

## 2009 Proposer Quick Glance



### SELECTING A TOPIC

1. Any entity can propose a program or workshop: SISs, committees, caucuses, individuals and even groups outside of the Association. Multi-sponsorship alone will not improve a program's chance of acceptance. The Annual Meeting Program Committee looks primarily at program content and strength. \*(pp. 10-11)
2. Programs should address the needs of AALL members in the workplace and employers' concerns as employers pay fees for 90% of the registrants. \*(p. 7)
3. Registrants at the Annual Meeting are highly experienced. Although basic programs are useful, members prefer more advanced, in-depth programs. \*(pp. 7, 16)
4. Use the Competencies of Law Librarianship and/or the 2005-2010 Strategic Directions as a starting place for program topics. \*(p. 10)

### CHOOSING THE RIGHT SPEAKERS

5. Having speakers from the three types of libraries does not improve the chances of a proposal's acceptance. Evaluations are based on content and whether a program meets the needs of AALL members. Use 30 minutes per speaker as a guideline. \*(pp. 9, 21-23)
6. Select speakers who are the most qualified to address your topic. Outside speakers are welcome. Consider locating speakers from the area where the meeting will be held. AALL works within an established budget. Consider asking an SIS or chapter to share honoraria and other expenses for speakers and consider working with chapters or SISs to invite VIPs who might also serve as speakers. On the proposal form, provide as much information as possible on speakers (bio, background, etc.) and any other information to assist the AMPC in evaluating programs. \*(pp. 8-9, 12, 21-23)
7. Contact potential speakers before submitting a proposal and ask them to reserve the dates, July 25-28. **Do not confirm speakers at the proposal stage.** \*(pp. 8, 21-23)

### DRAFTING THE PROPOSAL

8. If your SIS or group is proposing multiple programs, strategically select time slots; try to vary the length of your programs. There are a limited number of slots for each program length. It is better to submit fewer but more highly developed programs. \*(pp. 10, 11, 26)
9. Descriptions and learning outcomes need to be clear and concise (110-125 words). If a proposal is accepted, the proposed language becomes the published description. Learning outcomes need to be observable, measurable, and must be performable by attendees. \*(pp. 7, 14-15)
10. Think creatively about format. Consider different formats for adult learners. Ask your AMPC liaison if you have a question about program format. \*(pp. 18-20, 25)

### ABOUT THE SELECTION PROCESS

11. Attention SISs: Do not rank proposals online. A member of the AMPC will contact your SIS Chair **after** August 15<sup>th</sup> to determine rankings of all proposals sponsored (or joint-sponsored) by your SIS. \*(pp. 10, 42)
12. Submit your program or workshop proposals online: <http://proposals.aallnet.org>. Work on your proposal in your own virtual workspace, saving your work in progress and sharing it with colleagues. \*(pp. 34-44)

**PROPOSAL SUBMISSION DEADLINE is August 15<sup>th</sup>. \*(p. 27)**

\*Page number references are for the Program Planner's Handbook:  
<http://www.aallnet.org/events/ProgramPlannersHandbook.pdf>