ALA ANNUAL Conference & Exhibition

JUNE 24–28, 2027 • NEW ORLEANS

ALA 2027 Annual Conference
Education Program Proposal Submission Guide

OVERVIEW

The ALA 2027 Annual Conference & Exhibition takes place in New Orleans, LA, June 24-28, 2027. The conference includes approximately 150 education programs created and curated by library professionals. These programs address a diverse range of pressing issues for libraries and updates on new research and innovations.

Education programs are 60 minutes total, which may include 10-15 minutes of Q&A. There are 9 proposal juries to select from when submitting a proposal: one of ALA's 8 Divisions or the overall ALA jury (which includes representation from Round Tables, Offices, and Affiliates). ***A proposal should be submitted to only one jury (no duplicate submissions); you will be able to indicate library types/audiences on your submission, if you believe your program has broader appeal.*** You do not need to be affiliated with the division to submit a proposal to its jury.

SUBMISSION SITE AND TIMELINE

Proposals are submitted through an open call, and curation of the Annual Conference program is led by members of the American Library Association. Proposals must be submitted through the online submission site by the deadline noted below. *ALA cannot accept late submissions*.

Submission site opens: August 24, 2026
Submission site closes: September 21, 2026, at 11:59pm Eastern Standard Time
Final Decisions and Notifications: December 2026

EDUCATION PROGRAM SELECTION CRITERIA

ALA provides a copy of the Annual Conference Education Program Proposal Rubric in the call for proposals and on the submission site. The rubric describes the scoring for each criterion and guides the review committees' evaluation of proposals.

Education program proposals will be evaluated on the following criteria:

- Title and Description
- Learning Objectives
- Timeliness/Demand
- Innovation
- Approach to Equity, Diversity, Inclusion and Accessibility (EDIA)

EDUCATION PROGRAM PROPOSAL SUBMISSION OVERVIEW

All proposals must be submitted through the online submission site. Upon submitting a proposal, you will receive an automatic confirmation email if the proposal was successfully submitted.

Before You Begin

Familiarize Yourself with the Selection Criteria

ALA includes the Annual Conference Education Program Proposal Rubric in the call for proposals and on the submission site for your use. Carefully review the selection criteria and keep the rubric available for reference when creating your proposal.

Identify the Jury for Your Submission

There are 8 juries to select from when submitting a proposal: ALA's 7 Divisions and the ALA jury (which includes ALA Round Tables and Offices). Each proposal should only be submitted to a single jury. *You may submit more than one unique proposal, but duplicate proposals to multiple juries will not be reviewed.*

You do not need to be a member of the division to submit a proposal to its jury. *For 2026, the ALA, ACRL and PLA juries received the highest numbers of submissions, with more than 150 submissions for each jury.*

For more information about ALA divisions, round table, offices, and affiliates:

- ALA Divisions**: http://www.ala.org/aboutala/divs

To guide prospective presenters' selection of a jury to submit to, Divisions shared their programmatic priorities:

AASL: AASL is seeking proposals that demonstrate the role school librarians have in the PreK-12 education landscape and policy for teaching and learning. As leaders within their school/district, as researchers in the field, and with the learning community they serve top of mind, programming for AASL should consider the unique perspective and role of school librarians.

ACRL: ACRL program proposals should address issues facing academic and research librarians today and provide timely, thought-provoking, and practical content and research, as well as actionable steps attendees can take. ACRL is committed to fostering an environment that advances learning and community-building opportunities for individuals and groups across a wide range of backgrounds, perspectives, and lived experiences. We welcome participation from individuals with a variety of professional backgrounds representing all types of libraries, roles, and experience.

ALSC: ALSC works with librarians and others to engage communities to build healthy, successful futures for all children. ALSC's programming at ALA Annual Conference creates spaces and opportunities for children's and teen library staff, literacy experts, educators and community partners to share new developments and best practices, which help grow and develop their colleagues across the nation – and beyond! For more information, please see ALSC's strategic plan.

Core: Core: Leadership, Infrastructure, Futures is the national association that advances the profession of librarians and information providers in the areas of access & equity, buildings & operations, leadership &

management, metadata & collections, preservation and technology. Core members play critical roles in every library, shaping the future of the profession by striking a balance between maintenance and innovation, process and progress, collaboration and leadership. Core encourages diversity in our programming and seeks presenters from a wide range of backgrounds, libraries, and experiences. We invite submissions from underrepresented groups such as Indigenous peoples, women, people of color, the LGBTQA+ community, and people with disabilities. We also strongly encourage submissions from public, school, and special libraries.

