ALA Annual Conference 2024
Program Submission Guide

OVERVIEW

The ALA 2024 Annual Conference & Exhibition takes place in San Diego, California, June 27-July 2. The ALA Annual Conference & Exhibition explores issues impacting libraries and their communities, with a packed five-day agenda that includes more than 200 educational programs created and curated by library professionals. The programs cover a diverse range of urgent topics facing libraries and updates on new research, innovations and advances.

PROPOSAL FORMATS

Education Programs

Education programs are 60 minutes in length and may include 10-15 minutes of Q&A. There are 9 proposal juries to select from when submitting a proposal: one of ALA's 8 Divisions or the ALA jury (which includes representation from Round Tables, Offices and Affiliates). Each proposal should only be submitted to a single jury. You do not need to be affiliated with the particular Division to submit a proposal to its jury.

Poster Sessions

Poster Sessions provide an opportunity to share innovative library programs, research on emergent issues, and strategic initiatives. Poster proposals may be submitted to one of six categories which are reviewed by separate juries: The Collectors; Diversity Fair; The Educators; Global Solutions; Infrastructure; Outreach and Engagement. Posters are presented on either Saturday or Sunday during the conference, and each category hosts a 90 minute poster session.

SUBMISSION SITES & DEADLINES

Proposals are gathered through an open call, and curation of the Annual Conference is driven by members of the American Library Association. Proposals must be submitted through the appropriate Submission Sites by the deadlines noted below.

Education Programs	Poster Sessions
Submission Site opens August 14, 2023 Submission Site closes September 18, 2023 Notifications in early December 2023	Submission Site opens November 7, 2023 Submission Site closes January 8, 2024 Notifications in early March 2024

EDUCATION PROGRAMS SELECTION CRITERIA

ALA provides a copy of the Annual Conference Proposal Review Rubric in the call for proposals and on the submission site. The rubric describes the scoring for each criteria and guides the Review Team's evaluation of proposals.

All proposals will be evaluated on the following criteria:

- Proposal Title & Description
- Learning Objectives
- Timeliness & Demand
- Innovation
- Collaboration
- Contribution to ALA's Equity, Diversity, and Inclusion Goals

EDUCATION PROGRAMS PROPOSAL SUBMISSION OVERVIEW

All proposals must be submitted using the online form. Upon submitting a proposal, you will receive an automatic confirmation email for your records if it was submitted successfully.

Before You Begin

Familiarize Yourself with the Selection Criteria

ALA provides a copy of the Annual Conference Proposal Review Rubric in the call for proposals and on the submission site for your use. Carefully review the selection criteria and keep it available for reference when creating your proposal.

Identify the Jury for Your Submission

There are 9 proposal juries to select from when submitting a proposal; proposals may be submitted to a jury for one of ALA's 8 Divisions or to the ALA jury (includes ALA Round Tables, Offices, and Affiliate Organizations). Each proposal should only be submitted to a single jury. You do not need to be affiliated with the particular ALA Unit to submit a proposal to its jury.

- ALA Divisions: http://www.ala.org/aboutala/divs
- ALA Round Tables: http://www.ala.org/aboutala/rts
- ALA Offices: http://www.ala.org/aboutala/offices/home
- ALA Affiliates: https://www.ala.org/aboutala/affiliates/affiliates/current

Proposal Planning

The online submission site consists of a series of tasks to complete for your proposal. A completed proposal includes the following tasks:

- Proposal Creation
- Select a Jury
- Title, Content Area(s) and Description

- Learning Objectives
- Program Criteria Prompts
    - Timeliness and Demand
    - Innovation
    - Collaboration
    - Contribution to ALA's Equity, Diversity, and Inclusion Goals
- Target Audience and Library Type(s)
- Identify Presenters
- Scheduling Considerations
- Supplemental Division Considerations (if applicable)
- Acknowledgements & Agreements
- Submit the Proposal

Step by Step Instructions for Proposal Submission Tasks

All proposals must be submitted using the online form. You must complete all tasks AND hit submit upon completion of all tasks to finalize a proposal. You may begin a proposal and complete it over time, just be sure to adhere to all deadlines. You will receive an automatic confirmation by email when creating a proposal and another confirmation upon submission.

