

## 2026 NYLA Conference Proposal Submission Form - Programs/Workshops



This year's conference will be in-person at the Saratoga Hilton and City Center in Saratoga Springs, New York on November 4 -7.

### Libraries Because

The 2026 conference theme, Libraries Because \_\_\_\_\_, invites you to name yours. There is no single answer to why libraries matter, but rather a powerful range of possibilities. Books and information are probably high on the list, but also access, democracy, community, culture, literacy, belonging, and opportunity.

Libraries are defined by our commitment to these values and the resilience we demonstrate in fighting for them. By naming our specific reasons, we affirm that they guide our decisions, strengthen our advocacy, and connect us to the communities we serve. Individually, these reasons are personal. Together, they form a shared narrative of impact and purpose.

Join us at the 2026 Annual Conference to celebrate the many reasons libraries matter and discover new ones together. The conference is a great opportunity to turn your "because" into action and impact.

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

- Program/Workshop - 75-minute presentations**

*Please note these presentations make up the majority of our conference schedule and typically do not provide honorarium in excess of \$1,000. If you are the agent or admin for a professional speaker attempting to participate in our event, we kindly ask you reach out to our office staff at [events@nyla.org](mailto:events@nyla.org) before completing any forms for assistance in this process.*

- Pre-Conference Program - 3-hour presentations**

Preconference forms are evaluated by the CE committee and the office staff outside of the program/workshop 75 proposal review process and these presentations are invited to present the extended time slots.

- Unit/Partner Meetings**

*This form is for any group internal or external that wishes to get space at our event for a meeting. Please note we typically provide meeting space on the Wednesday day/evening of our event and all space is subject to office staff approval. If you are planning a meeting off site, you can complete the form so we know the details of the meeting to add to our schedule.*

- 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.

**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** (ten (10) 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

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)

## **Presentation Tracking**

NYLA provides presentation tracking using our internal units (sections and roundtables) within our conference app and marketing materials in order to help attendees find the specific content, meetings and events they wish to attend. Please use the list below to provide what tracks you think your presentation, meeting or event should list. If you would like the CE Committee to make the final selections for your presentation, please include that selection below.

More information about our sections and roundtables can be found on our website. Please note final tracks are subject to the approval of the CE Committee.

ASLS - Academic & Special Libraries Section

FLS - Friends of Libraries Section

LAMS - Leadership and Management Section

LTAS Library Trustees Association Section

PLS - Public Libraries Section

SMART - Section on Management of Information Resources & Technology

SSL - Section of School Librarians

YSS - Youth Services Section

CLWCRT - Coalition of Library Workers of Color Roundtable

CORT - Correctional and Outreach Resource Team Roundtable

ESRT- Ethnic Services Roundtable

IFRT - Intellectual Freedom Roundtable

LHRT - Local History Roundtable

MLRT - Municipal Libraries Roundtable

MPRRT - Marketing & Public Relations Roundtable

MSRT - Making and STEAM Roundtable

NYBLC - New York Black Librarians' Caucus

PCRT - Pop Culture Roundtable

RLRT - Rural Libraries Roundtable

START- Sustainable Thinking & Action Roundtable

#### **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)

Would you be willing to present this program as a webinar during the winter or spring?

Yes  
No

### **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)\*

Please select the type(s) of presenter you are below.

- Administration
- Author
- Professional Speaker
- Librarian/Library Professional
- Friend
- Trustee
- Vendor
- Other

How did you hear about our event?

- Coworker Referral
- Family or Friend Referral
- Email Communication
- NYLA Unit/Member Referral
- NYLA Website
- Social Media
- Other

**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 INITIAL. PRESENTER LAST NAME)\*

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

Co-Presenter Two

Name\* Co-Presenter

~~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

~~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 Day (Select all preferences)\***

Thursday, November 5th - Morning Session

Thursday, November 5th - Afternoon  
Session Friday, November 6th - Morning  
Session Friday, November 6th - Afternoon  
Session Saturday, November 7th - Morning  
Session Saturday, November 7th -  
Afternoon Session

## **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 presentation is provided a space that can accommodate anywhere from 30 – 100 attendees in theater style seating. Room setup information will be provided in the speaker agreement.

## **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 as possible 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.**