

NCLA Biennial Conference Program Proposal Form
North Carolina Library Association
57th Biennial Conference, October 16-19, 2007
Hickory Metro Convention Center, Hickory, North Carolina

Fax completed form as soon as possible to:
Conference Program Co-Chair Frannie Ashburn, State Library of North Carolina
Fax 919-733-8748
Questions??? Email: fashburn@library.dcr.state.nc.us Voice 919-807-7416

***** DEADLINE FOR ACCEPTING PROGRAM PROPOSALS**
HAS BEEN EXTENDED TO MAY 4, 2007 ***

Use this form to submit information on programs (including breakfast and lunch meetings) that you wish to host at the conference. Every program must have an NCLA Section or Roundtable or Presidential Committee as its sponsor which means that the officers of that group will handle logistics and help with promotion. Sponsorship does not necessarily mean that the Section or Roundtable or Presidential Committee will expend funds. Section and Roundtable Committees must have the full Section or Roundtable sponsorship. VENDORS who wish to present a program may do so for a fee and should contact Kevin Cherry <cherryt@ecu.edu> for further information.

PROGRAM SPONSOR(S):

PROGRAM TITLE OR DESCRIPTION:

PROGRAM COORDINATOR:

First and last name:
Library or agency:
Mailing address:
Phone:
Fax:
Email:

TYPE OF PROGRAM:

_____ Breakfast program _____ Lunch program _____ Program or panel discussion

PROGRAM DESCRIPTION: (3-5 sentences that will appear in the conference program. You will have the opportunity to review this information closer to publication of the printed program.)

TARGET AUDIENCE: (Who do you think will attend? This information helps us to avoid scheduling concurrent programs that target the same audience.)

ANTICIPATED AUDIENCE SIZE: (how many people do you think will attend? This information will help us with room assignments when we schedule programs.)

DAY & TIME PREFERENCE: (rank your preference: 1 for highest, 2 for medium and 3 for lowest)

_____ Wednesday, October 17, afternoon _____ Thursday, October 18, afternoon
_____ Thursday, October 18, morning _____ Friday, October 19, morning

I would like a:

- one hour time slot (available Thursday and Friday mornings & Thursday afternoon)
- one hour and fifteen minute time slot (available Wednesday afternoon & Thursday and Friday mornings)
- no preference

If there is a day/time your program cannot occur, please explain briefly:

Once your program is approved you will receive a form to indicate the room setup required, AV equipment needed, etc.
NCLA Project Grant applications for programming expenses may be found at
<http://www.nclaonline.org/forms/grantforms.html>