Proposal Creation

To create a proposal and a user account you will need to complete this task on your first login. You will need to enter a title (this can be updated at a later date through the Title and Description Task) and indicate the Selection Jury for your proposal. The person who creates the proposal by completing this task becomes the Primary Contact on the submission. ALA will email the Primary Contact for all communications including proposal deadline reminders, selection notifications, and updates on selected programs. The Primary Contact should share information as needed with Presenters and Moderators.

Title, Content Areas, and Description

Proposal titles (12 words maximum) should be descriptive and concise; long titles should be avoided.

Content Areas

Proposals must identify one primary content area that best represents the program. Proposals may optionally identify a secondary content area from the same list of options.

Books and Authors features authors highlighting timely topics and recent or upcoming publications.

Collections and Access spans archives, acquisitions, cataloging and metadata, collection management, digital collections, discoverability, deselection, electronic resources, incorporating free and open access resources, local history, preservation, scholarly communication, and using analytics/data mining.

Core Values and Career Development focuses on professional development and the application of ALA's core values: access, confidentiality/privacy, democracy, diversity, education and lifelong learning, intellectual freedom, preservation, professionalism, the public good, service, social responsibility, and sustainability.

Leadership and Management encompasses administration and planning, assessment and data collection, customer service and user experience, finances, leadership and change management, marketing, personnel, privacy issues, and security.

Outreach and Engagement includes topics such as building and sustaining partnerships, expanding access, community-driven approaches, civic engagement, sustainability, and disaster response.

Programs and Services focuses on key service areas, information literacy and instruction, adult literacy and digital equity, program formats and digital learning, services by age group, services for special populations, and reference services.

Physical and Virtual Spaces includes library site selection, building and facility planning and architecture, library furniture and equipment, inclusive design, interior design, maintenance and security, disaster recovery, and tools and strategies for virtual spaces.

Systems and Technology spotlights ways in which libraries are transforming tools, practices and services through the use of applied technology, emerging technologies, technology systems, websites and UX.

Teaching and Learning focuses on learner perspectives and innovative and effective instructional approaches, tools, and resources that further critical knowledge, engagement, and access.

Program descriptions (100 words minimum and 300 words maximum) should be clear, concise, and compelling. Descriptions should lead with the most important information first and provide details that speak to the timeliness and innovation of the proposal. *Given the anonymous review process, do not include presenter names or identifying information in the description*. See additional writing tips below:

- Start with concrete benefits of attending the session that will capture the reader's attention:
    - Are you responsible for [topic] in your library? You will leave this session with five new ideas you can implement to help you...
    - Learn about recent developments [as specific as possible] in [topic] and how they affect your work. Utilizing case studies from six school libraries, this session ...
    - Get strategies for streamlining your [something] so it takes less time each day.
- Focus on persuasive outcomes for the attendee rather than wordy descriptions.
- Describe collaborative learning environments that utilize a solutions-based approach.
- Avoid redundant or unnecessary language such as, "In this session, three panelists will talk about [repeat of session title]."
- Avoid generalizations such as, "In libraries today, technology is increasingly important," or "Librarians are busy people."

ALA retains the right to modify titles and descriptions.

Develop Learning Objectives

A learning objective is a clear, concise, and measurable statement of the anticipated behaviors, skills, knowledge, or attitudes participants demonstrate from their learning. Please see *A Primer on Learning Outcomes* to assist you in creating your learning objectives. Each proposal will need to include three to five learning objectives that are clear, measurable, and actionable.

Address the Annual Conference Criteria

You will be asked to provide brief responses to questions about each of these criteria.

- Briefly describe how this session responds to a "hot" topic and/or a topic for which there is demonstrated high demand.
- Briefly describe how this session presents fresh, innovative ideas, methods, or resources.
- Briefly describe how this session demonstrates collaboration across library types or among different organizations and/or groups.
- Briefly explain how the content of this proposal, the communities served, and presenters' identities contribute to the work of ALA in building a diverse and inclusive profession and/or how the proposal provides context and understanding of the concepts of equity, diversity, and inclusion and recognizes their intersectional and complex nature.

Select the Target Audience and Library Type(s) that Should Attend

Briefly describe the target audience and articulate this program's relevance to this audience. When selecting from the lists of Library Types, please only choose those which are relevant to your submission. If your program is chosen, your library type selections will be used in the conference scheduler to assist attendees in identifying sessions of interest.

