

**Email this completed form in Word format by Tuesday, September 1, 2020 for Fall Retreat; by Friday, October 30, 2020 for the 2021 annual MLA conference; Offline by Monday, December 28, 2020 and by**

**Monday, May 10, 2021 for the 2021 Summer Teacher-Librarian Retreat to:**

Debbi Kramer at [debkmla@hotmail.com](file:///C:UsersDebbiAppDataLocalMicrosoftWindowsINetCacheContent.OutlookC1831TSTdebkmla@hotmail.com)

MLA Divisions and Interest Groups must submit a program proposal in order to schedule business meetings or other events at conference. Only approved programs will be provided meeting space as part of the conference plans. Proposals with an identified presenter will be given priority consideration. All programs will be scheduled by December 7, 2020.

**Please complete all blanks in program proposal.**

**(Incomplete forms will not be considered)**

**Program Title:**

**Program Types (X before all that apply):**

\_\_\_\_\_ **Summer Teacher- Librarian Retreat \_\_\_\_\_ Fall Retreat \_\_\_\_ Offline**

**\_\_\_\_\_ Conference Workshop \_\_\_\_\_ MLA Division Meeting** **\_\_\_\_ MLA Interest Group**

**\_\_\_\_\_\_ MLA Committee Meeting**  **\_\_\_\_\_ Other**

**Program Length: (X before one time slot:**

**\_\_\_\_ 60 minutes \_\_\_\_ 90 minutes \_\_\_ Half Day (180 min) \_\_\_\_ Full day**

**Presenter Name:**

**Presenter Title:**

**Address:**

**Phone:**

**Email:**

**Is presenter an MLA member? Yes**  **No**

**What is this presenter’s fee?**

**Presenter Bio:** **(Include a biographical sketch for programs, publicity and introduction.)**

**Target audience:**

**\_\_\_Academic \_\_\_Children \_\_\_Public \_\_\_School \_\_\_Trustees \_\_\_Special**

**Program Description:** **(this description will appear in the Fall Retreat, Offline or conference program (50-word limit)**

**List three objectives for the program:**

**1.**

**2.**

**3.**

**Equipment Needs:** (**MLA will, subject to supply, provide Windows computers running PowerPoint, with attached LCD projectors and screens)** All equipment requests for conference will be finalized by March 15, 2019. Speakers must supply computer equipment other than described.

**Please X below any additional equip needed.**

**Flip Chart**

**Microphone**

**Computer Lab**

**Panel Tables**

**Other**

**Presenter will provide the following equipment:**

**Room arrangement & program limit:** Room arrangement is **theater style** unless other arrangement is requested & approved. MLA prefers not to limit workshops except pre-conferences, but will consider limitations. If the speaker wishes to request a limit, indicate the size & the rationale for the limitation:

**Presenter prefers program on:** **(X one)**

**Fall Workshop:**

**Offline:**

**Conference:**

**Wednesday, April 14**

**Thursday, April 15**

**Friday, April 16**

**Saturday, April 17**

**No Preference**

**The Conference Planning Committee will evaluate and select program. Division Chairs will evaluate and select Fall Retreat programs. Offline committee will evaluate and select Offline Programs. Speaker Contracts for selected conference programs will be emailed by November 15, 2019. Conference programs not selected will be notified by email no later than Nov 15, 2019.**

**Program Speaker: (print name)**

**Program Speaker: (signature)**

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