Thank you for your interest in submitting a conference session proposal for the Utah Library Association 2018 Annual Conference. This year’s theme is **Level Up!**

This document is intended to give you an understanding of all information that is required to submit a session proposal. 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

**PLEASE CHOOSE A PRIMARY TOPIC FROM THE LIST BELOW THAT BEST DESCRIBES YOUR SESSION.**

- Access services
- Administration, management, and leadership
- Assessment
- Collections
- Marketing/Advocacy

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● Professional/Staff development
● Reference
● Scholarly communication
● Serving Adults
● Serving Youth
● Spaces and Places

● Special collections/Archives
● Staffing
● Teaching and learning
● Technical services
● Technology and tools

PLEASE CHOOSE UP TO THREE ADDITIONAL “TAGS” THAT DESCRIBE YOUR SESSION.*

● Accessibility (ADA-compliance)
● Acquisitions
● Administration and Management
● Adult Services
● Advocacy
● Assessment and Evaluation
● Budget Planning and Finance
● Buildings and Facilities
● Career Advice
● Cataloging
● Children’s Literature
● Children’s Services (0-5)
● Children's Services (6-10)
● Children's/Youth Services (11-14)
● Civic Engagement
● Collection Development
● Community Surveys
● Continuing Education and Professional Development
● Copyright
● Digital Libraries/Digitization
● Digital Literacy
● Disaster Planning
● Distance Learning
● Diversity
● E-books

● Electronic Resources
● Emerging Technologies
● Equity of Access
● Facilitation
● Family Engagement
● Fundraising
● Games and Gaming
● Genealogy
● Government Documents and Services
● Human Resources
● Inclusion
● Information Literacy
● Innovation
● Instruction
● Integrated Library Systems (ILS)
● Intellectual Freedom and Ethics
● Intellectual Property
● International Issues
● Knowledge Management
● Leadership
● Learning Commons
● Legislation
● Librarianship
● Library School Education
● Literacy
● Local History

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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:  
- Patrick Hoecherl, Program Board Chair: phoecherl@slcpl.org  
- W. Shane Wallace, Program Board Vice-Chair: shane.wallace@utah.edu