

**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!

06/13/2005