



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](mailto: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](mailto:thamby@slcpl.org)
- Patrick Hoecherl, Program Board Vice-Chair: [phoecherl@slcpl.org](mailto:phoecherl@slcpl.org)

