

**TITLE CODE:** \_\_\_\_\_  
(Unit + Program #)

**MARYLAND LIBRARY ASSOCIATION & DELAWARE LIBRARY ASSOCIATION  
2021 PRELIMINARY CONFERENCE APPROVAL FORM**

**Form to be submitted to the MLA office, by October 9, 2020**

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) 410-94705089 (fax) or [mla@mdlib.org](mailto:mla@mdlib.org)**