

## 2024 NYLA Conference Proposal Information (Special Event Fillable PDF)

Please use this fillable PDF to help submit your electronic proposal form when proposal submission opens. ***Please note PDFs will not be accepted as proposal submission and are available solely to assist in planning your submission.***



**This year's conference will be in-person at the Oncenter in Syracuse, New York on November 6-9.**

**This form is designed to collect proposals for:**

- Program/Workshop
- Preconference Sessions
- Unit/Partner Meetings
- Special Events (Unit/Partner Luncheons, University Alumni Events, Receptions etc.)

**We kindly request that information is completed in its entirety. We are attempting to gather as much information in the beginning of the planning process, however, if any of this information is unavailable at the time of submission, please contact the office at [events@nyla.org](mailto:events@nyla.org) for assistance in making edits to your form. All submitted proposals are subject to review by the Continuing Education and Conference Committees for final selection and approval of all contracted terms.**

**REMEMBER this form will be archived in the profile that is utilized to login. Please make sure if you are completing on behalf of a primary presenter, you use their profile login information to complete so they have a record of this submission in their NYLA account.**

## Form Information (\* will be a required field on the form)

What type of conference session are you submitting a proposal for? (Please note the options below have been designed with specific information required for their planning and execution. Failure to choose accurately may result in your proposal not being selected or further review needed. Please read and select carefully.)\*

Program/Workshop

Pre-Conference Workshop

Unit/Partner Meeting

Special Event (Unit/Partner Luncheon, University Alumni Events, Reception, etc.)

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## PROPOSAL AND SPECIAL EVENT INFORMATION

**Primary Proposal Contact** (The primary contact for the proposal will be responsible for communicating with the speaker/co-presenter(s) regarding all requirements, deadlines, and communications. The primary contact could also be the main speaker. There will also be opportunity to enter presenter information below if it differs from this individual.) \*

**Contact's Email Address** (To be used for communications regarding acceptance and future communication about the session) \*

**Organization/Group Name\***

**Event Title\***

**Title Abbreviation (four (4) words or less) \***

**What type of event do you wish to have? \***

NYLA Unit Luncheon

Alumni Reception/Event

Networking Event

Other - please specify: \*

**Special Event Description (This will be used in marketing your event.) \***

**Primary Audience\***

Academic

Public

School

Special

Other - please specify: \*

**Secondary Audience\***

Administrative

Adult Services

Children's Services

Teen Services

Genealogy/Local History

Outreach

Technical Services

Marketing/PR

Rural Libraries

Correctional Services

IT

Reference and Information

Customer Services/Support

Other - Please specify: \*

Are you having a presenter at your event?\*

Yes

No (*If no skip next presenter portion*)

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## **PRESENTER INFORMATION**

Primary Presenter Name\*

Primary Presenter Email\*

Primary Presenter Organization\*

Primary Presenter Title\*

Primary Presenter Headshot\* (File can be uploaded. Please label file

**NYLA PRESENTER - PRESENTER FIRST INTIAL. PRESENTER LAST NAME)**

Primary Presenter Bio (100 words or less) \*

Do you have Co-Presenters? \*

Yes

No

The same information that was requested for the Primary Presenter will be required for all additional presenters.

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## **SPECIAL EVENT REQUIREMENTS**

Below are event specifications that will assist the office in planning this year's conference schedule. Please complete the questions to the best of your ability. The office will make every attempt to accommodate all requests.

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please contact the office at [events@nyla.org](mailto:events@nyla.org) for assistance in making edits to your form.

### **Desired Special Event Day\***

Wednesday, November 6th

Thursday, November 7th

Friday, November 8th

Saturday, November 9th

### **Is your special event requesting any honorariums or reimbursement for travel/lodging\***

Yes

No (If no, skip next question)

## **NYLA Honorarium and Travel/Lodging Reimbursement Policy**

Current NYLA members are not provided honorariums as participating in our annual event provides each member the opportunity to gain presenting experience, market for their personal brand and assistance in establishing name recognition and develop their reputation. It is also each member's opportunity to give back to the organization.

**All Special Event Presenters are required to register for the conference.** NYLA unit special event presenters will be provided a ticket and guest ticket for participation at their event. Honorariums and any reimbursements (registration, travel, lodging, etc.) will be the responsibility of the units/partners and should be discussed with the presenter prior to registration. NYLA units should outline these fees in the annual budget form.

If organizations outside of NYLA will be providing presenter honorariums and reimbursement (registration, travel, lodging, etc.), presenter(s) must contact that organization directly for more information.

All honorariums and reimbursement (registration, travel, lodging, etc.) are subject to approval by the CE and Conference Committee and NYLA Council. Once approved all information will be outlined in each presenter's contract and emailed for their signature.

All honorariums and reimbursements will be made in the 30 days following the NYLA event. If there are any questions about honorarium and travel expense reimbursement, please contact [events@nyla.org](mailto:events@nyla.org).

**Please list any/all required honorariums and reimbursements (registration, travel, lodging) expenses for your special event. \***

### **Special Event Capacity\***

### **Event Space Setup\***

Banquet Seating - Rounds

High tops

High tops and Rounds

### **Additional Room Setup Requests (Additional tables, risers, etc.)**

Please list all AV requests below for the event.

NYLA Units should budget for additional AV for meetings. Partner organizations will be subject to an invoice for additional AV requests.

Partners or outside organization AV requests will be outlined in the event contract and an invoice for these items will be billed to the responsible party after the conference.

Please select your meeting AV needs below. \*

Screen

Projector

Laptop  
Podium + mic  
Room Audio requirements  
Handheld mic  
Tabletop Mic  
Other - please specify:

**Do you need any food and beverage for your event? \***

Yes

No (If no, skip next questions.)

## **Food and Beverage Requirements**

We kindly ask all food and beverage be requested in this form for your special event. Menus options will be provided by the office to finalize contract terms with each group. If a meal is requested after the form submission date, it will be subject to approval based on planning timeline deadlines.

Please note all NYLA events strictly prohibit bringing outside food and beverage into the conference/meeting space as outlined in our contracts. While we understand our attendees' need for self-care, we must follow the terms outlined in our contracts to maintain good relationships with our vendors. Any individual bringing outside food into our conference space without approval will be asked to discard the food and beverage.

Please outline food and beverage needs below (What meal you are looking to have, what food options you would like, what drink options you would like, etc.) \*

**How many people do you wish to accommodate? \***

**Dietary Restriction Accommodations\***

Gluten Free

Vegan

Vegetarian

Other- please specify

## **Lodging Accommodations**

**New in 2024! NYLA will no longer be including presenters on our master bill for conference hotel reservations. All presenters**

**NYLA Units who budget to pay for a presenter's lodging expenses, should confirm their presenter has made a hotel reservation at one of our contracted hotels and make sure the presenter submits their receipt to the unit rep for a reimbursement form to be completed and submitted for payment.**

**Partner/outside organizations providing lodging reimbursement should work with presenters directly to make these payments.**

**All payments will be made in the 30 days following the event.**

**Before submitting your proposal, we strongly recommend going back to the beginning of your proposal and making sure all information is input as desired.**

**As noted above, we are attempting to gather as much information in the beginning of the planning process to better accommodate all event requests, however, if any of this information is unavailable at the time of submission, please contact the office at [events@nyla.org](mailto:events@nyla.org) for assistance in making edits to your form.**