Identify Presenters

You will be asked to include as much information as possible about the proposed Presenters. Full names and emails are required for each person. This information will be used only if the program is accepted. Please note that only Presenters and Moderators are listed in conference materials; the Primary Contact is not included. If the person submitting the proposal is also a Presenter or Moderator, please make sure that person is listed as both a Presenter/Moderator and the Primary Contact.

You will be asked to outline your previous experience in presenting educational programs. This is not factored into the review process.

Scheduling Considerations

You will be asked about the level of interaction planned for your program, your estimated attendance, and any Presenter conflicts to inform scheduling of your program if selected.

Supplemental Division & ALA Unit Considerations

Depending on the Selection Jury to which you are submitting a proposal, additional brief questions pertaining to the budgetary impact, content, and sponsoring unit of your program may be included on the submission site.

Acknowledgements & Agreements

This task consists of acknowledging that you have reviewed the Agreements noted below, as well as the Submission Guide in its entirety, and any additional agreements noted in the submission site. Agreements are subject to change. Please review this task thoroughly in the submission site for the most up to date agreements.

Submit the Proposal

Please wait until you have finalized a proposal to hit submit as you will no longer be able to edit the proposal without requesting access. That said, be sure to hit the submit button once all tasks have been completed. You will receive an automatic confirmation by email upon submitting the proposal to let you know it was successfully received. If you do not receive a confirmation, your proposal was not submitted and could be considered incomplete if you do not contact confcontent@ala.org prior to the posted deadline. Incomplete submissions will not be reviewed.

POSTER PROPOSAL SELECTION CRITERIA

ALA provides a copy of the Poster Proposal Review Rubric in the call for proposals and on the submission site. The rubric describes the scoring for each criteria and guides the Review Team's evaluation of proposals.

All proposals will be evaluated on the following criteria:

- Proposal Title & Description
- Relevance to the Poster Session Category
- Innovation
- Timeliness & Demand

POSTER PROPOSAL SUBMISSION OVERVIEW

All proposals must be submitted using the online form. Upon submitting a proposal, you will receive an automatic confirmation email for your records if it was submitted successfully.

Before You Begin

Familiarize Yourself with the Selection Criteria

ALA provides a copy of the Poster Proposal Review Rubric in the call for proposals and on the submission site for your use. Carefully review the selection criteria and keep it available for reference when creating your proposal.

Select Your Poster Session Category

Proposals must identify one category. While you may submit multiple poster proposals, you may not submit the same poster proposal to multiple categories.

The Collectors - posters on acquisitions; cataloging and classification; collection development and management; history; preservation; serials; and special collections (co-sponsored by Core)

Diversity Fair – posters highlighting library services, programs, and collections to underserved and underrepresented communities (co-sponsored by the Office for Diversity, Literacy and Outreach Services)

The Educators – posters on education, including but not limited to: library instruction; distance learning; continuing education; literacy; and research methodologies (co-sponsored by Continuing Education and ALA Editions | Neal Schuman)

Global Solutions – posters by international librarians and librarians working on international projects that highlight successful ideas, studies, a practical problem-solving effort, or an innovative library program (co-sponsored by the International Relations Round Table)

Infrastructure - posters on buildings and equipment, management, and technology (co-sponsored by Core)

Outreach and Engagement - posters on community outreach and engagement; programming and events; interlibrary loan and cooperation; cooperation with non-library institutions and agencies; public awareness; communication and marketing; library services to special groups; reference and information services; and user experience (co-sponsored by the Public Programs Office and RUSA)

Poster Proposal Planning

The online submission site consists of a series of tasks to complete for your proposal. A completed proposal includes the following tasks:

- Proposal Creation
- Poster Session Category Selection
- Title and Description
- Learning Objectives
- Target Audience and Library Type(s)
- Identify Presenters
- Participation Plans
- Acknowledgements & Agreements
- Submit the Proposal

Step by Step Instructions for Poster Proposal Submission Tasks

All proposals must be submitted using the online form. You must complete all tasks AND hit submit upon completion of all tasks to finalize a proposal. You may begin a proposal and complete it over time, just be sure to adhere to all deadlines. You will receive an automatic confirmation by email when creating a proposal and another confirmation upon submission.

