



Pennsylvania
Library
Association

2026 Conference

2026 PaLA Conference Session Proposal

Introduction

This form is designed to collect proposals for breakout sessions to be presented during the 2026 Pennsylvania Library Association Conference: *Cheers to 125 Years!* The event is scheduled to take place at the Hilton Harrisburg October 4 - 7, 2026. Breakout sessions are 60 minutes in length, with a limited number of double sessions available.

The deadline for program proposal submissions is Sunday, March 15, 2026. Incomplete submissions can't be considered. Please note that submissions must be completed in one sitting. A [PDF of the proposal form](#) is available for your use in planning your submission.

Note: The Call for Posters will go out in late April. Please wait for that call if you would like to present a poster.



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Terms and Conditions

Please note the following terms and conditions regarding presentations submitted for the PaLA Annual Conference:

* 1. The primary contact for the session is responsible for communicating with co-presenter(s) regarding acceptance or rejection, registration requirements and deadlines in a timely fashion.

- As the primary contact/coordinator, I agree to share communications regarding the session with all associated parties in a timely fashion.
- Not applicable, as I am the only contact/presenter.

* 2. Presenter Registration Requirements.

Presenters who work in a Pennsylvania library are REQUIRED TO REGISTER and pay the speaker rate for at least one day of conference attendance, affording the presenter with access to conference activities on that day. Conference registration supports PaLA and its work to strengthen Pennsylvania's libraries through education, advocacy and leadership.

Note: Individuals who do not work in a Pennsylvania library are exempt from this requirement.

Library Suppliers will only be considered as presenters if they are presenting in collaboration with library staff and the company also exhibits. [Exhibitor Information](#)

- As a PA library worker, I agree to the registration requirement, as does any other PA library speakers for the session.
- As a library supplier, our company will register to exhibit and plan to involve a library staff member in the presentation.
- Does not apply, as I am not affiliated with a Pennsylvania library or a library supplier.

* 3. Speaking fees, complimentary registration and/or reimbursement for travel or lodging cannot be offered to presenters who are Pennsylvania librarians or who are library service/product providers. Exceptions can be made for programs funded by other sources such as sponsorships or grants.

- I will not require a fee or compensation
- My fees and/or compensation will be indicated later in this proposal.



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Contact Person

The primary contact for the session will be responsible for communicating with the speaker/co-presenters regarding all requirements, deadlines and communications. (The opportunity to enter presenter information will follow.)

* 4. Primary Contact Name

* 5. Contact's Email Address (To be used for communication regarding acceptance of, and planning for the session.)

* 6. Contact's Phone (For questions about your proposal)

* 7. Please indicate your role regarding the session.

- Contact/Organizer only
- Presenter/Co-Presenter

* 8. We like to offer extra support to all first-time presenters – are you a first-time presenter?

- Yes
- No



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Program Information

Please provide a title and brief description of the session. We encourage accurate descriptions of session content and expected outcomes, that will be accomplished in a 60-minute time frame. PaLA reserves the right to edit submissions for style and clarity.

* 9. Session Title (One that sparks interest and accurately describes the topic.) (Word limit: 12)

* 10. Please provide 2-3 intended outcomes for your session.

Intended Learning Outcomes describe what participants will be able to do, know, or apply after attending your session. Focus on takeaways, not on what you will cover. Strong outcomes usually include active verbs. These outcomes will help attendees know what they will learn or will be able to do as a result of your session; this can help attendees pick the best sessions for their needs.

* 11. Session Description

Please be clear about content to be presented, expected level of lecture or discussion, local case study or panel presentation. This description will also be used for selected sessions in our promotion to attendees. (200 word maximum)

* 12. Short program description

An abbreviated description of the session for use in the final program book.
(50 word maximum)

* 13. Please select a primary category/track that aligns with the content of the program.

- Advocacy & Development (Advocacy, Marketing, Fundraising, Giving)
- Career & Leadership (Leadership Development, Networking, Professionalism, Publication & Scholarship, Self-Care)
- Collections (Acquisition, Cataloging, Preservation & Archives, Open Access, Scholarly Communication, Electronic Resources)
- Community Service & Engagement (Outreach, Programming, Under-served Populations, User Services)
- Contemporary Issues (Diversity & Inclusion, Intellectual Freedom, Social Change, Trends & Forecasting)
- Library Administration (Board Relations, Budgets, Buildings, Personnel & HR Issues)
- Technology & Education (Applied technologies, Emerging technologies, Gaming, Library Instruction)
- Youth Services Programming (STEM/STEAM/STREAM, Early Education, Teens)

* 14. Please select a secondary category/track that aligns with the content of the program.

