2025 RUSA Annual Preconference Proposal Form

What is the purpose of this form?

This form is to be used by RUSA Sections, Interest Groups, and Committees to submit proposals for 2025 RUSA Annual Preconferences. These proposals are submitted to the RUSA Conference Program Coordinating Committee (RUSA CPCC) for review. Submitted proposals should have already received approval by the leadership of that Section, Interest Group, or Committee **before** submitting this form.

This form is **not** to be used to submit proposals for regular programs at the 2025 ALA Annual Conference. For information regarding submissions for regular conference programs, see RUSA Update at https://2025.alaannual.org/call-proposals

When do these events take place?

Preconferences are ticketed events which require an additional registration to attend.

- ALA Annual Preconferences will be held at the ALA Annual Conference in June 2025 in Philadelphia, PA. These are usually half-day or full-day events and will be held on Friday, June 27, 2025.

What is the timeline?

- Proposals must be emailed to Ninah Moore at nmoore@ala.org by **Friday, October 4, 2024**
- RUSA CPCC will review proposals and forward its recommendations to RUSA Board for approval by **Friday, October 25, 2024**. RUSA CPCC may recommend that the proposal's budget be modified, that there be a co-sponsorship with another RUSA section or ALA unit, that it be offered instead as a discussion, or that it be offered instead as an online webinar.
- Preconference organizers and the sponsoring RUSA unit will receive notification about the status of their proposal no later than **Friday**, **November 17, 2024**.

What criteria will be used to evaluate each proposal?

- Timeliness of the topic
- Relevance of the topic to RUSA's members
- Originality of the topic or approach to the topic
- Expertise of the presenters
- Quality and clarity of the program's objectives
- Anticipated attendance
- Budget:
    - If funding is requested, will registration fees and sponsorships cover these costs and still provide RUSA revenue? Institutes and Preconferences that are likely to make little or no revenue are unlikely to be approved.
    - What sponsorships have already been secured and at what amount?

Upon completion of the form, email it by Friday, October 4, 2024 to Terence O'Neill, oneillt@msu.edu, chair of the 2024-2025 RUSA Conference Program Coordinating Committee. You are also welcome to reach out to Terence with questions about the process before submitting the form.

Questions

1. **When will this session take place?** (choose one)

    ☐ALA Annual 2025 ½ day Preconference (morning)
    ☐ALA Annual 2025 ½ day Preconference (afternoon)
    ☐XALA Annual 2025 whole day Preconference

2. **Who will be presenting?**

    Presenter 1
    First Name:
    Last Name:
    Email:
    Mailing Address:
    Professional Affiliation as it will appear on conference material
    Title:
    Organization/Affiliation:
    Role (select one or more): Click or tap here to enter text.

☐program/preconference chair
☐presenter
☐contact person

Qualifications (no more than a few paragraphs long): Click or tap here to enter text.

Presenter 2

First Name:
Last Name:
Email:
Click or tap here to enter text.
Mailing Address: Click or tap here to enter text.
Professional Affiliation as it will appear on conference material
Title: Program Coordinator
Organization/Affiliation: Click or tap here to enter text.
Role (select one or more): Click or tap here to enter text.

☐program/preconference chair
☐presenter
☐contact person

Qualifications (no more than a few paragraphs long):

Presenter 3

First Name:
Last Name:
Email:
Mailing Address: Click or tap here to enter text.
Professional Affiliation as it will appear on conference material :
Title:
Organization/Affiliation:
Role (select one or more): Click or tap here to enter text.

☐program/preconference chair
☐presenter
☐contact person

Qualifications (no more than a few paragraphs long): Click or tap here to enter text.

Presenter 4

First Name:
Last Name:
Email:
Mailing Address:

Professional Affiliation as it will appear on conference material
Title:
Organization/Affiliation: Click or tap here to enter text.
Role (select one or more): Click or tap here to enter text.