PLA: PLA centers equity, diversity, inclusion and social justice (EDISJ), working with and for public libraries as they evolve to become more responsive to and reflective of ever-changing community needs. PLA's programming at ALA Annual Conference provides a platform for libraries to share and test emerging best practices and to grow the knowledge, skills and confidence of workers at all levels within local public libraries. For more information, please see PLA's strategic plan.

RUSA: RUSA serves all types of libraries in reference, user services, adult readers advisory and collection development as well as resource sharing, genealogy and archives, business reference and reference technology.

United: United for Libraries provides support and education to library Trustees/Board Members, advocates, Friends of the Library, Library Foundations and fundraisers, and those who work with them. United for Libraries programming at the ALA Annual Conference aims to equally serve the above audiences. Topics range from advocacy, fundraising, board development, best practices, strategic planning, collaboration, board/director relationship, fighting censorship, and more.

***Please note: YALSA may be included on the ALA Division listing. YALSA reunified with ALSC effective September 1, 2026. Those who are submitting programs specific to teen library services should find the relevant division – ALSC, PLA, etc. - under which to submit their program.*

Popular topics from Annual 2026 program attendance and survey data include: artificial intelligence; intellectual freedom and advocacy; staff and patron safety; community engagement; library service to targeted patron groups; mental health and well-being for library staff; and career pathways and leadership.

Proposal Planning

The submission site consists of a series of tasks to complete for your proposal. A complete proposal includes the following:

- Initiate a Proposal
- Program Title, Content Area, and Description
- Learning Objectives
- ALA Professional Development Priorities
    - Timeliness/Demand
    - Innovation
    - Approach to Equity, Diversity, Inclusion and Accessibility (EDIA)
- Target Audience and Library Type(s)
- Other ALA Divisions
- Identify Presenters
- Scheduling Considerations

- Supplemental Questions (if applicable)
- International Participation
- Acknowledgements and Agreements
- Submit the Proposal

Step by Step Instructions for Proposal Submission Tasks

All proposals must be submitted using the online submission site. You must complete all tasks **and click Submit** upon completion of all tasks to submit a complete proposal for review. You may begin a proposal and complete it over time, just be sure to adhere to all deadlines. You will receive an automatic confirmation email when you have created an account, another when you have initiated a proposal, and a third confirmation email when you have submitted a completed proposal.

Initiate a Proposal

To initiate a proposal, create a user account per the steps below. The person who initiates the proposal becomes the Primary Contact on the submission. ALA will email the Primary Contact for all communications, including proposal deadline reminders, selection notifications, and updates on selected programs. The Primary Contact should share information as needed with Presenters and Moderators.

Initial Steps

1) On the submission site, click Join Now to create an account. You will enter profile information and create an access key (password). You will receive a confirmation email from noreply@goCadmium.com with your account details.
2) On the landing page of the submission site, you will see a Proposals section and a section with Key Information. To start a proposal, click on the green link, “Click here to begin a new proposal.”
3) Enter a title (up to 15 words) for your proposed program. You will have the opportunity to make edits to your title in the Program Title, Content Area, and Description task.
4) Select the jury to which you are submitting the proposal.
5) Click Submit.
6) You will receive a second confirmation email from noreply@goCadmium.com that includes the type (submission jury), status, and title of your proposal.

On a subsequent log in to the submission site, you will be asked to complete the Privacy Notice.

Program Title, Content Area, and Description

Once you have completed the initial steps for creating a proposal, you will see the Task List. The first task is to confirm your title, select a content area, and enter your program description.

Program Title

Program titles should be descriptive and concise and effectively convey the proposed program. Avoid long titles, and do not use all uppercase or all lowercase.

Sample program title: Literacy for All: Effective Strategies for Advocating for and Implementing Adult Literacy Services

Primary Content Area

Proposals must identify the primary content area from the list below that best represents the program.

Books and Authors features emerging and bestselling authors, upcoming titles, and trends in publishing.

Careers, Leadership, and Management encompasses administration and planning, assessment and data collection, career pathways, change management, customer service and user experience, finances, leadership and professional development, marketing, personnel, and privacy issues.

Collections, Access, and Technical Services spans archives, acquisitions, cataloging and metadata, classification, collection development and management, digital collections, discoverability, deselection, electronic resources, incorporating free and open access resources, local history, preservation, scholarly communication, and using analytics/data mining.

Infrastructure and Planning includes accessibility and support services, building and facility planning and architecture, disaster recovery, inclusive design, interior design, library furniture and equipment, library site selection, maintenance and security.

