

## 2025 NYLA Conference Proposal Submission Form - Unit/Partner Meetings



This year's conference will be in-person at the Saratoga Hilton and City Center in Saratoga Springs, New York on November 5 -8.

### Actionable Advocacy

Advocacy is about more than meeting with your legislators. It is about telling stories. Stories that show how your library helps or can help your patrons. Marketing is the key to telling these stories. All library staff are involved in marketing whether aware of it or not. Everyone has stories they can tell and relationships they can build. Whether you are working at a circulation desk, an information desk, or meeting with the local chamber of commerce. Any interaction is an opportunity to promote the library and build relationships. All these activities are actionable advocacy.

**Come to our 2025 Annual Conference to strengthen existing relationships with colleagues and build new ones. The conference is a great opportunity to learn, build relationships, and take action!**

This form is designed to collect proposals for:

- **Program/Workshop - 75-minute presentations**
- **Pre-Conference Program - 3-hour presentations**
- **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.

# The deadline for program proposal submissions is Friday, March 21, 2025.

**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 Program

Unit/Partner Meeting

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

## UNIT/PARTNER MEETINGS FORM

### MEETING INFORMATION

\*\*Text fields with three lines in the bottom right-hand corner can be adjusted for more room. \*\*

**Meeting 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\***

**Meeting Title (This will be included in the event schedule.)\***

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

**Meeting Description (This will be used in marketing your meeting.)\***

**Primary Audience\***

Academic

Public

School

Special

Other

**Are you having a presenter at your meeting?\***

Yes      No

**PRESENTER INFORMATION**

Presenter Name\*

Presenter Email\*

Presenter Organization\*

Presenter Title\*

Presenter Bio (100 words or less)\*

**MEETING REQUIREMENTS**

Below are meeting 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.

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.

**Desired Meeting Day** (Most meetings are held on Preconference Day (Wednesday) as there is more room availability. Other days will be considered if requested.)\*

Wednesday, November 6th

Thursday, November 7th

Friday, November 8th

Saturday, November 9th

**Length of Meeting\***

**Additional notes for meeting** (Please provide anything further the office should know about adding this meeting to our schedule)

**Meeting Capacity\*****Room Setup\***

Hollow Square

Theatre

Classroom

U - Shape

**Additional Room Setup Requests (Additional tables, etc.)****Audio Visual Requests**

NYLA meetings will not be provided AV. If any AV is required, please include what is needed below. NYLA Units should budget for additional AV for meetings. Partner organizations will be subject to an invoice for additional AV requests.

**Please select your meeting AV needs below.\***

Screen

Projector

Podium + Mic

Audio Speaker

Laptop

Handheld Mic

Tabletop Mic

Other

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

Yes      No

**Food and Beverage Requests**

NYLA Unit meetings are not provided food and beverage options unless budgeted for in their annual budget worksheet. Partner meetings will be invoiced for any meal accommodations requested.

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.

We kindly request all food and beverage be requested in this form. Menu 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.

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

**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.)\*

**Dietary Restriction Accommodations\***

Gluten Free

Vegan

Vegetarian

Other

**Is your meeting requesting any honorariums or reimbursement for travel/lodging.\***

Yes      No

## **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 assist in establishing name recognition and develop their reputation. It is also each member's opportunity to give back to the organization.

Each presenter will receive a discount on their conference registration. This information will be provided to the primary presenter in their speaker agreement. All presenters can participate in other programs/workshops on the day they present. All special event tickets will be subject to additional fees and not included in the presenter discount. All presenters are required to register for the event. Moderators and facilitators will not be eligible for presenter registration discounts.

Travel and lodging reimbursement can be requested for approval if needed. All honorariums and travel/lodging reimbursements are subject to approval by the CE , Conference Committee and NYLA Council. Once approved all information will be outlined in each speaker's agreement and emailed for their signature.

If organizations outside of NYLA will provide presenter(s) honorariums or reimbursing for travel/lodging, presenter(s) should make those arrangements with that organization directly.

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 meeting.\*

## **Lodging Accommodations**

NYLA does not including presenters on our master bill for conference hotel reservations. All presenters must make their own hotel accommodation.

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 submission and making sure all information is included 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.**