

## 2025 NYLA Conference Proposal Submission Form – Special Events



**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.)

## **SPECIAL EVENT FORM (UNIT/PARTNER LUNCHEON, UNIVERSITY ALUMNI EVENTS, RECEPTION, ETC.)**

### **PRESENTATION INFORMATION**

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

**Special Event Contact** (The event 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\***

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

NYLA Unit Luncheon

Alumni Reception/Event

Networking Event

Other

**Special Event Title\***

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

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

**Primary Audience\***

Academic

Public

School

Special

Other

## **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 INITIAL. PRESENTER LAST NAME)\*

**Primary Presenter Bio** (100 words or less)\*

**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 INITIAL. PRESENTER LAST NAME)\*

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

### **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.

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 Special Event Day\***

Wednesday, November 6th

Thursday, November 7th

Friday, November 8th

Saturday, November 9th

**Length of your Event\***

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

**Special Event Capacity\***

**Event Space Setup\***

Banquet Seating - Rounds

High tops

High tops and Rounds

Other

Other, please specify:\*

**Audio Visual Requests**

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

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

Yes    No

**Food and Beverage Requests**

We kindly ask all food and beverage be requested in this form for your special event. 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.

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.

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 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.**