Outreach and Advocacy centers on fundraising, building and sustaining partnerships, expanding access, community-driven approaches, civic engagement, sustainability, and disaster response.

Programs and Services comprises key service areas, information literacy and instruction, adult literacy and digital equity, health and wellness, program formats and digital learning, readers' advisory, services by age group, services for special populations, and reference services.

Teaching and Learning involves learner experience and innovative and effective instructional approaches, tools, and resources that further critical knowledge and engagement.

Technology Innovation focuses on applied and emerging technologies, best practices and policies around technology use, tools, strategies, and services for virtual spaces, websites, and UX.

ALA retains the right to change the content area of accepted programs for marketing purposes.

Description

Program descriptions (75 words minimum and 250 words maximum) should be clear, concise, and compelling. As the rubric indicates, the description should briefly but effectively convey the proposed program so that attendees could rely on the information for a clear idea of the program content and experience. Descriptions should lead with the most important information first and provide details that speak to the timeliness and innovation of the proposal.

***Given the anonymous review process, do not include individual or organization names in the title or description*.**

Additional tips:

- Start with concrete benefits of attending the program that will capture the reader's attention, such as:
    - Are you responsible for [topic] in your library? You will leave this session with five new ideas you can implement to help you...

    - Learn about recent developments in [topic] and how they affect your work. Utilizing case studies from six school libraries, this program ...
    - Get strategies for streamlining your [work function] so it takes less time each day.
- Avoid redundant or unnecessary language such as, “In this session, three panelists will talk about [repeat of program title].”
- Avoid generalizations such as, “In libraries today, technology is increasingly important,” or “Librarians are busy people.”

ALA retains the right to modify titles and descriptions of accepted programs for marketing purposes.

Task Steps

1) Make edits to your program title, if needed.
2) Select a Primary Content Area for your proposal.
3) Enter the description of your program.
4) Click Continue.

Learning Objectives

A learning objective is a clear, measurable, and achievable statement of the anticipated behaviors, skills, knowledge, or attitudes participants demonstrate from their learning. Each proposal will need to include three learning objectives (with a maximum of 40 words each).

After entering the three learning objectives, click Continue.

ALA Professional Development Priorities

You will be asked to address how the proposed program supports ALA's commitment to professional development that is timely and innovative and that furthers equity, diversity, inclusion and accessibility. Provide brief responses to the following prompts:

- Describe how this program responds to a timely/new topic and/or one for which there is demonstrated high demand.
- Explain how this program presents fresh, innovative ideas, methods, or resources.
- Detail the proposed program’s approach to Equity, Diversity, Inclusion and Accessibility (EDIA). For example, this might include incorporating multiple, underrepresented perspectives and identities and/or furthering equitable access and accessibility.

Provide separate responses to the prompts, with a limit of 150 words or fewer for each and click Continue.

Library Types/Audiences

You will be asked to identify the library types or audiences to which your program is most relevant. If your program is accepted, your selections will be used in the Conference Scheduler to assist attendees in identifying programs of interest.

Task Steps

1) Select from the list of Library Types/Audiences, choosing only those to which your program is relevant.
2) If you choose "Other" from the list of Library Types/Audiences, briefly describe the library type or audience.

3) Click Continue.

Other ALA Division

You will be asked if your proposal has relevance to any other ALA divisions beyond the one you indicate during your initial submission process. This information will have no bearing on the initial selection; however, if accepted by the submission jury, your proposal will be sent to the additional juries to determine whether it should be cross-listed with their programming.

Task Steps

4) Select "Yes" or "No", indicating whether your program is applicable to any division beyond the one your proposal is initially submit under. For a description of divisions and their work, please refer to the division juries near the beginning of this submission guide.
5) If you select "Yes" please indicate which other division(s) your program may be relevant to. You may select more than one.
6) Click Continue.

Identify Presenters

You will be asked to enter information about the Presenters for your proposed program. Full names and emails are required for each person. This information will be used only if the program is accepted and is not part of the review process. If the person submitting the proposal will also be a Presenter or Moderator, please make sure that person is identified as both a Presenter/Moderator and the Primary Contact per the steps below. You may include up to five participants, including yourself, in the proposed program. The role options are Presenter, Moderator, Primary Contact, and American Library Association Staff.

You may identify one participant as a Moderator and, if applicable, select American Library Association Staff as a role for one contact/program participant.

As part of the profile completion, presenters will be asked to identify previous experience in delivering educational programs. This information is not part of the rubric scoring process.

