

## OLA Super Conference 2010 Session Proposal Submission Guidelines

OLA Super Conference is Canada's largest library conference. One of the reasons the attendance grows from year to year is due to the innovation, excitement and range of programming brought to each conference by library information leaders throughout Ontario, Canada and beyond.

We welcome your proposal! It will be forwarded to the most appropriate division for consideration since each team builds their portion of Super Conference. Please note:

- Proposals received by April 30th, 2009 will definitely be considered.
- Proposals received between April 30<sup>th</sup> and May 22<sup>nd</sup> will be considered but given a lower priority, and may only be considered if there are gaps in the program.
- The form will not be available after May 22<sup>nd</sup>.
- If you have submitted a proposal and have not heard from any of the planning committee members by mid-June, you are welcome to inquire by emailing [info@accessola.com](mailto:info@accessola.com).

### **Completing the form:**

#### What does the asterisk (\*) mean beside an input field?

The asterisk (\*) indicates this field must be completed.

#### \*What does "Sponsoring Division" mean?

The Ontario Library Association is comprised of several Divisions and affiliated Associations, each of which plans a portion of Super Conference. It is helpful if you are able to indicate which Division your proposal should be directed to; however, use the unsure category if you don't know.

OCULA	Ontario College and University Library Association
OLITA	Ontario Library Information Technology Association
OPLA	Ontario Public Library Association
OSLA	Ontario School Library Association
OLBA	Ontario Library Boards' Association
ABO-Franco	Association des bibliothèques de l'Ontario-Franco
OHLA	Ontario Health Libraries Association
FOCAL	Friends of Canadian Libraries
OALT/ABO	Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario
OLA	Ontario Library Association (use this category if your proposal crosses all Divisions)
Unsure	Use this category unknown at this time

#### \*Proposed Title

The title field has a limit of 70 characters, including spaces.

#### \*Session Description

This field has a limit of 90 words, and a message will alert you if you are exceeding the limit. You will not be able to submit the form until the field limits are adhered to. If your proposal is accepted, **this is the wording that will be in the program!** Please develop the description carefully and succinctly, in narrative format.

### \*Session Benefits

List the benefits/outcomes that a participant could expect as a result of taking this session. These points could be used to explain to employers why this session would be important to attend.

### Key Target Audience

All sessions are considered for their ability to attract and educate the library information community. If this proposal is targeted toward a specific audience, please describe here.

### Level of Expertise

Most proposals will not likely require participants to have special knowledge or expertise to benefit from the session, but if this proposal depends on the audience having prior knowledge, please choose [none], [some], or [advanced].

### \*Session Format

All regular sessions are 75 minutes in length. Pre-conference sessions are either full or half day.

Types of sessions include:

- *Presentation* (1 – 2 speakers: the room set-up will be theatre style, with a head table, chairs and podium).
- *Interactive Workshop* (1-2 speakers): an audience participation session with group activities, discussion and/or collaboration. The room will be set up with round tables. There are a limited number of rooms available for interactive workshops: selecting this format may restrict the acceptance of your proposal. Setting up computer workstations for the participants is not possible.
- *Panel Presentation or Debate* (2-3 speakers plus moderator): panelists developing different perspectives on a similar topic. The debate would adhere to debate format. The room set-up will be theatre style.
- *Pre-conference Session*: either full or half day, and can be set up in either theatre, classroom, or round tables. Pre-conference sessions requiring a computer lab are scheduled off-site.

### \*Potential Speakers

- If you are the speaker, indicate this
- If you are not the speaker, include contact information for individuals you are recommending, with a minimum of name and email or telephone if possible.

### Convening a Session

If you are proposing this session, and are not one of the speakers, you might be interested in convening the session. Convenors do the following:

- Establish contact with speakers in late November to verify AV and room set-up
- Notify the speaker(s) of the room location and expected attendance
- Ensure session starts and ends on time
- Introduce and thank speakers
- Read podium messages
- Distribute and collect handouts, feedback forms

### Contact Information

Provide the telephone and email address at which you can most easily be reached.

Don't forget to press the submit button!