

# 2025 LILC Call for Program Proposals

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The 2025 Long Island Library Conference will be on **Thursday, May 8 2025** at the Melville Marriott. The Conference Committee invites program proposals on all areas of interest to library staff. The 2025 theme is “**A Celebration of Libraries**”. Program proposals do not necessarily have to relate to this year's theme as we encourage programming on a variety of topics.

Conference programs should be **60 minutes long**, with the anticipation of **45 minutes** of content, and **10-15** minutes of Q&A.

## Proposal Evaluation

The Long Island Library Conference Committee will evaluate all proposals submitted by the deadline using the following criteria:

- Keep titles clear and concise. Titles that run on too long will be shortened by the committee.
- Merit and clarity of the 100-word program description
- Completeness of the proposal
- Originality of proposed topic
- Diversity of speakers and topics, limit of 4 speakers/ presenters per program.

All proposals will be considered in the context of the overall structure of the conference and availability of time slots for proposed sessions.

## Proposal Submission

The deadline for submitting proposals for the 2025 Long Island Library Conference is **Friday December 13, 2024**. Please use the GoogleForm at <https://forms.gle/QJ1A5xjih3xDZm3e9> and on the website <https://libconference.org/programs/> to submit your proposal. If you have any questions about the proposal process, please contact the 2025 Program Chair, Jeff Baker or Kate Regina at [LILCPrograms@gmail.com](mailto:LILCPrograms@gmail.com).

## Other Important Guidelines

- **INTERNET: Wireless Internet will be provided for all programs.**
- **MICROPHONES:** The Marriot supplies a maximum of **ONE** handheld or lavalier microphone per program provided the room is large enough to require sound reinforcement.

- **AUDIO/VIDEO:** Does the presentation on your laptop require audio for the audience to hear (e.g. audio/video clips)? Please indicate if you will be using audio through a laptop for your program. (The smaller rooms will not be equipped with enhanced audio as this is not necessary.)
- **TRAVEL ARRANGEMENTS:** The Long Island Library Conference Committee does not make travel arrangements for speakers and presenters. Presenters and/or the sponsors are responsible for making these arrangements.
- **SPEAKER REGISTRATION FEES:** Only 2 presenters from each program will receive complimentary registration. These complimentary presenters DO NOT have to register for the conference through the website. Their names will be given directly to registration by the Programs Chair. All other presenters besides the complimentary 2 are required to register for the conference and pay the appropriate registration fee. **Arrangers must make sure that their speakers/ presenters are registered for the conference. If the 2 speaker/ presenters have a dietary restriction, please let us know via the Google Form.**
- **Vendors/ Sponsors are not permitted to be speakers/ presenters.**
- **ARRANGERS: AT LEAST ONE ARRANGER OF ANY PROGRAM MUST BE PRESENT AT THE CONFERENCE, NO EXCEPTIONS.** Please make sure that your presenters/ speakers are registered for and have checked in at the conference.
- **EQUIPMENT:** The Marriott will provide internet access and items such as projectors, screens, microphones, tables, lecterns, etc. Laptops will not be provided. Speakers, arrangers, or sponsors will be required to bring their own laptops. **Speakers will be responsible for providing ANY adapters, dongles, cables OR other accessories necessary for the connection of their equipment.**
- **SPONSOR:** All programs for the conference require a sponsoring group (individual libraries and companies cannot sponsor programs). A list of divisions and committees that can act as sponsors can be found on the NCLA and SCLA websites. NCLA website: <https://ncla.info/> SCLA website: <http://scla.net/>