

2011 CHAPTER CONFERENCE PROGRAM FORM

INSTRUCTIONS:

1. To offer a program, complete parts I (a), II, III, and IV ONLY! Incomplete forms will not be accepted.
2. Return completed form to OLC no later than **October 1, 2010**.
3. Submit completed forms via e-mail: lhensley@olc.org (save form and send as attachment); fax: 614-410-8098; or mail: OLC, 1105 Schrock Rd., Suite 440, Columbus, OH 43229.

***OLC will forward a copy of this form to all chapters indicated in Part I (a) of this form.**

FOR CHAPTER USE ONLY

Chapter:	
Time:	
Room:	

*Part I (a) – Program Offered to:

Part I (b) Chapter Use Only

Check all Chapter Conferences that this program is being offered to:

Northeast	Wednesday, March 23	Kent State University
North	Thursday, April 28	Holiday Inn, Independence
Northwest	Friday, April 15	Toledo Hilton/ Dana Conference Ctr.
Southwest	Wednesday, March 30	Roberts Centre, Wilmington
Central/Southeast	Thursday, May 5	The Fawcett Center, Columbus

Accept	Decline
--------	---------

Part II – Program Sponsor

Division/Committee: _____

Contact Person: _____

Library/Organization: _____

Daytime Phone: _____ Fax: _____ E-mail: _____

Part III – Program Information (ALL PROGRAMS ARE ONE HOUR IN LENGTH)

Program Title: _____

Intended Audience: Check all that apply (**NOTE: This will appear in the printed program.**)

Administrative Staff	Adult Services Staff	Children’s Services Staff	Genealogy & Local History Staff	General Interest
Marketing and PR Staff	Outreach Staff	Support and Circulation Staff	Technical Services Staff	YA/Teen Services Staff

Program Description:

REMEMBER! The program description will appear in the promotional material.

Use this opportunity to “market” to prospective attendees. Be sure this description accurately reflects the program’s content as approved by the speaker(s).

Part IV – Speaker(s) - To be completed by the division or committee offering this program. Note: Please make every effort to list speakers who are confirmed. Program may be accepted or declined based on the speaker.

1. Name: _____ **Title:** _____
 Library/Organization: _____
 Address: _____
 City, State, Zip: _____
 Daytime Phone: _____ Fax: _____
 Email: _____

2. Name: _____ **Title:** _____
 Library/Organization: _____
 Address: _____
 City, State, Zip: _____
 Daytime Phone: _____ Fax: _____
 Email: _____



Part V is to be completed by the speaker, ONLY if the program is accepted.
Note to speaker: Once completed, please return a copy of this form to the Chapter Coordinator(s).

Part V – Confirmation of Speaker(s) Commitment to present

Chapter Conference Speaker Policies

<i>Registration:</i>	<i>All speakers receive free registration for the day.</i>	<i>Travel:</i>	<i>Mileage allowance of 34.5¢ per mile will be reimbursed if a speaker travels outside their home chapter.</i>
<i>Meals:</i>	<i>Lunch is included with registration.</i>	<i>Hotel:</i>	<i>Only provided if speaker travels more than 100 miles one-way AND is speaker during first session of the day. Must be approved by Chapter.</i>
<i>Honoraria/Fee:</i>	<i>No speakers are eligible for an honorarium.</i>	<i>Handouts:</i>	<i>Reimbursed at .02 per copy/.04 for two-sided copies up to a maximum of \$15.00 unless otherwise approved.</i>

Speaker #1 I agree to appear as a speaker at the OLC Chapter Conference indicated.

Signature: _____ Date: _____

Initial here to verify that you accept the program description and this form: _____

Initial here to verify that you accept the speaker policies noted on this form: _____

Introduction Preference: I will do my own I would like to be introduced (provide biographical information)

Speaker #2 I agree to appear as a speaker at the OLC Chapter Conference indicated.

Signature: _____ Date: _____

Initial here to verify that you accept the program description and this form: _____

Initial here to verify that you accept the speaker policies noted on this form: _____

Introduction Preference: I will do my own I would like to be introduced (provide biographical information)



Room Set-up and Equipment

All meeting rooms will be set as follows:

- Theatre style seating (chairs only)
- Podium with microphone (Note: Microphone will only be available in rooms large enough to require one.)
- (1) Front table and (1) Rear table
- Wireless Internet access is available at all locations

If the program is accepted the speakers will be contacted to verify equipment requirements.