- Advocacy & Development (Advocacy, Marketing, Fundraising, Giving)
- Career & Leadership (Leadership Development, Networking, Professionalism, Publication & Scholarship, Self-Care)
- Collections (Acquisition, Cataloging, Preservation & Archives, Open Access, Scholarly Communication, Electronic Resources)
- Community Service & Engagement (Outreach, Programming, Under-served Populations, User Services)
- Contemporary Issues (Diversity & Inclusion, Intellectual Freedom, Social Change, Trends & Forecasting)
- Library Administration (Board Relations, Budgets, Buildings, Personnel & HR Issues)
- Technology & Education (Applied technologies, Emerging technologies, Gaming, Library Instruction)
- Youth Services Programming (STEM/STEAM/STREAM, Early Education, Teens)

* 15. Does the session topic or presenter(s) involve equity, diversity or inclusion?

(For information purposes, and not a requirement.)

- Yes. *Explain how or why below.*
- No

Comment

* 16. Knowledge Level of the Presentation

- Introductory/New Ideas - New innovations, or suitable for those without prior knowledge or experience on the topic
- Intermediate - Previous awareness of the subject is expected.
- Advanced - Provides additional subject content and prior knowledge or experience is expected.

Comments

* 17. Has this topic/presentation been proposed for a prior PaLA Conference?

- Yes, but was not selected.
- Yes, and was presented
- No
- Unknown



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Speaker Information

Please provide information regarding the speakers for the session. Due to time constraints, we recommend no more than four presenters/60-minute session. Please provide name, title, and library/organization for all speakers as known at the present time.

* 18. Speaker Information

Speaker I (Name, title,
library/organization)

Speaker II (Name,
title,
library/organization)

Speaker III (Name,
title,
library/organization)

Speaker IV (Name,
title,
library/organization)

* 19. Speaker Type

- Peer-to-Peer Facilitator/Speaker: Content expert working within the library community. Peer-to-peer speakers do not speak as a primary source of income. Pennsylvania librarians who are PaLA members are given preference over non-members.
- Professional Facilitator/Speaker: Defined as an individual whose primary source of income is from public speaking.
- Author/Writer
- Industry Expert. May include experts from outside the library community who provide a message that is deemed of interest to the library community.
- Library Supplier/Partner: Provides a service/product for libraries. Suppliers must participate as an exhibitor and are encouraged to include a library professional as part of the presentation. Sales pitches will not be tolerated.

Other (please specify)

* 20. Provide speaker's bio or describe the qualifications of the speaker(s) to present on this topic.

* 21. Is at least one of the speakers a PaLA member?

- Yes
- No
- Unknown

Comment

22. Is a speaker fee or reimbursement for lodging and/or travel requested?

Fields left blank will be considered as none required. If a fee and/or reimbursement are required, please indicate amounts and dates below. All requests for reimbursement are subject to approval by the Program Committee and may not be negotiated after program acceptance.

Note: Pennsylvania librarians or library suppliers are not eligible for speaking fees or travel reimbursement by PaLA. Exceptions can be made for programs funded by other sources.

Speaking Fee

Lodging - Indicate # of nights required

Travel Reimbursement
(indicate estimated amount)

If travel reimbursement is requested, where are you traveling from and by what mode of transportation?



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Session Scheduling

Please note that it is the recommendation of the Long Range Conference Planning Task Force for all sessions be one hour in length. The programming committee will consider a limited number of double-sessions for topics that require more time.

* 23. Preferred session length

60 Minutes

Additional time required, I request a double session.

* 24. Please indicate the days and times the speaker(s) would be available to present this program. *(Select all that are acceptable)*

Any time is acceptable

Sunday afternoon

Monday morning

Monday afternoon (double session unavailable)

Tuesday morning (double session unavailable)

Tuesday afternoon

Wednesday morning

Comments regarding session scheduling

25. *(Optional)* Is there any additional information that you'd like to share with the reviewers as they consider your program for selection?