

TITLE CODE: _____

(Example: "DLA-CRLD 1" for CRLD's first proposed workshop.)

**MARYLAND LIBRARY ASSOCIATION & DELAWARE LIBRARY ASSOCIATION
2019 PRELIMINARY CONFERENCE APPROVAL FORM**

Submit form to the DLA office by September 28, 2018

SPONSORING UNIT:

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: Give Name, Email, Phone, Fax (if any):

ADDITIONAL COMMENTS:

SUBMIT FORM TO:

DLA

dla@lib.de.us

CONFERENCE Co-Chairs:

Michelle Hughes (michelle.hughes@lib.de.us) and Alison Wessel (alison.wessel@state.de.us)

Questions: Contact Michelle (302-736-7079), Alison (302-255-2986, Cathay (302-257-3014)