NORTH CAROLINA LIBRARY ASSOCIATION
2003 BIENNIAL CONFERENCE

LIBRARIES – A NORTH CAROLINA VALUE

Enriching – Inclusive – Essential

SEPTEMBER 23 – 26, 2003
BENTON CONVENTION CENTER, WINSTON-SALEM, NC
PROGRAM PLANNING COMMITTEE

PROGRAM PLANNING FORM

FINAL DUE DATE: APRIL 4, 2003

Please submit a separate form for each session or event being planned. Attached extra sheets if needed.

SECTION/ROUNDTABLE/ COMMITTEE:
(LIST BOTH IF CO-SPONSORING)
1) _____
2) _____

PROGRAM COORDINATOR: _____
(ONLY ONE KEY CONTACT, EVEN IT TWO GROUPS ARE CO-SPONSORING)

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

TYPE OF SESSION/EVENT: (Please check all that apply)

____ Program
____ Program/Business Mtg
____ Breakfast
____ Luncheon
____ Reception
____ Tour
____ Table Talk
____ Panel
____ Vendor Demo
____ Other (Please Explain):
_____
_____
_____

CONFERENCE DAY AND THE TIME PREFERRED: (Please select a first, second and third choice for this event from the following list of conference event time slots.)

____ Tuesday, 9/23, 9 am – 4 pm (Pre-Conferences)
____ Wednesday, 9/24, Noon – 1:30 pm (Luncheon Functions)
____ Wednesday, 9/24, 2:30 pm – 3:30 pm
____ Wednesday, 9/24, 3:45 pm – 5:00 pm
____ Thursday, 9/25, 7:30 am – 9:00 am (Breakfast Functions)
____ Thursday, 9/25, 9:00 am – 10:15 am
____ Thursday, 9/25, 10:50 am – 11:50 am
____ Thursday, 9/25, Noon – 1:30 pm (Luncheon Functions)
____ Thursday, 9/25, 4:15 pm – 5:15 pm
____ Friday, 9/26, 10:30 am – 11:45 am
____ Friday, 9/26, Noon – 1:30 pm (Luncheon Functions)

(over)

ESTIMATED ATTENDENCE: _____

ROOM ARRANGEMENT: (Please check the room arrangement desired)

____ Theatre Style ____ Conference Style ____ Classroom Style

____ U-Shape ____ Banquet ____ Panel

EQUIPMENT NEEDS: (Please put a check by the type of equipment you will need)

____ Podium ____ Overhead Projector

____ Podium Microphone ____ Computer Phone Line

____ Lavaliere Microphone ____ TV/VCR

DESCRIPTION OF SESSION/EVENT FOR CONFERENCE PROGRAM:

_____

SUBMITTED BY: _____ **DATE:** _____

RETURN THIS FORM BY <u>APRIL 4, 2002</u> TO:

Dale Cousins
NCLA Conference Program Committee
Cameron Village Regional Library
1930 Clark Avenue
Raleigh, NC 27605
Phone: 919-856-6726 Fax: 919-856-6722
Email: gcousins@co.wake.nc.us