



MLA 2023 Spring Institute
CALL FOR PROGRAM PROPOSALS
March 30-31, 2023
Sheraton Hotel, Ann Arbor

Submissions welcome through December 2, 2022

MLA's Spring Institute for Youth Services highlights the brilliance of Michigan's library professionals every year. From early literacy to teen programs the work you do matters, and we want to help you showcase it.

That is why Spring Institute is the premier professional development and networking event for Michigan library professionals working in youth or teen services. What will make the 2023 event special is the energy and drive that you, the Michigan library professional, brings to the table. You spend all year spearheading new initiatives, discovering new ways to reach your community, and improving your professional skills. Now is the chance to celebrate that work.

Ultimately, we need you. We need your best practices. We need your engaging ideas. We need your input. In turn, this is an excellent opportunity for you to develop as a library professional, and to have a definitive positive impact on the library community.

Submit your ideas and help take your library skills to the next level. Your program idea may extend the learning opportunities for library professionals across Michigan.

Program Submission General Guidelines

- Submitter may or may not also be the presenter. Either is acceptable. You do not need to be an MLA member to submit.
- Submitter must be able to attend Spring Institute in-person
- Contact information is required for each presenter.
- Program sessions are typically sixty minutes of content, including time for audience questions.
- Presenters are not reimbursed or compensated for presentation time, mileage or any other expense related to their participation in the conference.
- Presenters, including MLA members, must register and pay for the day(s) they attend Spring Institute if they plan to participate in any conference activities beyond their presentation.

Agreements and Selection Notification

- MLA will contact each presenter in writing with regards to final decisions of the acceptance process by December 22, 2022
- MLA will send all individual presenters a Presenter Agreement indicating date, time, and details of their presentation. This will be confirmed by the presenters and returned to MLA by January 27, 2023.

Handouts

- Handouts will be added to the event website and mobile app. Examples of handouts may be, but are not limited to: presenter contact information, a list of additional resources, a copy of presentation slides, a summary of the poster, or related worksheets. Handouts are not required but are strongly encouraged.
- Printed handouts are not distributed on site by MLA. Presenters may provide hard copies of handouts if desired at their own cost.
- Handouts will be due to MLA by March 9, 2023 and will be posted to MLA’s website before the event.

Selection Criteria

The MLA Spring Institute for Youth Services workgroup will use the following criteria in assessing the viability of including a poster or program in the schedule. The work group retains the right to reject, modify, or combine proposals.

Additionally, preference will be given to proposals that connect to the 2023 theme *Sustaining Our Future*.

Purpose	Does the proposal clearly identify a goal and takeaways for the audience?
Audience	Is the target audience clearly identified?
Practicality	Is the topic appropriate for a conference breakout session in content and target audience?
Engagement	Will the presentation and presenter(s) keep the audience’s focus and attention through clear speech, engaging visuals, useful and relatable content?
Timeliness/ Relevance	Is the topic of current interest, bringing new ideas and a fresh perspective to its intended audience and theme?
Qualifications	Does the speaker(s) have sufficient background experience to present on proposed topic?

Timeline

- Friday, December 2, 2022 — **Final day** to submit proposals. *This deadline is firm and will not be extended.*
- On or before Thursday, December 22, 2022 — **Selection notifications** distributed via email from MLA to all presenters.
- On or before Friday, January 27, 2023 — **Presenter agreements** due to MLA office.
- Thursday, March 9, 2023 — **Handouts received** for posting on MLA website
- Thursday and Friday, March 30-31, 2023 — **MLA 2023 Spring Institute**, Sheraton Hotel, Ann Arbor

Program AV & Room Setup

- All presentation rooms will be supplied with a HDMI connected PC laptop, projector, screen, and podium with microphone at no cost to the presenter.
- Wi-Fi internet will be in each presentation room however, MLA cannot guarantee the speed and dependability of the services at any given time.

- Presenters may provide their own laptops or use the provided laptops to access their presentations from a flash drive, cloud, etc. Remote mouse devices/pointers are the responsibility of the presenter. If presenters chose to bring their own computer that does not connect to an HDMI cable, they will be responsible for providing their own connection cables or adapter.
- MLA will take every effort to make sure the presentations rooms are set up according to needs of presentation (ex: for a panel discussion if applicable).

Recording of Programs

- Permission to record a single program must be granted by all presenters of that program.

Questions

Please feel free to contact MLA's Amber Sheerin or Jocelyn Levin, Spring Institute 2023 Conference Chair, with any questions you may have prior to your submission. Contact info:

Amber Sheerin, Michigan Library Association: asheerin@milibraries.org

Jocelyn Levin, Lyon Township Public Library: jlevin@ltpl.org