow the instructions. Write in complete sentences, using proper grammar and paying attention to the specified word limit. Ask a colleague to read through your proposal to see if it makes sense to him/her and to see if he/she has any suggestions for improvement.

Give yourself plenty of time. Write the proposal draft then leave it for several days. Look at it with fresh eyes and revise as needed.

Be clear but succinct. Include what you intend to cover in your presentation and what participants will take away from your talk.

Select an interesting title…but don't be too cute. Capture our attention but still indicate the general topic. Consider several different titles and run them by your colleagues to see which they find most captivating.

Show your connection to the conference theme. Some connection should be shown although it does not have to be in the presentation title.

If your topic is new, complex, highly technical or advanced level, provide some background information and clearly specify what aspects will be covered during the presentation time slot. Example: Coding languages take longer than 1 hour to learn. Are you going to provide a series of practical examples; an in-depth example that others can use to solve a problem; a general introduction and resources on how to get started or where to learn more; intermediate or advanced concepts for those familiar with the basics; or something else?

Browse through abstracts from previous FLA conferences. This will give you an idea of what has been covered and will also provide you with examples of successful abstracts and topics. 2017 conference programs are available at http://www.flalib.org/2017-conference-presentations