

**Louisiana Library Association**

**2005 Annual Conference**

**Proposed Program Form**

Please submit this form to the appropriate section chair no later than **September 15**. Section chairs must submit final programming information to the Conference Program Committee no later than October 1, 2004.

Sponsoring Section(s): \_\_\_\_\_

Preference: \_\_\_ Preconference Tues. 4/26; \_\_\_ Wed. 4/27; \_\_\_ Thurs. 4/28; \_\_\_ other (specify): \_\_\_\_\_

Program Information (as it will appear in PRINTED program)

Program title:

Brief description:

Expected number of attendees:

Length of program: \_\_\_ 50 min.; \_\_\_ 1:20; \_\_\_ 1:45; \_\_\_ 2:45; \_\_\_ other: \_\_\_\_\_

**Program planner's name:**

Institution and address (include city and zip):

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (mobile) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Presider (name and institution):**

**Speaker: name, title, institution:**

Speaker transportation to/from airport needed? \_\_\_ no; \_\_\_ yes

If yes, day(s) and time(s): \_\_\_\_\_

Attach speaker's biography, photograph if available.

Do you want a gift for your speaker at a cost to your group of approximately \$25? \_\_\_\_\_

All meeting space will be set theater style for the maximum capacity with one head table and one table for display information.

**Audio-visual equipment may be brought in for speakers; requested AV must be rented (laptops NOT provided!) and your group will be charged for all equipment ordered.**

**DO NOT FORGET TO REGISTER YOUR SPEAKER!**

Financial information:

Speaker's expenses (fees, travel, etc.) paid by \_\_\_\_\_ group.

AV expenses paid by \_\_\_\_\_ group for these items: \_\_\_\_\_

\_\_\_\_\_.

Gift basket paid by \_\_\_\_\_ group.

Be aware that the program committee cannot guarantee that you will receive the date(s) you request. We will do our best to accommodate your requests, but final scheduling decisions will rest with the committee.

**After section approval and before October 1, 2004, mail this form to:**

**Beth Vandersteen / Doris Lively**

**LLA Conference Committee**

**Approved:**

**Rapides Parish Library**

**411 Washington Street**

\_\_\_\_\_, \_\_\_\_\_

**Alexandria, LA 71301**

**Section Chair**

**Date**

*Thank you!*

8-4-04