Thank you for your interest in submitting a conference session proposal for the Utah Library Association 2017 Annual Conference. This year’s theme is Choose Your Own Adventure!

This document is intended to give you an understanding of all information that is required to submit a session proposal (https://www.surveymonkey.com/r/ULA2017). The proposal form should take approximately five minutes to complete. Bolded text, with an asterisk (*), are required questions.

**PROPOSAL TYPE** (choose one)
- Pre-Conference (3 hours)
- Speaker/Panel Session (50 minutes)
- Speaker/Panel Session (20 minutes)
- Lightning Talk (10 minutes)

**PRIMARY PRESENTER** (this person will receive notification if the proposal is accepted, and is responsible for corresponding with any additional presenters.)
- Name
- Library
- Email Address
- Phone Number
- Is the primary presenter a current ULA member? (yes/no)
  - The primary presenter must be a current ULA member
- Additional presenter contact information, if any (optional)

**WORKING TITLE FOR YOUR PROGRAM**

**WHO IS THE INTENDED AUDIENCE** (choose one)
- Academic Libraries
- General Librarianship
- Public Libraries
- School Libraries
- Specialized Libraries

PAST ULA CONFERENCE ATTENDEES HAVE EXPRESSED INTEREST IN THE FOLLOWING TYPES OF PROGRAMS. PLEASE SELECT ALL THAT APPLY TO YOUR PROPOSAL, IF ANY.
- Children’s Services
- Digital Libraries
- Job Hunting
- Programming
- Technical Services
- Teen Services

*Continued on next page*
LEARNING OBJECTIVES, NEW SKILLS, OR KNOWLEDGE THE AUDIENCE WILL GAIN FROM YOUR PROGRAM*

- Objective 1
- Objective 2
- Objective 3

DESCRIPTION OF YOUR PROPOSAL* (50 - 150 words)

OTHER PERTINENT INFORMATION (additional technology requirements, etc.)

IF MY PROPOSAL IS ACCEPTED, I UNDERSTAND AND AGREE TO THE FOLLOWING:*

- I am responsible for providing a laptop and connector cables for my presentation. A microphone, projector, screen, and Internet connection will be provided for me. I am responsible for communicating any other equipment needs to the 2017 Conference Committee.
- Nothing may be hung on the walls of the Conference Center. If I wish to create a hanging display as part of my proposed program, I will work with the Conference Planning Committee to identify an appropriate solution.
- Outside food may not be brought into the Conference Center. If food is necessary for my proposed program, I will contact Pia Jones (pia@icmevents.com) to make the necessary arrangements.
- ULA members who present are required to register for the conference.

That’s it!

Please note the following timeline:

- October 1-31: Call for proposals
- November: Program Board and Round tables review proposals
- December: Final programs selected and presenters notified
- January: Program schedule set
- January: Poster submissions open

Please feel free to contact the Program Board if you have any questions:

- Tommy Hamby, Program Board Chair: thamby@slcpl.org
- Patrick Hoecherl, Program Board Vice-Chair: phoecherl@slcpl.org