

TITLE CODE: _____
(Unit + Program #)

**MARYLAND LIBRARY ASSOCIATION & DELAWARE LIBRARY ASSOCIATION
2020 PRELIMINARY CONFERENCE APPROVAL FORM**

Form to be submitted to the MLA office, by October 11, 2019

SPONSORING UNIT:

ESTIMATED SIZE OF AUDIENCE:

TOPIC OF PROGRAM:

REQUESTED DAY: *check one*

- Wednesday Pre-Conference
 Thursday/Friday Regular Session

REQUESTED PROGRAM LENGTH: *check one*

- Pre-Conference: 1/2 day (3 hours) full day (6 hours)
Conference: Standard (~60 minutes) Extended (~2 hours)

****exact program length will depend on conference schedule****

LEARNING OBJECTIVES - At the conclusion of the program, participants will be able to:
REMEMBER – OBJECTIVES MUST BE MEASURABLE.

FORMAT (Structure of program, e.g. hands-on workshop, lecture with Q & A, panel, etc.)

SPEAKER(S)/PROGRAM COST –include honorarium and travel – if eligible:

PROGRAM PLANNER/CONTACT NAME, EMAIL, PHONE AND FAX:

ADDITIONAL COMMENTS:

SUBMIT FORM TO:

MLA OFFICE

1401 Hollins Street, Baltimore, MD 21223

410-947-5090 (ph) 410-947-5089 (fax) or mla@mdlib.org

CONFERENCE DIRECTOR: NAOMI KEPPLER

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