



**Florida Library Association
2011 Annual Conference**

PROGRAM APPLICATION

*Submit completed application by 5pm. Tuesday August 24, 2010 to
Conference Committee Chair Diana Silveira, silveirad@tblc.org*

Section 1: General Program Information

1. Program Organizer

In submitting this proposal, I agree to carry out all Program Organizer responsibilities and to abide by Guidelines as listed in the Program Proposal Information.

Name: _____

Library/Organization: _____

Address: _____

Address 2: _____

City/Town: _____

State: _____

ZIP: _____

Email Address: _____

Phone Number: _____

2. Is this proposal sponsored by an FLA group?

_____ Yes

_____ No

If yes, what is the sponsoring committee or member group _____

3. Program Type (Check one)

- Preconference
 Concurrent Session

4. Program Title: _____

5. Previous presentation venues and dates for this program

6. Program Description (100 words or less)

7. Program Outcome (What will attendees gain from this session?)

8. Target Audience (check all that apply)

- Public Librarians
 School Librarians
 Academic Librarians
 Youth Services
 Friends
 Administrators
Other (specify) _____

Section 2: Speakers

Provide the following information for each speaker. Include Program Organizer if also a speaker.

Total number of speakers _____

Will the Program Coordinator also be a speaker?

_____ Yes

_____ No

Speaker 1 Information

Name _____

Title _____

Affiliation _____

Street Address _____

City, St, Zip _____

Phone _____

Email _____

Previous public speaking experience. Indicate any experience speaking to audiences of library employees and supporters:

Speaker 2 Information

Name _____

Title _____

Affiliation _____

Street Address _____

City, St, Zip _____

Phone _____

Email _____

Previous public speaking experience. Indicate any experience speaking to audiences of library employees and supporters:

Speaker 3 Information

Name _____

Title _____

Affiliation _____

Street Address _____

City, St, Zip _____

Phone _____

Email _____

Previous public speaking experience. Indicate any experience speaking to audiences of library employees and supporters:

Speaker 4 Information

Name _____

Title _____

Affiliation _____

Street Address _____

City, St, Zip _____

Phone _____

Email _____

Previous public speaking experience. Indicate any experience speaking to audiences of library employees and supporters:

If you have additional speakers, please include the above information for each.

Section 3: Schedule Requests

1. Program Length

_____ 60 minutes

_____ 90 minutes

2. Days/times you cannot present, if any:

- 3. List any conference events which this program should not be scheduled opposite:**

Section 4: Room Set-Up and Equipment Needs

Standard room set-up for concurrent sessions is theater-style with the following equipment provided by FLA: LCD projector; screen; and microphone, if needed due to size of room. No laptop is provided by FLA.

- 1. Room set-up (please describe any arrangements needed other than the standard):**

- 2. Is a head table required?**

_____ Yes If yes, number of seats needed? _____

_____ No

- 3. List additional equipment beyond standard set-up. Indicate number of each needed. Please be sure to read the instructions before completing this item.**

Laptop computers are not provided by FLA and, if needed, must be arranged by the Program Organizer.

Please indicate the number of each needed.

_____ LCD projector (laptop not provided by FLA)

_____ Internet connection (only if absolutely essential to program)

_____ Additional microphones at head table for a panel

Other (list): _____

Section 5: Funding Request

Please detail any costs associated with this program. As a general note, FLA does not pay speaker fees for presenters that are Florida residents within the profession.

Speaker fee/honorarium

Description _____

Costs _____

Speaker travel (specify airfare, mileage, meals, ground transportation)

Description _____

Costs _____

Other

If funding is requested, please itemize costs below. Do not include costs for audiovisual equipment as these will be coordinated separately by FLA.

Description _____

Costs _____

Program Organizers may solicit monetary sponsors for programs, but must do so in coordination with the FLA Executive Director to avoid duplication of requests made by FLA or other Program Organizers.

Thank you for applying to speak at FLA 2011. Program Organizers will be notified of the status of proposals in November, 2010.