

**Annual Conference Program Proposal**

**2002 – Atlanta, Georgia**

Revised September 13, 2000

Office use only

CCT Control # \_\_\_\_\_

ALA Unit \_\_\_\_\_

*Due by MONDAY, JUNE 18<sup>th</sup>* – 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.)**

<b>Program Day and Time:</b>	<u>Circle one</u>	Saturday	<u>Circle one</u>	Morning
		Sunday		Afternoon
		Monday		Evening
		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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> priorities):** 1<sup>st</sup> priority: \_\_\_\_\_

2<sup>nd</sup> priority: \_\_\_\_\_

3<sup>rd</sup> 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: \_\_\_\_\_



Library & Information Technology Association  
A Division of the American Library Association

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**Program Format:** (speakers, panel, demonstrations, number of breakout groups, if any, etc.)

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**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.)

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

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**Audiovisual/Computer Equipment Needs:**

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

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APPROVED: \_\_\_\_\_ PPC \_\_\_\_\_ BOARD