Task Steps

1) Click Edit [your name] Profile under the Presenter List.
2) Complete as many of the profile fields as you can or, at the minimum, the required fields.
3) Choose your role(s). You can select multiple roles, so mark all that apply (noting the limits on Moderator and American Library Association Staff).
4) Indicate if/where you have previously delivered educational programs from the listed options.
5) Enter a short biography of up to a couple paragraphs, with your name, title, and affiliation in the first sentence. This will be used only if your program is accepted.
6) Click Continue.
7) Upload a photo as part of your presenter profile. This will be used only if your program is accepted. Click Continue. You may opt out of submitting a photo and click Continue to complete the task.
8) If your proposed program will have additional participants, add each one separately by entering first name, last name, email, and role(s). Click Add Presenter.
9) Repeat the process outlined above to complete the profile for each presenter you add. Or you may invite your co-presenters to complete their own profiles by clicking Invite [presenter name]. This will send an email

to the presenter from noreply@goCadmium.com with their log in credentials and task list. They can then access the Identify Presenters task to complete their profile and the Acknowledgements and Agreements task (outlined below). As submitter you will receive a confirmation email when the presenter has completed the tasks.

10) Click Save Presenters. You may revisit this task to add or remove program participants.

Note: all participant profiles must be completed before the task can be marked as complete.

Scheduling Considerations

You will be asked to provide information to assist with the scheduling of your program if it is accepted. Though the exact schedule is subject to change, education programs will be scheduled on Saturday, June 27, Sunday, June 28, and Monday, June 29, during the following time blocks:

- 9:00 am - 10:00 am
- 11:00 am - 12:00 pm
- 1:00 pm - 2:00 pm
- 2:30 pm - 3:30pm
- 4:00 pm - 5:00 pm (Saturday only)

ALA Council meetings will be held in the mornings on those three days.

Task Steps

1) Program rooms: Education program rooms will be set with theatre seating. If your program requires a banquet (rounds) set, please detail the circumstances in the provided space, and we will do our best to accommodate the request.
2) Provide your best estimate of the number of attendees for your proposed program.
3) Provide any known date/time conflicts for the program participants.
4) Click Continue.

These questions are not required. If you do not have information to enter into any of the fields, simply click Continue to complete this task.

Supplemental Questions

Depending on the Jury to which you are submitting a proposal, you may see an additional task in the Task List.

- ALA Unit, Member Group, or Affiliate and Focus: If you are submitting to the ALA jury, you will be asked to provide information about program sponsorship, if applicable, and focus.
    - Select the ALA office(s), round table(s), and/or affiliate organization(s) on whose behalf you are officially submitting, *if applicable.* Affiliation is not required, and you should select a group only if you have been officially designated to submit a program proposal on its behalf.
    - Indicate whether or not your proposed program has a specifically international focus. If yes, provide details about the international perspective and/or emphasis of your proposed program. This information is for assigning proposals to selection committees for review.

- AASL Supplemental Question: School librarians play a unique role in the library eco-system, serving as librarian and educator. Describe how this presentation will incorporate the role of a school librarian in their K-12 educational landscape.

- ACRL Supplemental Questions: If you are submitting a proposal to the ACRL jury, you will be asked to provide information about sponsorship and funding.
    - Indicate if you are submitting the proposal on your own as an individual or on behalf of an ACRL section, interest group or division-level program planning committee.
    - Indicate the number of Presenter(s) for whom honoraria is being requested and indicate the sponsoring ACRL Section (if applicable).
    - List any unit(s) that are cosponsoring the program by providing funding.
    - List any units that are cosponsoring the program in name only.

- Core: Leadership, Infrastructure, Futures Supplemental Questions: If you are submitting a proposal to the Core jury, you will be asked the following questions:
    - Identify the primary Core section track most appropriate for your session content.
    - Identify the secondary Core section track most appropriate for your session content.
    - Was this proposal endorsed by a Core Section or Committee? (name, if so)
    - Who will be the contact onsite for your program & logistics? (name and email)
    - Would you be willing to be contacted by Core to present your proposal as a webinar whether it is accepted or declined?

    See more about Core Sections.

- RUSA Supplemental Questions: If you are submitting a proposal to the RUSA jury, you will be asked to provide information about RUSA Sections or Interest Groups and funding.
    - Select any relevant RUSA Section(s) or Interest Group(s).
    - Indicate if your program is being submitted with the support of a RUSA section or interest group and specify which one(s).
    - Indicate if you wish to make a budget request for the proposed program.
    - If you are requesting a budget, indicate the amount, intended use, and rationale.

