



**Louisiana Library Association
2008 Annual Conference Program Proposal Form**

Please submit this form to the appropriate section chair no later than **September 14, 2007**.

Section chairs must submit final programming information to the Conference Program Committee no later than **October 1, 2007**.

Sponsoring Section(s): _____

Preferred day of session:

(Pre-conference) Tuesday, March 4, 2008 AM _____ PM _____ Full Day _____

Wednesday, March 5, 2008 AM _____ PM _____ Other (specify) _____

Thursday, March 6, 2008 AM _____ PM _____ Other (specify) _____

Length of program:

50 minutes _____ 1 hour 20 minutes _____ 1 hour 50 minutes _____

***Please note that while the planning committee will make every effort to meet your scheduling needs, we cannot guarantee your preferred choice.**

Is audiovisual equipment required? Yes _____ No _____

If yes, what equipment is needed? PC/Laptop _____ Projector/Screen _____
Internet connection _____

*Please note that equipment rental may be billed to the sponsoring section(s)

Program information (as it will appear in PRINTED program)

Program title: _____

Brief description: _____

Expected number of attendees: _____

Audience: Academic _____ Gov Docs _____ Public _____

School _____ Special _____ Trustees _____ Support Staff _____

For programs offered by an LLA member:

Presenter's name: _____

Institution: _____

Address: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

For programs offered by invited or paid speakers (non-LLA members):

Presider name: _____

Institution: _____

Phone: _____

Speaker name: _____

Institution: _____

Address: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Please attach a biography and photo of speaker.

Will speaker require transportation to/from airport? Yes _____ No _____

If yes, what day(s) and time(s)? _____

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

Yes _____ No _____

*Please remember that invited speakers must be registered for the conference.

Speaker's expenses to be paid by: _____

AV expenses to be paid by: _____

Speaker gift to be paid by: _____

Approved:

_____, _____
Section Chair Date

After section approval and before October 1, 2007, mail this form to:

Ginger Bryan
LLA Conference Committee
Library
Bossier Parish Community College
6220 East Texas Street
Bossier City, LA 71111

For office use only, please do not write below this line.