|  |  |
| --- | --- |
| 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:**