The submission process will open August 27 and close October 1, 2019. The information below provides general guidelines of what will be needed. Further details are included in the 2020 Annual Conference Planners Guide.

**LEARNING**
To enhance education opportunities and maximize attendees’ conference participation, we have again designated “education only” times on the schedule, and consolidated Division and Chapter board and business meetings during specified times.

**EDUCATION SESSIONS**
Education sessions will be offered in the varied time frames listed below.

- 5 minutes (Lightning Talks)
- 20 minutes (Quick Takes or Solutions Showcase)
- 60 minutes
- 75 minutes
- 90 minutes

The education sessions will be scheduled Sunday, June 5 through Tuesday, June 9.

Not all time frames will be offered every day.

There are a very limited number of 90 minute time slots.

In order to provide for an enriched educational experience, the Annual Conference Advisory Council may ask submitters to revise a proposal.

**New for 2020 is the Solutions Showcase.** This will be a series of short presentations of 15-20 minutes each held in the INFO-EXPO hall. Presentations should focus on a solution to a specific problem rather than a broad topic. Exhibitors/sponsors, units, and individuals are all encouraged to submit proposals.
FORMAT
Workshop rooms will be set in two formats: theater-style seating and roundtable seating. Setup depends on room size, session needs, and scheduling logistics. Rooms will include a head table for speakers.

SPEAKERS
Speakers will be defined as presenters for education sessions and CE only. Speakers, Instructors and Moderators will hereby be referred to as “Presenters.” There will be two Presenter registration options:
1) Reduced conference registration ($395) for full access to conference activities and events.
2) Walk & Talk registration which allows the presenter to attend only the session at which they are speaking.

To be eligible for the Presenter Registration rate: Presentations must account for 30% of the workshop time (18 minutes for a 60 minute workshop, 22 minutes for a 75 minute workshop, and 27 minutes for a 90 minute workshop). Quick Takes and Solutions Showcase may have just one designated speaker who is eligible for the Speaker rate. Lightning talks speakers do not qualify for the presenter registration rate unless they are speaking in additional (longer) sessions.

Presenters must be confirmed by January 31, 2020.

A maximum number of speakers is set for each workshop time frame.

- 5 minute Lightning Talk - Max 1 speaker
- 20 minute Quick Take or Solutions Showcase - Max 1 speaker
- 60 minute workshops - Max 2 speakers
- 75 minute workshops - Max 3 speakers
- 90 minute workshops - Max 4 speakers

All presenters will be requested to sign a Presenter Authorization form. Presenters will also be asked to use the SLA 2020 Annual Conference power point template for their slide presentations.

CORE COMPETENCIES
Educational workshops should relate to the SLA Competencies, approved by the SLA Board in April 2016. You will be asked to check off the Competencies relevant to your submission.
KEYWORDS
Workshops will be categorized and identified by Keywords, which will be part of the submission form.

CONTENT LEVEL
You will be asked to categorize your workshop as Fundamental, Intermediate or Advanced for content. Please be sure to give careful consideration to this.

- **Fundamental**: Designed for people who are new to the topic or have only a basic understanding; Objective is to LEARN
- **Intermediate**: Designed for people who have a basic understanding of the topic, are middle managers, or have at least one year’s worth of experience with implementation or ideas for improvement on an existing project, but who want to bring their skills to the next level; Objective is to learn how to DO
- **Advanced**: Designed for people who have been working with the topic for several years, are responsible for management level of the topic, or have implemented successful solutions but want to know what’s coming or how they could take advantage of advanced skills; Objective is to learn how to DIRECT (and can also include advanced technical skills).

CONTINUING EDUCATION CLASSES
CE classes will be held Saturday morning and afternoon (Friday will be added if needed), in half-day or full-day formats. CE submissions will be asked for the same information as Education sessions, plus additional data including Intended Audience, Pre-requisites, and Course Delivery/Teaching Methods. The SLA Professional Development Advisory Council will review and evaluate CE submissions.

SPONSORSHIP
Please note that if your Unit selected Option 2 as part of the SLA and Unit Partnership & Sponsorship agreement, SLA will cover the program expenses (i.e. food & beverage, audio-visual, speaker honorariums) based on past expenses. All requests are subject to SLA approval and are based on registration numbers, budget, and potential sponsorship.

AUDIO VISUAL
The standard AV package will include: screen, projector, laptop, and podium with mic. Option 1 Units will be charged a flat fee for the standard AV package. If supplemental AV is needed SLA will supply the Unit an order form with our preferred AV vendor.
Option 2 Units will not be charged for AV and SLA will take a close look at your presentation format and make necessary adjustments as needed.
The AV Standard fee for Option 1 Units is $1350 per session.

Presenters for education sessions should not bring in their own computers or AV equipment to avoid compatibility challenges that impact the flow of the conference. This restriction is to ensure a smooth execution and experience of all sessions, and avoid delays and disruptions caused by non-compatible equipment and connections. Instructors for CE courses, however, can bring their own laptops.

**ON-SITE and OFF-SITE EVENTS**
SLA has reached out to units to confirm whether they plan to hold 2019 unit events and business meetings again in 2020. The submission process for off-site events and new/updated on-site events will take place in September/October, with a submission deadline of October 21. The submissions will be accepted either through Fluid Review or Survey Monkey.

*SLA may request additional information to assist in the review and evaluation process.*