

# 2026 LILC Call for Program Proposals

---

The 2026 Long Island Library Conference will be on **Thursday, May 14 2026** at the Melville Marriott. The Conference Committee invites program proposals on all areas of interest to library staff. The 2026 theme is “***Empower, Engage and Evolve***.” Program proposals should seek to relate to this year's theme, but we will take into consideration other program ideas.

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 12, 2025**. Please use the GoogleForm at <https://forms.gle/2Uj5wX6sNY3Rkyn78> or go to the Programs page on the Conference website at <https://libconference.org/programs/> to submit your proposal. If you have any questions about the proposal process, please contact the 2026 Program Chair, Jeff Baker or Danielle Minard at [LILCPrograms@gmail.com](mailto:LILCPrograms@gmail.com).

## Other Important Guidelines

- **INTERNET: Wireless Internet will be provided for all programs.**
- **MICROPHONES:** The Marriott supplies a maximum of **ONLY 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 presenters 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 complimentary speakers/ presenters have a dietary restriction, please let us know via the Google Form.**
- **Vendors/ Sponsors are not permitted to be speakers/ presenters.**
- **Vendors are not permitted to submit programs.**
- **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/ podiums, 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/>