



The Texas Library Association Annual Conference is a four-day conference offering more than 200 educational sessions including panel discussions, lectures, and workshops on a variety of library topics. Align with the largest and most prominent state library association by bringing your knowledge to the Texas Library Association stage. The call for presentations for 2023 is now open and proposals are being accepted until the end of day on June 20th.

## KEY DEADLINES: CALL FOR PRESENTATIONS

From proposal close to the main event, you'll want to add these important dates to your calendar now.

- Call for Proposals Opens: May 11, 2022
- Calls for Proposals Closes: June 20, 2022
- Online Review Committee Process Opens: June 25, 2022
- Online Review Committee Process Closes: July 15, 2022
- Session Notification Invitations Sent: August 2022
- Session Revisions/Author Info and Photos Due: October 1, 2022
- Final Session Handouts Due/Uploaded: March 15, 2023
- TLA Annual Conference: April 19-22, 2023 (Austin, TX)

## Proposal Requirements

- **Session Title:** Accurately reflect the learning focus of your session (15-word max). Create a title that makes the reader want to learn more about your session.
- **Session Description:** Concisely describe your presentation and what attendees will learn (50-word maximum).
- **Learning Objectives:** What will learners know or be able to do as a result of attending this session?
- **Audience Experience Level:** Beginner, Intermediate, Advanced
- **Library Type:** Academic, Lay, Public, School, Special - or ALL
- **Presentation Type:** Concurrent Session Presentation, Concurrent Session Panel, Lightning Talks, or Pre-Conference Session

- Conference Track: Select the track and secondary tracks (maximum three) you feel your presentation best fits.
- List of Presenter(s): Name, education, title, organization, contact info

## Submitting Your Proposal

All proposals must be submitted through Call for Presentations form [HERE](#).

## Call for Presentation Review and Selection Process

TLA provides the following information to help you understand how the Conference Planning Committee reviews your presentation. All proposals will be evaluated by the Conference Planning Committee (CPC) and members of a peer jury review pool. Evaluations will be based on the items noted below. We want to help you develop your presentation in a way that will give you the best chance of receiving full consideration.

- After the close of the call for presentations (June 20, 2022), TLA will send the presentation proposals to the planning committee selection juries.
- Committee reviewers use the following criteria:
  - How well does the presentation relate to the overall conference theme and at least one of the tracks?
    - The presentation should offer a unique perspective or application that adds value for an attendee.
    - The explanation you provide in the submission application is the basis for this review.
    - Will your presentation attract a diverse audience?
  - Does the presentation title and description match the content of the presentation?
  - Does your presentation identify the most appropriate education session track? [SEE HERE](#).
  - Does your presentation identify the audience level of expertise that best matches the content of your session (Basic, Intermediate, or Advanced)?
    - Experience Level Guidelines for TLA 2023 sessions
      - Beginner: The content introduces the subject using practical information and user-friendly terms and definitions.
      - Intermediate: A session designed for participants with some knowledge of the subject. The presentation will provide additional information to provide a greater understanding of the subject matter.

- Advanced: These presentations offer in-depth and current information on the subject. Participants should have a strong background in the topic to get the most from the session.
- Does your presentation completely and thoroughly:
  - Address 1-3 learning outcomes,
  - Demonstrate results and application of the content, and
  - Contain material which is original, timely, and up-to-date?
- Is the content appropriate, relevant, and applied correctly?

The committee will also review session balance with the overall conference and may review evaluation feedback on the presenter and topic from past TLA conferences.

### Presenter Responsibilities

- All presenters will be required to register for the conference. Special consideration may be given to submitters outside of the library profession for session-only passes.
- Main Point of Contact (POC) for each presentation is responsible for disbursing all information to their group
- One presenter from each group will be required to supply a laptop and all necessary adapters.
- One presenter from each group will be required to check-in once on-site.
- All presentation slides will be required prior to the end of the conference for posting to our app.

### Additional Submission Information and Guidelines

- Presentations must be submitted using the online submission form no later than 11:59 pm on June 20. Incomplete submissions and submissions received via email will not be considered.
- Please make note of the word limits in the submission: 50-word limit for the session description; 50-word limit for the speaker biography; and 10-word limit for the session title.
- All notifications regarding your submission will be sent by e-mail to the primary presenter only. It is that person's responsibility to provide updates to any additional speakers/presenters.
- An email will be automatically sent to the primary presenter to confirm submission of the Call for Presentation (please check your junk/spam mail folder).

- The maximum number of people (speakers and moderators) allowed for each session is five.
- Notification emails will be sent from our speaker software system to all speakers by October 1, 2022. If selected, all speakers must confirm receipt of the notification email and officially accept the invitation to present by the indicated response date.
- Concurrent Session Presentations and Concurrent Session Panels at TLA are scheduled in 60-minute segments. We recommend you allow 10 minutes of unstructured time for participant Q&A and dialogue.
- Final PowerPoints and handouts, in PDF format, must be submitted to the TLA team by the requested due date and will be uploaded for attendee use.
- Speakers must bring their own laptop and an electronic copy of their slides.
- There is no limit to the number of presentations an individual or organization can submit. However, the program committee may limit the number of selected presentations from the same individual and/or organization to achieve or maintain program balance.
- TLA cannot guarantee the scheduling of a session on a specific day or time.
- Submission of a presentation does not guarantee acceptance as a speaker. When you enter your submission, you will be asked to select the session track which best describes your presentation. All 2023 session tracks and experience levels are listed below for your reference.

*If you have any questions, please contact TLA Meetings Manager,  
Michelle Cruz, at [michellec@txla.org](mailto:michellec@txla.org).*