- United for Libraries Supplemental Question: If you are submitting a proposal to the United for Libraries jury, you will be asked to describe how the proposed program relates specifically to library Boards of Trustees, Friends of the Library groups, Library Foundations, library staff who work with these groups, and/or addresses library advocacy or fundraising.

International Participation

You will be asked whether you are an international attendee (that is, from a country other than the United States). This information is to assist the ALA International Relations Office in providing letters of invitation for visa purposes. If you are an international attendee and require a Letter of Invitation *before you register for the conference*, please complete the Letter of Invitation Request or send a request to the International Relations Office at intl@ala.org. ALA is unable to provide financial support for your participation.

Acknowledgements and Agreements

This task consists of acknowledging that you have reviewed both the ALA 2027 Annual Conference Education Program Proposal Rubric, the ALA 2027 Annual Conference Education Program Proposal Submission Guide in its entirety, as well as the agreements that noted in the submission site. Agreements are subject to change. Please review this task thoroughly in the submission site for the most up to date agreements.

Task Steps

1) Carefully review the Education Program Proposal Rubric and the Education Program Proposal Submission Guide listed below.
2) Review the Agreements listed on the
3) Click Edit [your name] Form to read and agree to the above terms and conditions, sign the acknowledgement, and submit agreement.
4) If you have co-participants, you may click the Invite [Name] button to send them a link to review and sign the acknowledgement if you did not invite them while completing the Identify Presenters task.
5) Once all participants have submitted agreements, click Complete Task at the top right. *Please note that agreements must be completed for all participants before the proposal can be submitted.*

Submit the Proposal

Once all tasks are completed and you have clicked **Save Submission,** the Task List becomes the Program Proposal Summary. At the bottom of the completed tasks, you will see "Click here for a preview of your program proposal." The Proposal Preview that opens allows you to print the proposal (or save as PDF). Click your browser's back button to return to the Program Proposal Summary.

When you are ready to submit the proposal for review, click **Submit** on the Proposal Summary page. This step is essential. You will receive a confirmation email upon submitting the proposal to let you know it was successfully received. If you do not receive the confirmation email, your proposal was not submitted and will be considered incomplete. *Incomplete submissions will not be reviewed, and ALA is unable to accept late submissions.* Be sure to check your spam folder if you do not see the email in your inbox.

Proposal Changes

While the submission site allows for changes to a submitted proposal as long as it is before the deadline, *you must save the revised proposal and click Submit again for the proposal to be finalized for review.*

Should you decide not to complete and submit a proposal you started, log into the submission site before the deadline, click on the proposal title from the main page, then click the proposal title again on the task list page. From there, you have the option to change the proposal status. Select Withdrawn from the Program Proposal Status dropdown menu, then click the Update Program Proposal button.

AGREEMENTS

You will be required to accept the following agreements to complete your submission.

Deadlines

All participants of accepted programs must adhere to published deadlines. You must be committed and responsive to working with ALA to deliver an exceptional attendee experience by meeting deadlines.

Multiple Acceptances

ALA receives a high number of program proposals, making for a highly competitive selection process; thus, it is not possible to accept all high-scoring submissions. If you are the submitter or a co-presenter for more than one accepted program, please consider limiting yourself to two program slots, so that you can spend more time learning from others and to open up opportunities for other presenters and programs. Please contact confcontent@ala.org if you want to make any changes to your acceptances.

Intellectual Property Rights

All participants of accepted programs must observe intellectual property rights. Presenters must ensure that information, illustrations, images contained in presentations, related materials or visual aids shall be factual and not misleading and will not violate the intellectual property or copyrights of any third party.

ALA Membership

ALA encourages those submitting proposals to be members of the Association.

Conference Registration and Expenses

Participants of accepted education programs must register to attend the Annual Conference and are eligible for a reduced Presenter rate. Program participants are responsible for all of their own expenses, including travel, accommodations, meals and registration fees. Registration may be handled differently in the event of exceptions such as Exhibitor staff or division-sponsored participation.

Event Format and Recording

The plan is for Annual Conference to be presented in person. However, ALA reserves the right to hold Annual Conference virtually, in-person, or as a hybrid of both. Presenters/Moderators should be prepared to present in all formats and consent to recording as needed.

QUESTIONS

- For questions regarding the proposal submission or review process please contact ALA Conference Services at confcontent@ala.org.
- For technical issues on the submission site please contact Cadmium Tech Support at Support@cadmiumcd.com or click on Technical Support at the top right of the submission landing page.