



HALIFAX 2018

BUILD BRIDGES | BROADEN OUR REACH
JETER DES PONTS | ÉLARGIR NOTRE PORTÉE
CALL / ACBD | MAY 27 - 30 MAI

Conference Session Submission Form

Session Details

* 1. What is the working title for your session?

Not sure what the title is yet? Check out this [AP Style Guide article](#) about how to write a compelling title.

* 2. Please provide a brief abstract.

Not sure how to write a compelling abstract? Check out this [Harvard Business Review article](#) about crafting a pitch.

* 3. Who is the intended audience and what will be the key takeaways or learning outcomes?

For those organizing or delivering a conference session, check out this [Inc. article](#) on how to engage your audience!

* 4. We intend to have sessions of both 60 and 90 minutes in length. How long will your session last?

If you are proposing a panel of three (3) speakers, we recommend a session of 90 minutes. A 60 minute time slot is ideal for a single speaker.

- 60 minutes
- 90 minutes
- Adaptable to either 60 or 90 minutes

Note: all attempts will be made to accommodate session length requests, but it might not always be possible

* 5. Is this program session being proposed on behalf of a SIG or committee?

Note: SIGs and Committees are not guaranteed a program session, but if your proposal is accepted, we will promote the connection.

Yes

No

If yes, please specify the name of the SIG or committee

6. Please select your desired room set up:

Theatre Style (Single rows of chairs facing the front of the room)

Rounds (Round tables with 6 - 10 chairs placed around the table)

1/2 Rounds (Similar to rounds, however chairs are only placed on the side of the table that faces the front of the room)

Classroom (Rows of chairs and tables)

Boardroom (Chairs around one large table placed in the centre of the room)



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Professional Development Pathways

[CALL/ACBD Professional Development Pathways Document](#)

* 7. To which Professional Development Pathway does your session align? (maximum 2 selections)

- Collection Development
- Cataloguing
- Metadata
- Information Organization
- Information Technology
- Instruction
- Knowledge Management
- Leadership
- Management
- Professionalism
- Reference and Research Services
- Substantive Law

* 8. Will your session provide introductory or advanced instruction?

- Introductory level programming
- Advanced level programming
- May be adapted to fit either



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Participant Name(s)

Please provide the name, title, organization, short bio and contact information (email preferred) for each participant (or suggested participant) in your session.

* 9. Participant 1 Information

Name

Title

Organization

Email

Member/Non-Member

Briefly describe the expertise this speaker brings to the topic

Please provide a short speaker bio for the conference website

10. Role of Participant 1

- Panel Moderator
- Panelist
- Speaker

11. Participant 2 Information

Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Email	<input type="text"/>
Member/Non-Member	<input type="text"/>
Briefly describe the expertise this speaker brings to the topic	<input type="text"/>
Please provide a short speaker bio for the conference website	<input type="text"/>

12. Role of Participant 2

- Panel Moderator
- Panelist
- Speaker

13. Participant 3 Information

Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Email	<input type="text"/>
Member/Non-Member	<input type="text"/>
Briefly describe the expertise this speaker brings to the topic	<input type="text"/>
Please provide a short speaker bio for the conference website	<input type="text"/>

14. Role of Participant 3

- Panel Moderator
- Panelist
- Speaker

15. Participant 4 Information

Name

Title

Organization

Email

Member/Non-Member

Briefly describe the expertise this speaker brings to the topic

Please provide a short speaker bio for the conference website

16. Role of Participant 4

- Panel Moderator
- Panelist
- Speaker

17. Please itemize any costs associated with this program. (if applicable)

Note: CALL/ACBD does not pay for travel and lodging for speakers who are members. Non-member speakers may be reimbursed for economy air travel and one night hotel stay, as well as complimentary registration. If applicable, please provide details of what you estimate these costs to be.

* 18. Please indicate when you are able to present.

	AM	PM
Sunday, May 27	<input type="checkbox"/>	<input type="checkbox"/>
Monday, May 28	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday, May 29	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday, May 30	<input type="checkbox"/>	<input type="checkbox"/>

19. Please share any additional information about your proposal.



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About You

*** 20. Your Contact Information**

Name:

Title:

Organization:

Email:

Phone:

*** 21. Please select the role that applies to you**

- Moderator
 Speaker
 Neither

22. All sessions require a moderator. If you do not intend to be the moderator, please suggest someone else who may be appropriate to ask, or simply request that we find one. If you are a speaker, an alternative person will be required to moderate the session.



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Moderator Responsibilities

The person who proposes a program can be the moderator; alternately, the proposer can identify a suggested moderator.

Prior to a session, the moderator is responsible for:

- contacting the speakers immediately upon hearing the program is selected and letting them know that National Office will be contacting them for biographical and travel information (if applicable);
- meeting with panel members before the session, either in person or on a conference call, to discuss the presentation; and
- coordinating the panel to maintain the integrity of the topic and eliminate overlaps amongst speakers.

At a panel session, the moderator is responsible for:

- meeting with the speaker(s) on-site to help them get ready for their session as needed;
- introducing the speaker, giving appropriate biographical and professional information;
- making sure that the session does not run overtime, and leaving sufficient time for questions and discussion;
- leading the discussion period;
- wrapping up the session with brief comments; and
- thanking the speakers for their participation in the CALL/ACBD Conference and presenting a gift (usually left in the podium by the Conference Planner).