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| irrt logo | **Request for Annual Conference Programs for IRRT Committees****All programs must be approved by the IRRT Board.** **Deadlines:** Sept. 1: Submit request to IRRT Executive Board Oct. 1: Approved meetings sent to IRO March 1: Submit changes to description and title March 20: Submit names of speakers (for Program Book only) |

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IRRT Subcommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. **Program title:**
2. **Program description (75 words):**
3. **Description for Online Conference Scheduler** (This can be longer than the printed Program description, or the same)
4. **Preferred Day** (please rate by first, second and third choices)

\_\_\_\_\_\_\_\_ Saturday \_\_\_\_\_\_\_\_ Sunday \_\_\_\_\_\_\_\_ Monday

1. **Preferred Meeting Time** (please rate by first, second and third choices)

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_ 8:30 – 10:00am **(available only on Monday)**  | \_\_\_\_\_\_\_ 3:00 – 4:00pm |
| \_\_\_\_\_\_\_\_ 10:30 – 11:30am **(available only on Monday)** | \_\_\_\_\_\_\_ 4:30 - 5:30pm  |
| \_\_\_\_\_\_\_\_ 1:00 – 2:30 pm  |  |

1. **Estimated Attendance: \_\_\_\_\_\_\_\_\_**
2. **AV equipment needed:**

**\_\_\_ Laptop**

**\_\_\_ LCD Projector**

**\_\_\_ Screen**

**\_\_\_ Microphone (for programs only)**

**\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(must be approved by IRRT or IRC Chair)**

1. **Category (Please choose ONE)**

Books and Authors

 Career Development

 Core Values

 Community Relationships

 Customer and User Expectations

 E-Book and collections

 Library Leadership Expectations-Staff and Boards

 Library Workforce

 Physical and Virtual Space

 Services

 Systems and Technology

Teaching and Learning

 Updates/Briefings

**TAGS:**

1. **Subject (Please choose up to 5 subjects)**

 Accessibility (ADA-compliance)

 Accreditation

 Acquisitions

 Administration and Management

 Adult Services

 Advocacy

 Archives

 Assessment and Evaluation

 Budget Planning and Finance

 Buildings and Facilities

 Career Advice

 Cataloging

 Children's Literature

 Children's Services

 Civic Engagement

 Collection Development

 Continuing Education

 Copyright

 Digital Libraries

 Digitization

 Disaster Planning

 Distance Learning

 Diversity

 Ebooks

 Electronic Resources

Emerging Technologies

 Equity of Access

 Ethics

 Facilitation

 Foundations

 Friends Groups

 Funding

 Fundraising

 Games and Gaming

 Genealogy

 Geospatial Data and Services

 Government Documents & Information

 Guidelines and Standards

 Human Resources

 Independent Librarians

 Information Commons

 Information Literacy

 Institutional Repositories

 Instruction

 Integrated Library Systems (ILS)

 Intellectual Freedom

 Intellectual Property

 International Issues

 Knowledge Management

 Leadership

 Learning Commons

 Legislation

 Librarianship

 Library School Education

 Literacy

 Marketing

 Mentoring

 Metadata

 Multicultural Services

 Networking

 New ALA Members

 Organizational Change

 Outreach Services

 Outsourcing

 Partnerships

 Personnel and Staffing

 Popular Culture

 Preservation

 Privacy

 Professional Development

 Project Management

 Public Programs

 Public Relations

 Public Services

 RDA

Readers' Advisory

 Recruitment

 Reference Services

 Research and Statistics

 Resource Sharing

 Rural and Small Libraries

 Scholarly Communication

 Serials

 Social Change

 Social Media & Networks

 Special Collections

 Special Needs Populations

 Strategic Planning

Support Staff

 Technical Services

 Technology

 Training

Transforming Libraries

 Trends and Forecasting

 Trustees

 Urban Libraries

 Virtual Communities and Libraries

Young Adult Literature

 Young Adult Services

Youth Services

1. **Audience (choose all that may apply)**

 All

 Native

 Academic

 Nonprofit

 Association

 Prison Library

 Community College

 Public

 Consortium

 Regional System

 Corporate

 Research Library

 Elementary School

 Retired

 Federal

Rural

 Government

 School / Media Center

 High School

 Seeking employment

Information-related organization

 Special

 Joint Use

 State Library

 Law

 Student

Library School

Tribal

 Medical

 Undergraduate

 Middle School

 Urban

 Museum

 Other

**LIST OF SPEAKERS (must include each speaker’s email address):**

**SPEAKER 1:**

**First name:**
**Last name**:
**Job Title**:
**Organization/Institution**:
**City, State, Country**:
**EMAIL:**

**SPEAKER 2:**

**First name:**
**Last name**:
**Job Title**:
**Organization/Institution**:
**City, State, Country**:
**EMAIL:**

**SPEAKER 3:**

**First name:**
**Last name**:
**Job Title**:
**Organization/Institution**:
**City, State, Country**:
**EMAIL:**

**SPEAKER 4:**

**First name:**
**Last name**:
**Job Title**:
**Organization/Institution**:
**City, State, Country**:
**EMAIL:**