



May 23-25, 2018 at the Caribe Royale in Orlando, FL

December 8, 2017

Dear Craig Amos,

Thank you for submitting a breakout session proposal for the Florida Library Association 2018 Conference to be held at the Caribe Royale Hotel from May 23rd to 25th 2018 in Orlando, Florida. As Chair of the FLA Conference Planning Committee I am very pleased to inform you that your program proposal:

“Telling Our Story: Methods for Proving Academic Impact at the Administrative Level”

has been accepted. We received a large number of proposals this year and, although it was challenging to select from so many impressive proposals, we feel that we have a really strong slate of programs this year, including yours. On behalf of the Conference Committee, we are very happy that you will be joining us for this wonderful learning event.

By Friday, December 29, 2017 at 5 p.m., please complete this [brief online form](https://goo.gl/forms/eFizz94Q5SXRfNRU2) (https://goo.gl/forms/eFizz94Q5SXRfNRU2) to confirm that you plan to present this program at the 2018 conference or to notify us that you are no longer able to present the program. On the form we also ask you to provide an updated description of your program, no longer than 50 words/300 characters for the final conference program. FLA reserves the right to edit program descriptions for content and length.

Before confirming that you will be presenting at the conference, please check with your presenters to ensure they are still able to participate.

Please remind your speakers of the following important points:

1. All presenters and organizers employed in Florida libraries are required to complete a paid registration for the conference. FLA members receive a discount on conference registration, so those who are not currently members of FLA may want to join at the Join Now link on the [FLA home page](#).

“Speaker Only” registration (i.e. complimentary registration to attend only the single program where speaking) may be requested for speakers who are not affiliated with or employed in a Florida library or library-related organization. This designation does not include other conference programs or events. Program organizers must designate in the program proposal whether complimentary conference registration is requested for a speaker. The FLA Interim Executive Director will determine whether a speaker is eligible for this category.

2. **FLA does not provide laptop computers for presenters to use.** Please bring your own computer and make sure you download pertinent applications/programs in case Internet connectivity is down. FLA will provide a meeting room set with a projector, screen, internet and one microphone for large rooms of 100+ **Anyone using a non-PC computer must also provide a cable for connection to an LCD projector.**

We hope to have the Preliminary Conference Program on the FLA web page soon. You will receive a message at that time asking you to check your program listing for accuracy. We will be in touch with you several other times before the conference. Please pass these messages along to your speakers so they will be well-prepared for the conference.

We are still finalizing the schedule and will notify you shortly with the date and time of your program.

If you have questions or concerns, please contact Karen Layton (karen@flalib.org, 850-270-9205) at the FLA Office.

A copy of this letter is attached. I look forward to seeing you at FLA’s 2018 Conference!

Cheryl Wolfe
Chair, Florida Library Association Conference Committee

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