☐program/preconference chair
☐presenter
☐contact person

Qualifications (no more than a few paragraphs long):

Presenter 5

First Name:
Last Name:
Email:
Mailing Address:
Professional Affiliation as it will appear on conference material
Title:
Organization/Affiliation:
Role (select one or more):

☐program/preconference chair
☐presenter
☐contact person

Qualifications (no more than a few paragraphs long):

3. **Submission Title** (75 words max, 200 characters max):

4. **Estimated Size of Audience** (choose one):
   - ☐Fewer than 50
   - ☐50
   - ☐75
   - ☐100
   - ☐125
   - ☐150
   - ☐175
   - ☐200
   - ☐250
   - ☐300 or more

5. **Format of program** (choose one):
   - ☐Panel with head table
   - ☐Single speaker

☐Presentation
☐Discussion

6. **Name of RUSA unit proposing program**
   ☐BRASS
   ☐CODES
   ☐ETS
   ☐HS
   ☐RSS
   ☐STARS
   Other: Click or tap here to enter text.

7. **Preliminary program/institute/preconference description** (75 words max):

8. **Please comment on the timeliness of the proposed program topic**. If the proposed program is similar to past programs, please explain how this program offers a fresh perspective on the topic:

9. **Target audience** (who would be interested in this session? Provide library type, job titles, etc.):

10. **Learning Objectives.** Learning objectives are concise statements of what the attendees will achieve as a result of participating in the program. Objectives also help you, the program planners, toward developing and conducting the kind of program that meets the target audience's needs. The best objectives are quantifiable and describe an observable behavior. Please provide at least two objectives for this program.

    Example objectives:
    - Upon completion, participants will be able to explain two main differences between Dewey Decimal and the Library of Congress Classification systems.
    - At the conclusion of the program, attendees will be able to demonstrate five model virtual reference behaviors.

    Complete the sentence, "Upon completion, participant will be able to…." Use action words to begin this objective such as list, describe, define, demonstrate, conduct, etc. (30 words max):

    Learning Objective 1: Upon completion, participants will be able to

    Learning Objective 2: Upon completion, participants will be able to

    Learning Objective 3: Upon completion, participants will be able to

11. **If your RUSA Section, Interest Group, or Committee is submitting more than one Annual Conference program proposal, prioritize the importance of this proposal**. Please submit only one proposal per submitted form (choose one). You may only have one 1st priority proposal.
    - ☐1st priority
    - ☐2nd priority
    - ☐3rd priority
    - ☐4th priority

12. **Do you have a cosponsoring unit within ALA**? This can be another RUSA section, interest group, or committee, as well as another ALA division, round table, or office. Co-sponsorships must be confirmed in writing by October 4, 2024. Program planners are responsible for securing sponsorship approval (choose one):
    - ☐Yes. If yes, specify the co-sponsor(s): Click or tap here to enter text.
    - ☐No

13. **Budget Request**. RUSA has limited funds available to support Preconferences. If funds are needed, please indicate amount and reason for the need. ALA does not pay speaker fees or cover travel expenses for librarians or ALA members (choose one):
    - ☐I would not request funding
    - ☐I would request funding

    If you are requesting funding, please describe amount and purpose of funding:

    Have you arranged a sponsor from the corporate or exhibitor community? Please state the amount:
    - ☐Yes. If yes, specify the corporate sponsors and dollar amounts: Click or tap here to enter text.
    - ☐No

14. **Are there any other important details about this program we need to know**?

15. **Would you consider generating interest in the program by working with the RUSA Office to develop a free (or paid) webinar, a short teaser video, or some other type of multimedia** (choose one):
    - ☐Yes
    - ☐No

Upon completion of the form, email it by Friday, October 4, 2024 to Terence O'Neill, oneillt@msu.edu, chair of the 2024-2025 RUSA Conference Program Coordinating Committee. You are also welcome to reach out to Terence with questions about the process before submitting the

form.