**FACRL Proposal For FLA 2018**

**DETAILS**

* Theme: Unleash Your Superpower!
* Location: Caribe Royale, Orlando, Florida Dates:
* Concurrent sessions: May 23-25, 2018
* [Annual Conference](https://fla.memberclicks.net/2018-cfp-breakout-sessions)
* [Proposal Guidelines](https://fla.memberclicks.net/assets/2018Conference/2018%20FLA%20Conference%20Proposal%20Guidelines.pdf)

**2017 Background Information:**

* [2017 Annual Conference Program](http://www.flalib.org/assets/2017Conference/Schedule%20of%20Events.pdf)
* [2017 FLA Annual Conference Presentations](http://www.flalib.org/2017-conference-presentations)

**RUBRIC**

* **Content** - Is it creative, interesting and timely, but also relevant to effective, practical library service? Does it introduce new concepts or practices? If not pertaining to library content, does it have new and different professional development concepts?
* **Speakers** - Are they experienced presenters? What are their qualifications?
* **Format** - Is it appropriate to the content being presented? Creative?
* **Theme** - Does it relate to the conference theme and FLA President Robin Shader's theme, Unleash Your Superpower?

**DRAFT PROPOSAL**

**2018 FLA Program Proposal Practice Form**

**DO NOT SEND THIS VERSION TO FLA.**

**To be used as a guide to help you with the official form.**

**Email Address:**

**First Name:**

**Last Name:**

**Job Title:**

**Library / Organization:**

**Address Line 1:**

**Address Line 2:**

**City:**

**State:**

**Zip Code:**

**Work Phone:**

**Alternate Phone:**

**Program length**

* **60 minutes**
* **90 minutes**

**Program title:**

**Program description (3500 characters maximum / approximately 500 words). To ensure fairness in the decision-making process, we use a blind peer review. This keeps the identity of the applicant anonymous. Please do not include your name, your library name or any identifying information in the abstract. If your name is in the abstract the proposal may not be accepted. All other identifying information you provided will be hidden from the reviewing committee.**

**Learning outcomes.  Provide 1-3 learning outcomes or takeaways that attendees will have after attending your session**

**This program would be of primary interest to librarians in the areas of  (choose up to 2 as applicable):**

* **Administration and Management**
* **Adult Programming or Services**
* **Assessment**
* **Children's Programming or Services**
* **Collection Management**
* **Diversity**
* **Information Literacy**
* **Leadership**
* **Personal or Professional Development**
* **Reference Services**
* **Scholarly Communication and Publishing**
* **Special Collections and Digitization**
* **Technical Services**
* **Technology**
* **Tween, Teen or Young Adult Programming or Services**
* **Other**

**Who is the primary audience for this program (choose up to 3):**

* **Academic Librarians**
* **General Librarianship**
* **Public Librarians**
* **Friends**
* **Retirees**
* **Research**
* **School Librarians**
* **Special Librarians**
* **Youth Services**
* **Other**

**This program is aimed at audiences with the following level of expertise.**

* **Advanced (aimed at experienced professionals, covers leadership topics or supports a deep understanding of professional knowledge)**
* **Intermediate (aimed at mid-career professionals or managers. Knowledge learned would be beneficial to sharing with colleagues and subordinate staff)**
* **Beginner (aimed at entry-level professionals, is general to everyone, ordinary library work. Supports necessary job knowledge or enhances individual skills)**

**Predominant presentation format**

* **Hands on workshop**
* **High level of audience participation**
* **Lecture with question and answer**
* **Lecture with small group breakouts**
* **Other (please explain)**

**Where and when has this program been presented?  Leave blank if this question does not apply.**

**FLA Committee or Member Group sponsoring the program (if applicable)**

*Florida Association of College and Research Libraries (FACRL)*

**List each speaker for this program and provide full contact information for each. Space is available to list up to four speakers. If your program will have more than four speakers, contact FLA Membership and Events Manager Karen Layton, karen@flalib.org.**

**Will the Program Organizer introduce the program speakers and moderate this program?**

* Yes
* No

**Is the Program Organizer a speaker?**

* Yes
* No

**Speaker 1:  Provide full name, organization, email address and phone number**

**Speaker 2:  Provide full name, organization, email address and phone number**

**Speaker 3:  Provide full name, organization, email address and phone number**

**Speaker 4:  Provide full name, organization, email address and phone number**

**Speaker 5:  Provide full name, organization, email address and phone number**

**Room Set-up and Equipment Standard Room Set-up: Theater seating, head table, podium, and table for handouts at the back of the room. The only variance from this set up will be for special events such as CE Roundtable and Performers' Showcase. Standard Equipment Provided: LCD projector, screen, microphone at podium. Some programs with panels of three or more may have an additional table microphone. No other equipment will be provided. No Laptops Provided. Program Organizers are responsible for arranging for a laptop computer if one is needed. FLA does not provide laptop computers. Note: Mac/Apple users must also provide their own cable to connect to the LCD projector.**

**An Internet connection is available on request if it is an integral part of the program. Due to the cost of Internet access, speakers should use prepared screen views of Internet pages rather than a live Internet connection when possible. Is Internet access essential for this program?**

* Yes
* No

**Scheduling Preferences.  Please provide if applicable the dates and times the program should not be scheduled and Conference events or programs which this program should not be scheduled opposite.  Every effort will be made to accommodate preferences but cannot be guaranteed.**

**Funding may be requested for speakers residing outside Florida or who are not part of the Florida library community. Funding may include an honorarium or speaking free and reimbursement of expenses.  Please itemize anticipated expenses below. Receipts are required for all items at the time of reimbursement. Handout duplication: FLA does not duplicate handouts or reimburse your duplication costs. Handouts and/or presentation slides may be posted on the FLA website if they are received in PDF format two weeks prior to the conference. Speakers who are members of the Florida library community are not eligible for an honorarium or reimbursement of their expenses.**

**Is funding requested for this program?**

* Yes
* No

**Answer If Is funding requested for this program? Yes Is Selected**

**Provide a detailed budget for any funding requests**

To fill out the official 2018 Conference Proposal Form, please go to:

<https://fla.memberclicks.net/2018-FLA-Program-Proposals#/>