

2025 NHLA Conference Program Proposal Form

Please use this form to submit ONE program proposal for NHLA's 2025 Spring Conference. The Conference will be held at Mill Falls in Meredith, NH on Thursday and Friday, April 17 & 18, 2025.

Please submit additional forms if you are submitting more than one program.

The deadline for proposals is **Friday, December 6, 2025**. You will be notified in January if your proposal has been accepted and if any changes are required. The committee may request that you adjust your content or format for acceptance.

Thank you for your interest in presenting at the 2025 NHLA Spring Conference!

* Indicates required question

1. Email *

Session Information

2. Session Title *

3. **Session Type ***

Mark only one oval.

- Traditional Presentation with 1 or 2 speakers - 45 minutes with 10 minutes of Q&A
- Traditional Presentation with PANEL (maximum of 4 people) - 45 minutes with 10 minutes of Q&A
- Meetup/Networking/Informal
- Round Table Discussion - 10 minute overview of discussion guidelines and 45 minutes of discussion facilitated by you, or a panel, about a specific topic of interest

4. **Description of presentation as it will appear in the program. ***

Maximum of 60 words. Keep it short and simple!

5. **What are the 2-3 objectives or takeaways from your presentation? ***

What will attendees gain from attending this session? What will make people want to attend? Maximum of 300 words.

6. **Select the target audience/track(s) that best fit your presentation. Check all that apply.** *

Check all that apply.

- Academic
- Adult Services
- Advocacy/Legislative
- Children's Services
- Diversity, Inclusion, Equity & Belonging
- General Interest
- Intellectual Freedom
- Leadership/Management
- Public
- School
- Special (Archives, Law, etc.)
- Sustainability
- Teen Services
- Technology
- Technical Services/Cataloging
- Other: _____

Presenter 1

7. **Last Name, First Name ***

8. **Email ***

9. **Job Title ***

10. **Library/Institution/Organization ***

11. **Library/institution type ***

Mark only one oval.

- Public Library
- Academic Library
- School Library
- Special/Government Library
- Community Organization
- Government Agency
- Other:

12. **Cell Phone ***

13. **Speaker Biography (100-150 words) ***

14. **Do you have additional speakers? ***

Mark only one oval.

Yes

No

Additional Presenter(s)

15. **Presenter 2 - Last Name, First Name**

16. **Email**

17. **Job Title**

18. **Library/Institution/Organization**

19. **Library/institution type**

Mark only one oval.

- Public Library
- Academic Library
- School Library
- Special/Government Library
- Community Organization
- Government Agency
- Other:

20. **Cell Phone**

21. **Speaker Biography (100-150 words)**

22. **Presenter 3 - Last Name, First Name**

23. **Email**

24. **Job Title**

25. **Library/Institution/Organization**

26. **Library/institution type**

Mark only one oval.

- Public Library
- Academic Library
- School Library
- Special/Government Library
- Community Organization
- Government Agency
- Other:

27. **Cell Phone**

28. **Speaker Biography (100-150 words)**

29. **Presenter 4 - Last Name, First Name**

30. **Email**

31. **Job Title**

32. **Library/Institution/Organization**

33. **Library/institution type**

Mark only one oval.

- Public Library
- Academic Library
- School Library
- Special/Government Library
- Community Organization
- Government Agency
- Other:

34. **Cell Phone**

35. **Speaker Biography (100-150 words)**

Presentation Technical Needs

Each program room MAY be equipped with projector/screen setup, mics, and wifi.
Wireless mics are not available fro round table discussions, meetups, networking or informal session.

Presenters are responsible for providing their own laptops and cables for hook up (HDMI, VGA, Mac Adapters, etc.)

36. **Select the technology needs for your session.** *

Please specify all technology you or your panel will require.

Check all that apply.

- Projector/Screen
- Wifi
- Wireless Microphone (traditional microphone that can be held and passed to others)
- Lavalier Microphone (attached to presenter to allow walking around)
- Audio/Video - to be able to play audio clip or video
- Table for panel or materials
- Easel
- Chairs for each speaker
- Do not require any technology for presentation
- This will be a virtual presentation and will need the appropriate technology to support that
- Other: _____

Speaker Fees, Honorariums and Travel

IMPORTANT NOTE: NH and New England Library Staff are eligible for a speaker discount (25%) on the day they are presenting and mileage reimbursement. They may not request an honorarium, hotel room or other fees.

This section should only be completed if this is an outside speaker and they are requesting a fee, honorarium and travel expenses.

37. **What is your estimated cost for this presentation?** (This should total the amount of the following questions.)

38. **Speaker fee/honorarium Cost**

39. **Travel expenses** (may include: flight, car rental, mileage, etc.) Please list costs associated with each.

40. **Other expenses** (specify what the cost is for)

Scheduling & Accommodations

41. **Which day/time do you prefer for your session?** Please check ALL that apply. *

Check all that apply.

- No preference/anytime will work
- Thursday, April 17 - Morning
- Thursday, April 17 - Afternoon
- Friday, April 18 - Morning
- Friday, April 18 - Afternoon

42. **Indicate your preference if you are submitting multiple program proposals and multiple proposals are selected.** *

We will try our best to accommodate your preference, but can't guarantee.

Mark only one oval.

- N/A - I am only submitting one proposal
- No preference
- Same day
- Split days

43. **Would you be willing to transition to a hybrid or virtual presentation if needed?** *

Mark only one oval.

- Yes
- No

44. If you have an author as a speaker and they would like to have their books available for purchase, please list all titles you would like our bookseller to consider providing for sale at the conference.

Thank you for your submission!

Please note that submission of this proposal does not guarantee it will be selected for the 2025 NHLA Spring Conference Program. You may be requested to adjust this proposal to best meet the needs of the conference.

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