

MISSISSIPPI LIBRARY ASSOCIATION
2008 CONFERENCE PLANNING FORM - PROGRAM PROPOSAL FORM
Due: Friday, June 6, 2008

SPONSORING GROUP

MLA Organization Type (Check One) Committee MLA Section MLA Roundtable
 St./Reg./National Group MLC ALA SELA Beta Phi Mu Alumni Assoc.
 (Check One) Discussion Group Training Session User Group

TYPE OF MEETING (Check One) Business Meeting Pre-Conference
 Program Tour
 Meal Function Other

Primary Contact/Facilitator Name
 E-Mail
 Address
 City/St/Zip
 Telephone W H Cell

Program Information

Title
 Presenter/Provider
 Abstract for Program (25 words or less)

**** Honored within program and facility limitations ****

Session Request 1 hour 2 hours Other
 Session Date Wed Thurs Fri No Preference
 Session Time Morning Afternoon Evening No Preference
 Meal Function Breakfast Lunch Dinner Other

Seating Arrangement Theater/Lecture (Chairs with head table for presenters)
 Classroom (Chairs, Tables, head table for presenters)
 Banquet (For meals with head table for presenters)
 # Chairs needed for head table/ or ____ No Head Table
 # Chairs needed for audience
 # Tables needed for display

Is there a maximum number for attendance at this program? _____ If yes, how many may attend? _____

Equipment **Note:** Computers are not available. If you do not bring your own equipment, the audiovisual equipment can be rented and charged to the section or roundtables budget.

I will _____ rent my program equipment (section/roundtable will pay) or _____ bring my own equipment
 Data Projector Projection Screen Internet Access-WiFi available
 Overhead Projector VCR/Monitor Other _____

Presenter Information*

What nights will Presenter need housing? Tues Wed Thurs
 How many people staying in Presenter's room? Presenter Only Presenter plus One
 Room Preferences: Smoking Non-Smoking
 Presenter will _____ charge a fee \$ _____ (please list amount of fee) or will _____ not charge a fee

***Groups are responsible for arranging their speaker's transportation to the conference**

SUBMIT FILE (E-mail Submission is Preferred!)

By E-mail - After completing the form please save file with a new file name, & send as an attachment
By regular mail or fax - Print the completed form, mail or fax to the MLA 2008 Vice President at:

Jan Willis, Director, Lee-Itawamba Library System
 219 N. Madison Street / Tupelo, MS 38804

Phone: 662-841-9029

Fax: 662-840-7615

Email: jwillis@li.lib.ms.us