

MLA-DLA Conference 2020 Forms Guide

DLA Conference Chair: Catherine Wimberley – catherine.wimberley@newcastlede.gov

DLA Conference Co-Chair: Sarah Katz – sekatz@udel.edu

1.) Preliminary Approval Form due October 4th

- This form is your program's proposal to the DLA and MLA office. It has all the basic information that we will need to know in order to approve your program and see if we are able to adequately schedule it.
- The *Title Code* is always DLA + your division's acronym + the number program it is (for instance, if this was the 1st program I am planning for the Public Library Division, the title code would be DLA-PLD1).
- The *program planner* is the person from the division who will be responsible for filling out all the forms, not the program presenter.
- The Preliminary Approval Form should be filled out entirely by the program planner, not the presenter.
- Your program is not official until the MLA and DLA Office approves it for conference.

2.) Internal or External Presenter Agreement Form due October 25

- These are the formal agreements between the presenter and the DLA office that the speaker will present for the conference, and they include whether or not the speaker will be paid honorarium, transportation, and/or lodging costs.
- *This is the only form that the presenter plays a role in filling out because they need to sign it.*
- The "Internal" form is for any MD or DE Library staff member. They do not receive an honorarium, and they typically do not receive mileage or lodging unless they are commuting ONLY to present, and will not be attending the rest of the conference. Internal and external speakers get one meal per presentation. The exception to this is speakers who will be speaking less than 20 minutes (like Ignite speakers), who do not receive an honorarium, meals, lodging, or transportation. You as the program planner will fill in the top half, and the presenter should check "I agree" and then sign, date, and add their mailing address. As the program planner, you will sign as liaison.
- The "External" or "Outside" Form is for presenters not working in MD or DE libraries. Honorariums may only be offered to external presenters and must be approved by the DLA Office and Conference Chair prior to submission of this form. If you are planning a program with multiple presenters, a separate Agreement Form needs to be signed and submitted for each presenter.

3.) Publicity Form due October 25

- Publicity forms provide a short description to be used in the conference brochure.
- Include complete names, titles and affiliations of all speakers. The information will tell prospective attendees what they will learn and why they should attend the program.
- Submit a color or black and white head shot of each speaker via hardcopy or email to MLA's graphic designer (Marie Bialousz – Reed Graphics, 1477 Grandview Road, Arnold, MD 21012, marie@reedgraphics.com). Photos should be labeled with the speaker's name and the title of the program in your email or letter.

4.) AV Form due December 20th

- This form gives DLA and MLA an idea of how the room will need to be set up and what tech equipment you will need. While you should communicate with the presenter about these needs, *you as the program planner will fill this form out.*
- Room assignments and scheduling may be partially based on the room set up and tech needs indicated. We highly recommend theater style seating for most programs, as this maximizes the space.
- Most programs will not require extra equipment other than that which is already listed, and most rooms will not need additional mics.
- Consult with the DLA Conference Chair and CO-Chair if you are unsure of what to select.
- Only one AV form should be submitted per program, even if there are multiple presenters.

5.) Book Order Form due December 20th

- This form is for programs for which DLA needs to order books – typically author events and keynotes.
- For most programs, you do not need to submit this form.
- If you are unsure as to whether or not you need to submit this form, consult with the DLA Conference Chair and Co-Chair.

6.) Final Checklist (NOT AVAILABLE UNTIL FALL) due January 25th

- This document is for the presenter to choose their meal, giving DLA and MLA a final count for the expenses for the presenter.
The expenses should not come as a surprise, as they should have been previously approved via the information on the Presenter Agreement Forms.
- If you are unsure whether or not mileage, meals, and lodging expenses have been approved, contact the DLA Conference Chair or Co-Chair before submitting your program's final checklist.
- Speakers get one free meal (unless they will be speaking less than 20 minutes) per presentation. Ask them which meal they would like from the list and if they have any dietary restrictions or allergies, *but do not send them the form to fill out themselves, as this typically results in confusion and mistakes.*
- If your program has multiple presenters, a separate Final Checklist needs to be submitted for each presenter.