

Online Proposal Process Guide

All 2018 program and workshop proposals must be submitted online by October 2, 2017. Below is a step-by-step walk-through of the proposal submission process. Before you get started, please review the [proposer resources](#) that offer guidance for the following:

- [Takeaways](#) – key points describing practical information
- [Description](#) – sell the session
- [Target audience](#) – who will benefit
- [Program track](#) – categorize the session
- [Adult learning guidelines](#) – practical and relevant
- [Presentation format options](#) – deliver and engage

Once you're ready, go to our [proposal collection site](#) to create and submit your proposal.

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Welcome Page

From this welcome page, you can create your proposer profile. In the future, you will log into your proposer homepage from this page as well, using your email address and password.

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AALL ANNUAL MEETING & CONFERENCE PROGRAM PROPOSAL COLLECTION



Welcome! The Annual Meeting Program Committee (AMPC) is looking for some great program proposals for Baltimore. The AMPC has compiled a list of "must have" program topics that AALL members have identified as being vital to their professional education. We're looking for proposals that cover those topics, but if you have an idea for a completely different program, go for it! You are encouraged to peruse all the [program ideas](#) AALL members have shared.

[Explore the proposer resources](#) on AALLNET for tips on how to craft a great proposal. Your proposal should answer the following questions:

- What are the [takeaways](#) that attendees will be able to use and apply to perform their jobs better?
- How would you [describe](#) the problem/opportunity/scenario/challenge that reflects the takeaways?
- [Who needs to attend](#) this session?
- What [methods](#) do you plan to employ to [engage attendees](#) and keep the energy level up?
- [Who should deliver](#) this content, and why is he/she qualified to do it?

Once you create your proposer profile (different from your AALL member profile), you can work on your proposal(s) in your own virtual workspace. You will be able to save your work and come back to it later by simply logging back in. You can share your draft proposal(s) with colleagues prior to submission, too. All proposals must be submitted through this site no later than **11:59 p.m. EDT, Monday, October 2, 2017**.

[I'm ready to create my proposal profile](#)

Create Proposer Profile

As proposer, you are the primary contact for your proposal(s), so please provide accurate information.



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CREATE YOUR PROPOSER PROFILE

As the proposer, you will be the designated contact for the proposal(s) you submit. Do **NOT** create a new profile for every proposal you wish to submit. Multiple proposals can be created and submitted using one profile.

If you forget your password, please use the [Forgot Your Password](#) feature.

* required field

* **First Name:**

* **Last Name:**

* **Phone:**

* **Email address:**

* **Password:**

* **Re-enter password:**

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Create Your Profile

Proposer Homepage

From your proposer homepage, you can create a new proposal, work on proposals in progress and view proposals you've already submitted.



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WELCOME JANE LIBRARIAN,

This is your password-protected proposal homepage. From this virtual workspace, you can create, modify, and submit your proposal(s). You can work on your proposal(s) over time, saving your work to come back to it later. **Please note that you will not be able to access this workspace after Monday, October 2, 2017 (the proposal submission deadline).** Print and/or save copies of your proposal(s) for your records. Proposals created in this workspace cannot be considered for selection until they are submitted (using the 'Submit Proposal' button). All proposals must be submitted by **11:59 p.m. EDT, Monday, October 2, 2017.** You will receive an email confirmation once you've submitted your proposal(s).

The AMPC will evaluate all submitted proposals using a [comprehensive rubric](#) focusing on:

- Relevance (Is it important, timely, and vital to legal information professionals? Will the learner be able to implement some action or think in new ways as a result?)
- Description (Is it clear and well-defined? Is there a specific plan for learner engagement? Are the proposed speakers suitable?)

AALL strives to offer exceptional learning opportunities with knowledgeable and skilled presenters. Please note that if your program is accepted, AALL and the Annual Meeting Program Committee reserve the right to make adjustments to the program to ensure that the best program is delivered, from promotion to production. To facilitate this, a member of the AMPC will be assigned to each program, and will work closely with the coordinator and presenters.

PROPOSER PROFILE

[Edit Profile](#)

PENDING PROPOSALS

[Create New Proposal](#)

SUBMITTED PROPOSALS

You have no submitted proposals.

