**United for Libraries PLA Program Committee**

The Public Library Association (PLA) biannual conference in the odd numbered years (2011, 2013, 2015, 2017, etc.). PLA welcomes other units and divisions to submit program ideas for consideration. United for Libraries has historically done so with mixed results. Following are tips for enhancing our success and the timelines for submitting our program ideas.

**Enhancing our success for getting our programs accepted**

- Focus on our particular areas of expertise. Specifically:
  - Friends, Trustees, and Foundations!

  This may sound obvious but in past years we’ve strayed way outside of these areas of our expertise. Even such broad areas as fundraising and advocacy are likely to be rejected because PLA will see that all areas of our profession do this. What will make us more successful with be areas like:

  - Friends and Trustees creating successful advocacy campaigns for their libraries
  - Foundations working with Friends for successful capital campaigns
  - Foundations and the ABCs of Planned Giving

- Submit more than just one program in more than just one area of our expertise.

- If rejected for a program, consider submitting a ConverStation (facilitated discussion) idea which have a longer due date for submission than programs.

**General Timelines**

PLA program committee meets in the same year as the PLA biannual conference at **Midwinter**.

- Plan 2-4 program ideas. Loose program descriptions, title ideas. Include at least one speaker idea for each program.
- Plan at least one ConverStation program.
- Assign committee members to contact and secure agreement for at least one speaker for each program planned.

**February – End of the Month**

- Conference Call
- Determine as many speakers as possible for planned programs
- Assign committee members to secure agreements for each of the speakers for the programs along with a brief bio.
March – mid **DEADLINE** – Have all programs descriptions, titles, as many as possible speakers, and bios to staff.

March – end of Month – Staff submits programs

**Early Summer** – PLA selects programs

**Late Summer** – PLA selects ConverStations