

TABLE OF CONTENTS

Introduction	1
MLA Professional Development Panel	2
Program Planning Timetable Worksheet	3
Date Selection	4
Topic Selection	5
Learning Objectives	6
Program Formats	7
Conference Committee Calendar	8
Program Layout and Activities	9
Location Selection	12
Audio-Visual Equipment	14
Program Approval Form	15
Publicizing Your Program Information	16
Program Finances	18
Program Checklist	19
Program Packs	20
Certification Renewal Credits	21
Evaluation and Follow up	22
Appendix Table of Contents	23
Definitions of Sponsorship, Co-sponsorship & Cooperation	24
Speakers Policy	27
Program Registration Refunds Policy	29
Cancellation Policy	30
Deposit Form	31
Request for Payment Form	32
Program Approval Form	33
Program Checklist	34
Program Evaluation Form	35
Coordinator Feedback Form	36
Final Financial Report Form	37
Index	38