Programming Information

On this page you're asked to provide programming information for your proposal including title, takeaways, description, length, program track, target audience, content delivery/audience engagement methods, and any special setup or equipment needs. Please review the [proposer resources](#) that offer guidance for the following:

- [Takeaways](#) – key points describing practical information
- [Description](#) – sell the session
- [Target audience](#) – who will benefit
- [Program track](#) – categorize the session
- [Adult learning guidelines](#) – practical and relevant
- [Presentation format options](#) – deliver and engage



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CREATE A NEW PROPOSAL

Tell us about your program idea. You can find the list of "must have" program topics [here](#), and more detailed information about the elements of strong proposals [here](#).

* indicates required field

* **What is the title of the program?** It should pique the reader's interest enough to encourage them to read more.

* **What are the takeaways?** Provide the 2-3 key points the audience will take away from this session and be able to put into use. They should describe what the learner will gain from participating and how they can be applied in a practical way.

1.

2.

3.

* **Describe the content of this session** (in approximately 100 words, please). What issues or challenges will be addressed? [Your description should sell the session.](#)

* **Who will benefit the most from attending this session?** Be specific, but think outside the type-of-library box, too.

* **Categorize this session:** Select up to two of the most applicable content areas.

- | | |
|--|---|
| <input type="checkbox"/> Professionalism & Leadership at Every Level | <input type="checkbox"/> Teaching and Training |
| <input type="checkbox"/> Research & Analysis | <input type="checkbox"/> Marketing & Outreach |
| <input type="checkbox"/> Information Management | <input type="checkbox"/> Management & Business Acumen |

* **How much time will you need for this session?** The standard program length for the 2018 conference will be one hour. Longer length deep dives (2.5 hours) and preconference workshops (ranging from half a day to two days) may also be proposed.

- 60 minute session
- Deep Dive (2.5 hours) - please indicate below if program could be modified for a 60-minute session
- Preconference Workshop (0.5 day to 2 days)

* **How are you going to deliver the content and engage the audience?** Explain the delivery format(s) and methods you plan to employ. Review the [adult learning guidelines](#) and [presentation format options](#) for guidance.

Anything else we should know?

Internet (hard-wired and wireless), a laptop, an LCD projection unit and screen, a remote slide advancer, audience microphones, and a podium on a riser with a microphone are standard equipment in session rooms. Please let us know if your vision of the program will require other special equipment or setups, or if you have any additional notes regarding your proposal. If this proposal has been designated as an SIS's option for their independently produced program, please indicate this here.

Save and Continue

Proposal Review

From this page, you can update the two components of your proposal: programming information and participant information (coordinator, moderator, and speakers).



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FROM KNOWLEDGE TO ACTION IN BALTIMORE

Your proposal is comprised of two components: programming information and participant information. From this page, you can update and edit either of these components, or you can view, share or submit the proposal in its entirety. Proposals created in this workspace cannot be considered for selection until they are submitted. All proposals must be submitted by **11:59 p.m. EDT, Monday, October 2, 2017**.

STEP 1: PROGRAMMING INFORMATION

[Update/Edit](#) the programming information for *From Knowledge to Action in Baltimore*

STEP 2: PARTICIPANT INFORMATION

You have not added any participants.

[Add Participant](#)

[View](#)

[Share](#)

[Submit Proposal](#)

Participant Information

Here you'll be asked to provide as much information as possible for your proposal's participants. You must at least identify a coordinator for your proposal.



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ADD PARTICIPANT

Tell us about the people you have in mind to present this program. It's a good idea to confirm that [potential presenters](#) are available during the dates of the Annual Meeting (July 14-17), but do not make any commitments to them until you learn the status of your proposal. [AALL members](#) who speak on programs pay their own expenses (including registration) and cannot receive honoraria.

Having more than three speakers on a one hour program is strongly discouraged. Final selection/approval of speakers is at the discretion of the AMPC.

* indicates required field

| | |
|------------------------|--|
| First Name: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| Institution: | <input type="text"/> |
| Title: | <input type="text"/> |
| City: | <input type="text"/> |
| State/Province: | <input type="text" value=""/> |
| Country: | <input type="text" value="United States"/> |
| Phone: | <input type="text"/> |
| Email address: | <input type="text"/> |

If you cannot identify a specific presenter at this time, please describe the type of speaker you have in mind in the field below (including desired subject expertise and affiliation, if possible).

