Louisiana Library Association
2006 Annual Conference
Proposed Program Form

Please submit this form to the appropriate section chair no later than September 15. Section chairs must submit final programming information to the Conference Program Committee no later than October 1, 2005.

Sponsoring Section(s): __________________________________________________________

Preference: Pre-conference Tues. 3/28 ___ Wed. 3/29 ___ Thurs. 3/30 ___ other (specify):________

Program Information (as it will appear in PRINTED program)

Program title:____________________________________________________________________________
__________________________________________________________________________________________

Brief description:____________________________________________________________________________
__________________________________________________________________________________________

Expected number of attendees:_____

Audience: Academic___ Gov Docs___ Public___ School___ Special___ Trustees___ Support Staff___

Length of program: 50 min. ___ 1:20 ___ 1:45 ___ 2:45 ___ other: __________

Program planner’s name:_________________________________________________________________________

Institution and address (include city and zip):____________________________________________________________

Phone: (w)__________________ (h)___________________ (mobile)___________________
Fax: _________________ Email: _______________________

Presider (name and institution):___________________________________________________________________

Speaker: name, title, institution:_________________________________________________________________

Speaker transportation to/from airport needed? no___ yes ____

If yes, day(s) and time(s): ________________________________

Attach speaker’s biography, photograph if available.

Do you want a gift for your speaker at a cost to your group of approximately $25? ________

(over)
All meeting space will be set theater style for the maximum capacity with one head table and one table for display materials.

Audio-visual equipment may be brought in for speakers; requested AV must be rented (laptops NOT provided!) and your group will be charged for all equipment ordered.

DO NOT FORGET TO REGISTER YOUR SPEAKER!

Financial information:

Speaker’s expenses (fees, travel, etc.) paid by _______________ group.

AV expenses paid by _______________ group for these items: ______________________________________
__________________________________________________________________________________________

Gift basket paid by _______________ group.

Be aware that the program committee cannot guarantee that you will receive the date(s) you request. We will do our best to accommodate your requests, but final scheduling decisions will rest with the committee.

Approved:

____________________, __________
Section Chair                        Date

After section approval and before October 1, 2005, mail this form to:

Denise Goetting
LLA Conference Committee
Edith Garland Dupre Library
University of Louisiana at Lafayette
302 E St. Mary Blvd
Lafayette, LA 70503

Thank you!