NCLA 58th Biennial Conference Program Proposal Form
"North Carolina Libraries: Serving Knowledge, Serving You"
October 6-9, 2009
Greenville Convention Center   Greenville, North Carolina
Fax completed form to 910-862-8777 Attn: Shamella Cromartie, Conference Program Co-Chair
*** DEADLINE FOR PROGRAM PROPOSALS Is May 15th, 2009***
Submit separate forms for each program or event being planned. Each program must have an NCLA Section/Roundtable as its sponsor. The program planner will be the contact person for all communication with the Conference Program Committee, even if multiple groups are sponsoring. ***Vendors who wish to present a program may do so for a fee and should contact Conference Program Co-Chair Gerald Holmes. ***

For questions: Shamella Cromartie < scromartie@bladenco.org > Voice 910-862-6990
Gerald Holmes < Gerald_Holmes@uncg.edu > Voice 336-256-0273

ROUNDTABLE/SECTION: _____

PROGRAM TITLE: _____

PROGRAM PLANNER: _____

Library or agency: _____

Phone: _____   Fax: _____   **Email**: _____

TYPE OF PROGRAM: ___Breakfast Meeting   ___Lunch Meeting   ___Program / Panel Discussion

___Other_____

Brief Program Description for Conference Program w/ Presenter's Name and Affiliation: _____
_____
_____

TARGET AUDIENCE (Check all that apply):

___ Academic Librarians   ___ Public Librarians   ___ Special Librarians   ___Library Paraprofessionals

___ Library School Faculty/Students   ___School Librarians   ___Library Trustees   ___Other_____

ANTICIPATED AUDIENCE SIZE: _____

DAY & TIME PREFERENCES
   Tuesday, October 6, *Pre-Conference Events*   ___Morning   ___Afternoon
***Note: A pre-conference luncheon will take place on Tuesday, October 6th from 12:15 to 1:30. No events will be scheduled during this time. ***
(Rank preferences 1-5, with 1 being the highest)
___Wednesday, October 7, morning   ___Wednesday, October 7, afternoon

___Thursday, October 8, morning   ___Thursday, October 8, afternoon

___Friday, October 9, morning only

WE WOULD LIKE A: [ ] one hour time slot [ ] one hour and fifteen minute time slot   [ ] no preference

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***Note: NCLA is charged for all AV equipment; request only equipment that you cannot provide. Wireless access is available at the Greenville Hilton, Greenville Convention Center and City Bistro & Hotel. However, connectivity cannot be taken for granted. Presenters are encouraged to provide "canned" presentations on their laptops.**

EQUIPMENT NEEDS: [ ] Podium   [ ] Tabletop lectern   [ ] Podium microphone   [ ] Lavaliere microphone
                [ ] Screen   [ ] Overhead Projector [ ] Table microphones for panelists
                [ ] Data projector
                [ ] Easel for flip chart (you must provide flip chart and markers)

ROOM ARRANGEMENT: ___Classroom   ___Banquet   ___Other _____

You will receive email confirmation once your program proposal has been approved.