Program Proposal Form Preview

PLEASE NOTE: The following document is made available as a reference to help you assemble your program proposal. When you’ve gathered the information you need please submit your proposal via the Google Form (https://forms.gle/4NvKiD2LoU9j9nVLA). No PDF proposals will be accepted.

Submission Information

We invite you to submit Preconference Workshop and Conference Session proposals for the 2021 ARSL Conference in Reno/Sparks, Nevada, October 20-23. Learn about "The Biggest Little Library Conference" here: https://www.arsl.org/2021-conference

Submit one form per program. Due to the volume received, please limit yourself to four (4) program proposals total.

SUBMISSION DEADLINE: All program proposals are due April 27, 2021.
NOTIFICATION DATE: We will be in touch regarding the outcome of your proposal(s) by June 1, 2021.

For additional tips on submitting a proposal, read the "Tips for a Great Program Proposal" document: https://bit.ly/3sTwA8G

QUESTIONS? Contact the ARSL office at info@arsl.org or (206) 453-3579.

* Required

Email Address *

Program Information

Please fill out for both preconference and breakout session proposals. This information will be used to evaluate your proposal, and if accepted, will be used to promote your program.

What type of session are you proposing? *
You may select multiple options if you’re interested in adapting your program content to a different length or format. If you submit a one-hour session, program selectors may ask you to repeat your session.

- 3-hour preconference workshop
- 4-hour preconference workshop
- 1-hour conference session
- 2-hour conference session
- 10-minute Spark Talk (aka: Lightning Talk)
Program Title * 
[short answer]

Provide a detailed description of your proposed program. * 
This information will be used in the printed program, website, and other promotional materials. Please focus on what participants will gain as a result of attending, and include the most interesting and appealing aspects of the program. Description should be about 100 words and may be edited for fit and clarity. 
[short answer]

In 50 words or fewer, please describe how your presentation is applicable and/or easily replicated in a small or rural library setting. * 
Please consider budgets, staffing, and other constraints that small and rural libraries face. 
[short answer]

Please indicate the audience for your session 
(select all applicable) 
☐ Library Administration 
☐ Supervisors 
☐ Support Staff 
☐ Youth Services 
☐ Adult Services 
☐ Solo Librarians 
☐ Members of Friends Groups, Foundations, and Boards 
☐ Other: 

Please indicate the type of proposal you are submitting for a hybrid event. * 
If you know you can’t make it to Sparks, you have the option to submit a proposal for a pre-recorded virtual program. However, program selectors will prioritize proposals for in-person programs. If you are open to either or both formats, your proposal will have the best chance of acceptance. 
☐ Program to be presented in person in Sparks, NV 
☐ Virtual, pre-recorded program 
☐ Either or both in-person/virtual 

If circumstances make it unsafe or inadvisable for us to hold the conference in person in Sparks, would you be willing to present your session virtually? * 
Your answer to this question will not affect the committee’s consideration of your proposal. 
☐ Yes, I would present virtually. 
☐ No, I would not present virtually.
Outcomes and Audience Engagement
Briefly describe what participants will be able to do as a result of attending this program. Who would most benefit from attending, and what components are included to engage and involve the participants? This information is used to help better understand your proposal.

[short answer]

How does the content of your program support marginalized groups or contribute to equity, diversity, and inclusion?

[short answer]

Have you presented at an ARSL conference previously? *

☐ Yes
☐ No

What is your community's population?
This information will help us understand if the population you serve is small, rural, metropolitan, etc.

[short answer]

Are you a vendor or business? *

☐ Yes
☐ No

Program Presenters
The first presenter you list will be the Lead Presenter for your proposal. The Lead Presenter is responsible for being the liaison between program Presenter(s) and Conference Planners. If proposal is accepted, this person will act as the liaison for ALL planning and communications up until the event, and agrees to share all communications with any co-presenters.

Presenter #1 (Lead Presenter)

Job Title *

Organization *

Email Address *
Please provide best email to reach you regarding proposal.

Phone Number *
Please provide best phone number to reach you regarding proposal.
Preconference Financial Support

PLEASE ANSWER FOR PRECONFERENCES ONLY. Preconference presenters are encouraged to seek support from their employers to cover the costs of conference attendance, or to indicate sponsorship by another supporting organization or library advocate. The conference budget is extremely limited but if assistance is required for you to present a preconference workshop, we will help you in trying to identify a sponsor. ARSL does not offer financial assistance for breakout sessions.

Preconference Financial Support Needed

☐ I do not need a sponsor; my preconference costs are covered by my employer or myself.
☐ I have identified a sponsor to cover the costs associated with my preconference.
☐ I do not have a sponsor, but I will need to identify one in order to present my preconference.
Honorarium & Expenses
If you indicated above that you need a sponsor to present your program, please describe your requested financial support. Please also include information about cost breakdown of honoraria and expenses and whether it would be divided between multiple presenters.

[short answer]

Additional Comments
If necessary, provide any clarification or additional information, such as special requirements regarding presenters, scheduling requests, or room setup.

[short answer]