Poster Proposal Creation

To create a proposal and a user account you will need to complete this task on your first login. You will need to enter a title (this can be updated at a later date through the Title and Description Task) and select the Poster Session Category for your proposal. The person who creates the proposal by completing this task becomes the Primary Contact on the submission. ALA will email the Primary Contact for all communications including proposal deadline reminders, selection notifications, and updates on selected programs. The Primary Contact should share information as needed with Poster Presenters and Authors.

Select Your Poster Session Category

Poster Session Categories include The Collectors, Diversity Fair, The Educators, Global Solutions, Infrastructure, and Outreach and Engagement. Proposals must identify one category. While you may submit multiple poster proposals, you may not submit the same poster proposal to multiple categories.

Title & Description

Proposal titles (12 words maximum) should be descriptive and concise; long titles should be avoided. Poster descriptions (100 words minimum and 300 words maximum) should clearly and concisely describe your poster, including its impact and how you will present it. *Given the anonymous review process, do not include presenter names or identifying information in the description.* ALA retains the right to modify titles and descriptions.

Develop Learning Objectives

A learning objective is a clear, concise, and measurable statement of the anticipated behaviors, skills, knowledge, or attitudes participants demonstrate from their learning. Please see *A Primer on Learning Outcomes* to assist you in creating your learning objectives. Each proposal will need to include three learning objectives that are clear, measurable, and actionable.

Select the Target Audience and Library Type(s) that Should Attend

Briefly describe the target audience and articulate the poster's relevance to this audience. When selecting from the lists of Library Types, please only choose those which are relevant to your submission. If your poster is selected, your library type selections will be used in the conference scheduler to assist attendees in identifying posters of interest.

Identify Poster Presenters and Authors

You will be asked to include as much information as possible about the proposed Poster Presenters and Authors. Due to space considerations, only two Poster Presenters (in-person Presenters) are allowed per poster, but additional contributors may be acknowledged as Authors.

Full names and emails are required for each person. This information will be used only if the session is accepted. Please note that only Poster Presenters and Authors are listed in conference materials; the Primary Contact is not included. If the person submitting the proposal is also a Poster Presenter or Author, please make sure that person is listed as both a Poster Presenter/Author and the Primary Contact.

Participation Plans

You will be asked to indicate if you plan to present in person or will submit a Digital Poster. Space is also provided for international participants to request a letter of invitation for Visa purposes.

Acknowledgements & Agreements

This task consists of acknowledging that you have reviewed the Agreements noted below, as well as the Submission Guide in its entirety, and any additional agreements noted in the submission site. Agreements are subject to change. Please review this task thoroughly in the submission site for the most up to date agreements.

Submit the Proposal

Please wait until you have finalized a proposal to hit submit as you will no longer be able to edit the proposal without requesting access. That said, be sure to hit the submit button once all tasks have been completed. You will receive an automatic confirmation by email upon submitting the proposal to let you know it was successfully received. If you do not receive a confirmation, your proposal was not submitted and could be considered

incomplete if you do not contact confcontent@ala.org prior to the posted deadline. Incomplete submissions will not be reviewed.

AGREEMENTS

Deadlines

All accepted Presenters/Moderators must adhere to published deadlines. You must be committed and responsive to working with ALA to deliver an exceptional attendee experience by meeting deadlines.

Intellectual Property Rights

All accepted Presenters/Moderators must observe intellectual property rights. Presenters must ensure that information, illustrations, images contained in presentations, related materials or visual aids shall be factual and not be misleading and will not violate the intellectual property or copyrights of any third party.

ALA Membership

ALA encourages all Annual Conference submitters to be members of the Association.

Registering for the Conference

All accepted Presenters/Moderators must register to attend the Annual Conference. Each Presenter/Moderator will register by the required deadline at the reduced presenter rate and be responsible for all individual travel costs. Registration may be handled differently in the event of exceptions such as Exhibitor staff or unit-sponsored registration.

Event Format & Recording

Annual Conference may be held virtually, in-person, or as a hybrid of both. Presenters/Moderators should be prepared to present in all formats and consent to recording as needed.

QUESTIONS AND CONCERNS

- For general questions regarding the proposal review or submission process please contact ALA Conference Services at confcontent@ala.org
- For technical issues on the submission site please contact CadmiumCD Tech Support.