* **This person would serve as:** (check all that apply; your proposal must have a designated coordinator.)

Coordinator Speaker Moderator

* **If this person is a speaker, in no more than 5 sentences describe what makes this person qualified to present on this topic? (Has he/she presented before?)**

Identify any anticipated expenses for your proposal's participants. If you know what type of speaker you'd like to include, but cannot identify the speaker by name yet, please provide as much information as you can.

* Is this person an AALL member?

Yes No Not Sure

If this person is **NOT** an AALL member, please check any anticipated expenses for this person:

Airfare Housing Meals Honorarium — estimated amount: \$ ([click for more information](#))

Save and Continue

Sharing Your Proposal

Returning to your proposal review page, you can see how many participants you've identified for your proposal. If you'd like to share what you've been working on with another colleague (perhaps other SIS members), you may do so from your proposal review page. The proposal can be edited only by the proposer.



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FROM KNOWLEDGE TO ACTION

Your proposal is comprised of two components: programming information and participant information. You can view, update, and edit either of these components, or you can view, share or submit your proposal. Proposals cannot be considered for selection until they are submitted. All proposals are due by October 1, 2017.

STEP 1: PROGRAMMING INFORMATION

Update/Edit the programming information for *From Knowledge to Action*

STEP 2: PARTICIPANT INFORMATION

| Name | Share |
|----------------|-------|
| Jane Librarian | |

Add Participant

View

Share

Submit Proposal

Share Your Proposal - Google Chrome
proposals.aallnet.org/tellFriend.asp?Id=487926P3

AALL ANNUAL MEETING PROGRAM & WORKSHOP PROPOSAL COLLECTION

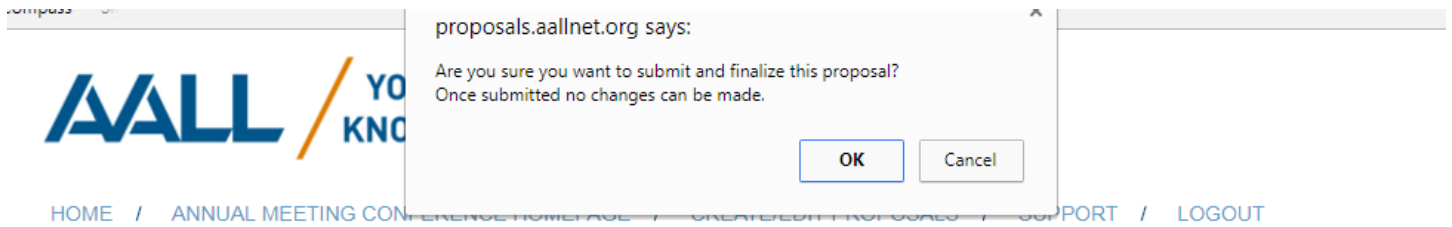
Use this form to send a link to a non-editable copy of your proposal to multiple addresses. Simply fill out the information below and click the "Share" button. **NOTE:** Proposals cannot be directly sent to listservs/communities. If needed, send the proposal to your email address, and once you receive it you may email the link to your listserv/community.

| | |
|---------------------------|------------------------|
| Your name: | Jane Librarian |
| Your email: | jlibrarian@aall.org |
| Recipient 1 email: | |
| Recipient 2 email: | |
| Recipient 3 email: | |
| Recipient 4 email: | |
| Recipient 5 email: | |
| Personal message: | Check out my proposal. |

Share

Submitting Your Proposal

After you've reviewed all the information you've provided for your proposal, you're ready to submit it. Once you've submitted your proposal, you will receive a confirmation that includes a link to view it. Your proposal cannot be edited once it has been submitted, and it must be submitted no later than October 2.



FROM KNOWLEDGE TO ACTION IN BALTIMORE

Returning to Your Proposer Homepage

Returning to your proposer homepage, you can create a new proposal, work on proposals in progress and view proposals you've already submitted through October 2.



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SUBMITTED PROPOSALS

| Title | Share |
|---|-----------------------|
| From Knowledge to Action in Baltimore | Share |

[I'm ready to get started!](#)