MLA/DLA Conference 2024
Proposal Submission Guide

Overview
The MLA/DLA Conference takes place in Cambridge, Maryland, May 8-10, 2024. The MLA/DLA Conference represents the full range of library organizations (academic, school, public, specialized, etc.) and positions within the library and encourages submissions from staff at all levels and organizations.

Theme in 2024
Seeds of Change is our theme for the conference. We put together a few thoughts to expand on the idea to give you something to consider as you think about your proposal.

- Exploring the possibilities with growing new ideas and concepts.
- Encouraging growth.
- Planting seeds for the future.
- Engaging library customers in new ways.
- Use/role of AI in libraries.
- Cultivation
- Renewal

Submission and Deadlines
Proposals are gathered through an open call and submissions are approved or denied by the MLA/DLA Conference Committee.

Program Proposals will be accepted from September 5-October 15, 2023.

Proposal Planning
A completed planning proposal includes the following:

- Presenter(s) Information (limit 3 total speakers per session)
- Title and description
- Program Criteria Prompt related to:
  - Timeliness and Demand
  - Innovation
- Program format and length
- Select division/interest group that the subject of your presentation fits under
- Honorarium/Travel Costs Expectations for speakers that are non-Maryland or Delaware library employees

Step by Step Proposal Submission
All proposals are submitted using the form that will be sent out on September 5th. You must complete all required areas at one time, information added on the form will not be saved.
Proposal Creation

The person who fills out the form will become the primary presenter contact and should share any information they filled out to their co-presenters, as needed. All of the information will be used if your proposal is accepted.

- **Presenter(s) Information (limit 3 total speakers per session)**
  - Full names and emails are required.
  - The Primary Presenter is asked for their information first and, when applicable, they will fill out the same information for their co-presenters.
  - By limiting the number of people on each program we can better expect all presenters to use a mic if they are speaking to ensure sessions are accessible to all attendees.
    - If you have more than 3 people on your proposal, follow up your submission with an email to the conference director at MD.LA.Conference@gmail.com. Your request will be evaluated and considered.

- **Title and description**
  - If you are so inclined, feel free to use our conference theme of Seeds of Change (gardening, planting, growing, cultivating, etc) to inspire your titles and descriptions.
    - Title: 12 words max. Be descriptive and concise
    - Description: 100 words max. Be clear, concise, and compelling and put the most important information first. Tell attendees how your presentation will be innovative and provide new insights into your topic. Focus your description on outcomes for attendees.

- **Program Criteria Prompt**
  - You will be asked to briefly describe how your session will present fresh and innovative ideas, information, methods, or resources OR how your session will respond to a topic that is in high demand.

- **Program format and length**
  - The following formats are available for the conference:
    - Panel
    - Lecture
    - Hands-on workshop
    - Discussion forum
    - Ignite Session (a ten-minute lightning presentation)
      - What is something that you are passionate about in libraries? Can you tell us about it in 10 minutes? Ignite Talks can look like storytelling, a how-to, or a research share – anything that sparks interest. Ignite Talks are a great opportunity to try presenting for the first time, to share experience or lessons learned, or to make your colleagues laugh with an entertaining topic and slides. We can’t wait to hear about your passions!
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- Select the association/division/interest group that the subject of your presentation fits under
  - You can select the best option for your session that you can find and are based on the association/division/interest group who will assist with your program, should it be approved.

- Honorarium/Travel Costs Expectations for speakers that are non-Maryland or Delaware library employees:
  - Only external speakers (non-Maryland or Delaware library employees) are eligible for honorariums and travel expenses.
  - If this applies to your proposal, you will be asked to provide an estimate of these expenses and note whether you will be requesting lodging.
  - Note that we have a limited budget and we may not be able to accommodate every request

Questions and Concerns

- Email the MLA Office and Conference Director/Co-Chair here: MD.LA.Conference@gmail.com