

Title Code: DLA

***Unit + #** _____

**MARYLAND LIBRARY ASSOCIATION & DELAWARE LIBRARY ASSOCIATION
2017 PRELIMINARY CONFERENCE APPROVAL FORM**

Form to be submitted to DLA by October 1, 2016

SPONSORING UNIT (Division, Group, Committee; i.e “YSD”)

ESTIMATED SIZE OF AUDIENCE: _____

TOPIC OF PROGRAM:

REQUESTED DAY: *check one*

- Wednesday Pre-Conference
 Thursday/Friday Regular Session

REQUESTED PROGRAM LENGTH: *check one*

Pre-Conference: 1/2 day (3 hours) full day,(6 hours)

Conference: Standard (~60 minutes) Extended (~2 hours)

****exact program length will depend on conference schedule****

LEARNING OBJECTIVES - At the conclusion of the program, participants will be able to:
REMEMBER – OBJECTIVES MUST BE MEASURABLE.

FORMAT (Structure of program, e.g. hands-on workshop, lecture with Q & A, panel, etc.)

SPEAKER(S)/PROGRAM COST –include honorarium and travel – if eligible:

PROGRAM PLANNER/CONTACT NAME, EMAIL, PHONE AND FAX:

ADDITIONAL COMMENTS:

SUBMIT FORM TO:

Conference Committee Chair Michelle Hughes (michelle.hughes@lib.de.us)
and

Executive Director Cathay Keough (cathay.keough@lib.de.us)

By October 1, 2016

Questions? Please contact Michelle and Cathay or your Division VP/Conference Chair

<http://dla.lib.de.us>

Delaware Library Association Joint State Conference 2017

Instructions/Tips for this Workshop Proposal Form

Each Division is responsible for at least one workshop at our annual conference.

Many usually offer more than one.

DLA Committees and Groups are welcome to submit workshop proposals as well.

While there is no guarantee that each workshop proposal will be formally approved by the MLA/DLA Conference Committee, the more substantial your proposal is, the more likely it will be accepted and see fruition in May 2017.

All workshop proposals will be reviewed during October; those that are accepted will be notified by mid-November.

- Workshop Presenters and Speakers should be confirmed by October 1, 2016.
- Consider titling your workshop so that it is descriptive of what the workshop will be about. The Conference Brochure gives full descriptions, but the on-site handout provides only titles.
- Thursday and Friday workshops are normally 1 hour in length; allow time for a brief introduction (by the Program Planner), questions from the attendees, surveys and distribution of CEUs. Wednesday Preconference workshops are half-day (3 hours) or full-day (6 hours, with a lunch break).
- If your workshop has a cost such as a speaker's fee, please contact Cathay and Michelle.
- **Program Planners** are essential for conference workshops and have unique organizing duties. They are never the presenters/speakers. They support the speakers by handling the logistics before and during the conference. For duties, see a detailed description of Program Planners at: <http://dla.lib.de.us/conference-info/conference-forms/>
- For this form: ***Code workshops** in the upper right corner of each form with Division, Group, or Committee name and the # of the workshop. If your group has more than one workshop to offer. For example, CRLD may have 3 workshops, so label workshop form as CRLD 1, or CRLD 2, or CRLD 3.
- **Learning Objectives:** Offer two or three clear objectives that are measurable. For example, a statement like: "Attendees will walk away knowing five ways to troubleshoot their ebook devices" is easily measured. Do not use phrasing as: "Attendees will understand more about..." as this is not measurable.

DLA Conference Information: dla.lib.de.us/conference-info/

