2018 CLA SCORECARD PROPOSAL FORM FIELDS

- **Session Type**: (Options: Program, Poster, Pre-conference, Ignite/Hater's Ball, How-To Session)

(FOR ALL SUBMITTERS: Program, Poster, Pre-conference, Ignite/Hater's Ball, How-To Session*)*

- **Title**:
- **Please provide a description of your session (150 words max).** *If your session is selected, we will use this description in the conference program.*
- **How does your session relate to the Conference theme, "No Barriers, No Walls, Access for All"? (150 words max):**
- **What experience, education or interest qualifies the speakers/presenter to present on this topic?** (150 words per speaker/presenter):
- **Are you interested in having your presentation be part of the Kid Lab track (e.g. will it have content that children can interact with?)**
- **Has this been presented at a previous conference (CLA, ALA, or other)?**
- **If this session has been presented before, what will be different?**
- **If presenting on a program or service, what is the targeted age level of the program:** (Options: Multigenerational, Adults, Children and/or their families, Teens and/or their families)
- **What library type(s) does your topic pertain to?** (Options: Public, Academic, School, Special, Other, please specify)
- **Will your program be of interest to** (Options: librarians, para-professionals, students, administrators, library Friends/foundation, other, please specify)
- **Please provide 3-5 tags relating to your topic**
- **Is this session sponsored by an organization, business or LSTA grant funded program? Please specify:**
- **If you have a financial interest in this program, please describe it.**
- **Is this session sponsored by a CLA Interest Group or Committee?**
- **If so, please specify the group that has agreed to sponsor this session:** (options: Academic IG, Adult Services IG, African American Librarians IG, Chinese American Librarians IG, Circulation IG, Collection Development IG, Games and Gaming IG, Latino Services IG, Library Facilities IG, Library History IG, Literacy IG, Management IG, Marketing and Public Relations IG, Public Libraries IG, Reference IG, Special Libraries IG, Student IG, Technical Services IG, Technology IG, Volunteer Engagement IG, Youth Services IG, Awards and Scholarships committee, Conference Planning Committee, Intellectual Freedom committee, Interest Group Committee, Membership Committee, Advocacy & Legislation Committee, Bylaws and Governance Committee, Finance Committee, Leadership Development Committee)
- **Some sessions will have audio and video recordings created. Will all speakers allow recording and/or photography during your session?**

- **Is there anything else you'd like to tell us?**

- Preferred program length: 45, 60, 90
- Would you be able to present your content with a shorter length of time?
- If so, how would the presentation change?

- How will this Preconference Session be valuable to its attendees? (150 words max):
- Why should this session be a preconference instead of a regular session? (150 words max):
- Are you able to deliver this content in one 4 hour session?
- **Please provide an outline of your workshop activities**
  - ex.   730-830 breakfast

    830-10 speakers

    10-1015 break

    1015-1130 speakers

    1130-1230 lunch

    1230-300 speakers

    300-315 closing remarks
- **Projected Attendance**
- **Will there be a cost to attend?**
  - **If yes, please specify:**
- **Please provide a rough idea of any associated costs. (Preconferences registration must cover the costs of all expenses including food. Preconference chair will help coach you through that process):**
  - **Estimated Speaker Cost, please specify:**
  - **Estimated other costs, please specify:**

- **Are you familiar with the Ignite presentation format?**
- **If your proposal is accepted, you'll need to provide a draft of your slides two months before the conference to check formatting. Can you make that deadline?**

- **Which session do you want to be considered for? (**options: daytime Ignite, Hater's Ball**)**

(HOW-TO SESSION SPECIFIC QUESTIONS)
- **Are you willing and able to provide any necessary supplies?**
- **What is the maximum number of participants your presentation can accommodate?**
- **How many outlets will you need?**
- **Will you need a tarp for messy situations?**
- **Is your activity loud?**
- **Is your activity kid-friendly?**
- **Are there any other special considerations we should be aware of?**

- **Submitter Information:**
- **Additional Presenter Information:**

Questions/Comments/Concerns? Please email 2018 Program Committee Chair, Emily Weak, at eweak@oaklandlibrary.org