

**MONTANA LIBRARY ASSOCIATION
ANNUAL CONFERENCE
Great Falls, Montana
Best Western Heritage Inn
April 9 – 12, 2008**

PROGRAM PROPOSAL FORM

This form must be filled out completely to be considered.

Return this completed form by September 21, 2007 to:

Kathy Mora – MLA Conference
Great Falls Public Library
301 2nd Ave North
Great Falls MT 59401

For Committee Use Only

Approved: _____

Denied: _____

Program Date: _____

Program Time _____

MLA divisions and interest groups must submit a program proposal in order to schedule business meetings or other events at the 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, 2007.

Program Title _____

Program Types (check all that apply):

Workshop _____ MLA Division Meeting _____ MLA Interest Group _____

Meeting Panel _____ MLA Committee Meeting _____ Other _____

Program Length:

90 minutes _____ 120 minutes _____ Half Day (180 min) _____ Full day _____

Presenter Name: _____

Presenter Title: _____

Address: _____

Phone, Fax, Email: _____

Is presenter an MLA member? Yes ___ No ___

Has presenter indicated preliminary interest & availability? Yes ___ No ___

What is this presenter's fee? _____

Presenter Qualifications: Attach a vita describing qualifications and listing at least two references that can attest to the ability of the presenter(s). Include a biographical sketch for conference program, publicity and introduction. For programs of 180 minutes or longer, also include a black and white photograph for publicity purposes.

Target audience:

Academic ___ Children ___ Public ___ School ___ Trustees ___ Special ___

Program Description: (this description will appear in the conference program, 50-word limit)

List three objectives for the program:

1. _____
2. _____
3. _____

Equipment Needs: (check items needed for this program)

Podium ____ VCR & TV ____ Microphone ____ Flip Chart ____ Slide Projector ____
Overhead Projector & Screen ____ Laptop Computer ____ LCD Projector ____

All equipment requests must be finalized by March 3, 2008. MLA will, subject to supply, provide MS/Windows computers running PowerPoint, with attached LCD projectors. Speakers must supply computer equipment other than described.

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: (check one)

Wednesday, April 9 ____ Thursday, April 10 ____ Friday, April 11 ____

Saturday, April 12 ____ No Preference ____

Montana Certification Continuing Education: (mandatory: check which continuing education area or areas this program fulfills)

Library Administration ____ Technology ____ Library Services to the Public ____

Collection Management and Technical Services ____ Other ____

The Conference Planning Committee will evaluate program proposals and complete contracts for selected programs by December 7, 2007. Selected programs will then be sent to the Montana State Library for continuing education contact hours.

Program Sponsor: (print name) _____

Program Sponsor: (signature) _____

Program Sponsor Phone: _____

Program Sponsor Email: _____

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Great Falls MT 59401-2593

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