

## 2025 NYLA Conference Proposal Submission Form – Pre-Conference Program



**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.)

## PROGRAM/WORKSHOP FORM (SELECTING PRE-CONFERENCE PROVIDES ADDITIONAL FIELDS IN THIS FORM.)

### PRESENTATION INFORMATION

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

**Program Title** (six (6) words or less – be concise and creative)\*

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

**Short Program Description** (This will be used to evaluate your proposal – 30-word limit. Please note the name of the presenters should not be included in the presentation description. As our review process is anonymous, this information will be removed if included.)\*

**Expanded Program Description** (If your program is selected, we will use this description in conference marketing materials, so be as descriptive as possible and double-check your grammar & spelling. This description should expand on your short program description. As our review process is anonymous, this information will be removed if included.)\*

**Program Format\***

Traditional presentation

Table Talk

Panel Discussion

Hands on/Demo

Other

**Please select the category/track(s) that best suits the content of the program.\***

Administration & Leadership (Programming that explores issues surrounding the management of libraries in all forms)

Core Knowledge & Career Development (Information providing ways in which to keep your skills sharp and advance your professional growth)

Current Issues & Research (Hot topics and details on new findings and methodologies in the library profession)

Accessibility, Diversity & Unique Populations (Information about meeting the unique needs of all patrons.)

School & Youth Programs, Services, and Literacy (Information for librarians working with youth and students in all settings)

Technology & Digital Information (All things related to hardware, software, and innovations to drive your library forward by using all the latest emerging technologies)

**Primary Audience\***

Academic

Public

School

Special

Other

**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

Trustees

Friends

Other

**Knowledge Level of Audience** (Please indicate the level of knowledge attendees should have on this topic in order to gain the most benefit from attending the session)\*

Foundational (for those with no previous knowledge of the topic)

Applied (for those with some previous knowledge of the topic)

Strategic (for those with extensive previous knowledge of the topic)

### **Learning Objectives**

Please identify three (3) learning objectives for your session. Learning objectives should use active verbs, be measurable, and state what the participants should know or be able to do after attending your session.

Learning Objective One\*

Learning Objective Two\*

Learning Objective Three\*

**MODERATOR INFORMATION (Only for Panel Format)**

Please note panel discussions are allotted **one (1) moderator, the primary presenter and up to three (3) additional panel presenters**. Moderators are not considered presenters and do not receive discounted rates for the event.

Moderator 1 Name, Organization and Title

Moderator 1 Email

**PRESENTER INFORMATION**

Primary Presenter (The primary contact for the proposal MUST be the primary presenter for the presentation. The primary presenter will be responsible for all requirements of the presentation and communicating presentation information to additional co-presenter(s) regarding requirements, deadlines and etc.)\*

Primary Presenter Email (To be used for communications regarding acceptance and future communication about the presentation.)\*

Primary Presenter Organization\*

Primary Presenter Title\*

Primary Presenter Headshot (Please label file NYLA PRESENTER - PRESENTER FIRST INTIAL. PRESENTER LAST NAME)\*

Primary Presenter Bio (100 words or less)\*

**What is the Primary Presenter's experience in presenting educational programs?** Please select all that apply:\*

National or international conference: PLA, ALA, or similar

State conference

Regional or local library programs

Other in-person training

Virtual training: webinar, online course, or similar

None of the above

**NYLA is committed to including new and diverse voices as presenters, please select from the options below that apply:**

First-timer - first time presenting at a NYLA Annual Conference

Diverse Voice – presenter(s) represents a historically underrepresented group

Non-Library – presenter(s) works outside of the library field

**Do you have Co-Presenters?\***

Yes      No

### **Co-Presenter Information**

Please provide information regarding the speakers for the session. Please reach out to [events@nyla.org](mailto:events@nyla.org) for more information regarding co-presenters.

**How many co-presenters do you have in your presentation?\***

1      2      3

Co-Presenter One Name\*

Co-Presenter One Email\*

Co-Presenter One Library/Organization\*

Co-Presenter One Title\*

Co-Presenter One Headshot (Please label file NYLA PRESENTER - PRESENTER FIRST INTIAL. PRESENTER LAST NAME)\*

Co-Presenter One Bio (100 words or less)\*

Co-Presenter Two Name\*

Co-Presenter Two Email\*

Co-Presenter Two Library/Organization\*

Co-Presenter Two Title\*

Co-Presenter Two Headshot (Please label file NYLA PRESENTER - PRESENTER FIRST INTIAL. PRESENTER LAST NAME)\*

Co-Presenter Two Bio (100 words or less)\*

Co-Presenter Three Name\*

Co-Presenter Three Email\*

Co-Presenter Three Library/Organization\*

Co-Presenter Three Title\*

Co-Presenter Three Headshot (Please label file NYLA PRESENTER - PRESENTER FIRST INTIAL. PRESENTER LAST NAME)\*

Co-Presenter Three Bio (100 words or less)\*

## **PRESENTATION REQUIREMENTS**

Below are presentation 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 Presentation Length (Half Day sessions are 3 hours and Full Day would be 6 hours.)\***

Wednesday, November 5th - Morning Half Day Program/Workshop

Wednesday, November 5th - Afternoon Half Day Program/Workshop

Wednesday, November 5th - Full Day Program/Workshop

**Room Setup Information**

NYLA has a limited amount of contracted space available to provide presenters for their presentations. Due to this, certain room setup accommodations cannot be provided. Each preconference presentation is provided a space that can accommodate anywhere from 20 – 50 attendees in classroom style seating.

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

**Audio Visual Requests**

All programs/workshops will be provided:

- **Screen**
- **Projector**
- **Podium with mic (any required audio for this setup)**

Additional AV can be requested below. All additional AV requests will be provided to the conference committee for final approval once programs are reviewed. NYLA will do its best to accommodate additional AV requests. Due to budget limitations, some requests may not be provided. Approved AV additions will be outlined in each speaker agreement. *Please note NYLA does not provide laptops and additional mics are subject to the space each presentation is provided.*

**Additional AV Requests**



**Is your presentation 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 (travel and lodging) expenses for your presentation.\*

### **Lodging Accommodations**

NYLA does not include 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.**