Annual Conference Program Proposal
2002 – Atlanta, Georgia
Revised September 13, 2000

Due by MONDAY, JUNE 18th – Bring 15 copies of this completed form to a LITA Program Planning Committee Meeting at the 2001 ALA Annual Conference. Copies can be made at the ALA Reprographics Office in the ALA Office.

Name of Group(s) presenting program (include unit, sub-unit, committee and co-sponsors):

Program Chair’s Name:
Address:
City: State: Zip:
Daytime Phone: E-mail:
Fax:
Proposed Program Title:

Program Restrictions (i.e., speaker date restrictions, conflict times, etc.)

Program Day and Time: Circle one Saturday Circle one Morning
Circle one Sunday Circle one Afternoon
Circle one Monday Circle one Evening
Circle one Tuesday

Alternate Day and Time:

Length (Circle one): 1 hour 1 ½ hours 2 hours 3 hours

Tentative Program Description (75 words or less – attach separate sheet if necessary):

Target Audience and Estimated Size:

Possible program track (identify 1st, 2nd and 3rd priorities): 1st priority: ______________________________
2nd priority: ______________________________
3rd priority: ______________________________

Access Services
Administration/Management
Adult Services
Author/Literary
Buildings
Collection Management
Cultural Programming
Customer Service
Electronic/Digital Information
Fundraising
Information Resources
Instruction
Intellectual Freedom
Issues/Updates
Librarians
Management
Preservation
Public Services/Outreach
Reference Services
Staffing/Staff Development
Technical Services
Technology
Young Services
Other: __________________________
Program Format: (speakers, panel, demonstrations, number of breakout groups, if any, etc.)

________________________________________________________________________

Speakers/Participants: (Provide names, titles, addresses, phone numbers, and e-mail addresses. Use an extra sheet if necessary. This information must be furnished as soon as possible and updated with the LITA office as your program develops.)

________________________________________________________________________

Publicity Plans: (listserves, news releases, LITA Newsletter, flyers, advertising, mailings, etc.)

________________________________________________________________________

Audiovisual/Computer Equipment Needs:

________________________________________________________________________

Bring 15 copies of this completed form to a LITA Program Planning Committee meeting a year prior to your program’s presentation date.

________________________________________________________________________

Office Use Only

APPROVED: _____ PPC     _____ BOARD