

Submissions welcome through March 21, 2014

The MLA Annual Conference is the primary programming and networking event of the Michigan Library Association. Please consider becoming part of the conversation and helping library professionals to engage their community and advocate their value to decision makers.

Program Submission General Guidelines

- Program submitter may or may not also be the presenter. Either is acceptable.
- Communications by MLA's Program Subcommittee will be with the submitter only. It is expected that pertinent information is then conveyed by the submitter, serving as the liaison, to all presenters. Contact information is required for each presenter as well.
- Program sessions are sixty minutes of content.
- MLA members are not reimbursed or compensated for session time, mileage, or any other such item.
- Presenters, including MLA members, must register for the day(s) they attend Annual Conference if they intend to stay beyond their allotted presentation time.

Agreements and Selection Notification

- The MLA Program Subcommittee will contact each program's submitter in writing with regards to final decisions of the juried acceptance process by May 3, 2014.
- MLA will send all individual presenters a Presenter Agreement indicating date, time, and details of their presentation. This will be confirmed by the presenter and returned to MLA.

Program AV & Room Setup

- All presentation rooms will be supplied with a projector and screen; a microphone will be available as applicable.
- Internet access may be available but is not guaranteed. *Be sure to indicate if Internet access is required on the application form.*
- Presenters must provide their own laptops and have presentations on laptops, flash drives, cloud, etc. Remote mouse devices/pointers are the responsibility of the presenter. Apple users will be responsible for also providing their own cable for connection to the projector.
- Rooms will be set up according to needs of presentation (ex: for a panel discussion if applicable).

Program Handouts

- Printed handouts are not distributed on site by MLA during the conference. Presenters may provide handouts if desired.
- Handouts will be due to MLA by October 1, 2014 and may be posted to MLA's website before the conference.

Recording of Programs

- Permission to record a single program must be granted by all presenters of that program.
- Permission must also be granted by the MLA Program Subcommittee to record any program.

Program Tracks

The following new education tracks are available and the track description will help you select the appropriate location for your presentation. Be sure to clearly identify your audience in the chart below as well. Your proposal may fit into more than one track. If so, list up to three (3) tracks on your application. If you are unsure which track to select, the workgroup would be happy to select a track for you.

Lead

Leaders inspire. They escort individuals toward success. Library leaders promote both individual and team growth. Programs in the **LEAD** track should provide participants the information and tools needed to build healthy organizations that innovate and excel.

Play

Play provides opportunities to explore, discover, and take risks. People that play are more likely to discover new concepts and skills. Programs in the **PLAY** track should provide participants with fun ways to build better libraries.

Create

Creativity means more than making art. The creative process encourages innovation and solution-focused thinking. Libraries need to be more creative to survive. Programs in the **CREATE** track should provide participants with ideas on how to invoke the creative spirit in their libraries.

Think

Thinking is conscious and active. People who think often develop an idea, plan, or design by creating meaning from different perspectives. Thinking is the first step in taking action. Programs in the **THINK** track should not just be philosophical, but also provide a course toward taking action.

Connect

Libraries become stronger through the connections they make with other organizations. Individuals grow when they actively foster a sense of connection. Programs in the **CONNECT** track should provide information on how both libraries and library employees can exchange ideas while working together for the betterment of a community.

Grow

Growth happens after something has been planted. Growth in a library setting can be done on a personal, programmatic, institutional or wider level. Programs in the **GROW** track should provide participants with ideas and examples of how to grow any of these possibilities into their best possible outcome.

Risk

Growth and creativity often invoke elements of risk to achieve forward movement. Risk can be exhilarating or frightening. Programs in the **RISK** track should provide participants with a clear-eyed view of ideas and initiatives that use risk to their advantage, and provide ways to overcome or use the fears may surface in order to achieve a positive result.

Selection Criteria

The MLA Annual Conference Program Committee and a jury of library professional representatives of all types of libraries (academic, public, school, information technology, etc) will use the following criteria in assessing the viability of including a program on the schedule. The Program Subcommittee retains the right to reject, modify, or combine proposals.

Purpose:	Does the proposal clearly identify a goal and several outcomes?
Audience:	Is the target audience clearly identified?
Clarity:	Is the proposal easy to understand with technological or industry jargon explained, if necessary, correct grammar and professionalism?
Practicality:	Is the topic appropriate for a conference breakout session in content, time, audience?
Timeliness/ Relevance:	Is the topic of current interest, bringing new ideas and a fresh perspective to its intended audience and conference theme?
Qualifications:	Does the speaker(s) have sufficient background experience to present on said topic?

Timeline

- March 21, 2014—**Final day** to submit program proposals
- May 2, 2014—**Selection notifications** distributed via email from Program Subcommittee to program submitter
- June 6, 2014—**Presenter agreements** sent from MLA office to program presenters
- September 15, 2014—**Handouts received** for posting on MLA website
- October 15-17, 2014—**Annual Conference**, Amway Grand Hotel, Grand Rapids, MI

Questions

Please feel free to contact the programming subcommittee chair with any questions you may have prior to your submission. Contact info:

Kevin King, Kalamazoo Public Library kevink@kpl.gov

To submit your program proposal, please complete this online survey
https://www.surveymonkey.com/s/MLA2014_Program_Proposals