

RUSA Midwinter Institute and Annual Preconference Proposal Form

Proposals due to the RUSA office March 1. Please send completed proposal to Barbara Macikas, RUSA's Executive Director, and the current chair of the RUSA Conference Program Coordinating Committee via e-mail.

Note: Midwinter Institute proposals will be due approximately 10 months prior to the Midwinter Meeting where the institute will be presented. Preconference proposals will be due approximately 15 months prior to the Annual Conference where the preconference will be presented. The RUSA Conference Program Coordinating Committee will review proposals electronically and forward recommended proposals to the RUSA Board electronically for approval. The entire review process will be completed by April 1 of the same year.

1. Proposed date of institute/preconference:

2. Name of RUSA unit presenting institute/ preconference:

3. Name of chair for institute/preconference and contact information:

Name:

Address:

Daytime Phone:

E-mail:

Fax:

4. Proposed title of institute/preconference:

5. Institute/preconference day and time range:

6. Tentative institute/preconference description (75 words or less):

7. Target audience and estimated size:
8. Names of possible speakers and their qualifications:
9. Format of institute/preconference:
10. If special seating arrangements, breakout spaces, and/or multi-media presentations are needed, briefly explain why.
11. Location of institute/preconference, if not at conference site, or if location is especially pertinent.
12. Has topic previously been addressed in ALA or RUSA institutes/preconferences? When?
13. Comments regarding timeliness of institute/preconference or reasons for presenting this program at this time and in the planned format.
14. **Budget.** You are not required to supply budget information at this time. A budget will be developed after your proposal is approved.