



# CALCON 2015 PROGRAM SUBMISSION PACKET

Thursday, October 22<sup>nd</sup> 2015      10:00am – 6:00pm

Friday, October 23<sup>rd</sup> 2015      9:00am – 5:15pm

Saturday, October 24<sup>th</sup> 2015      9:00am – 12:45pm

(Exact times subject to change)

**Deadline for Submission: March 15, 2015**

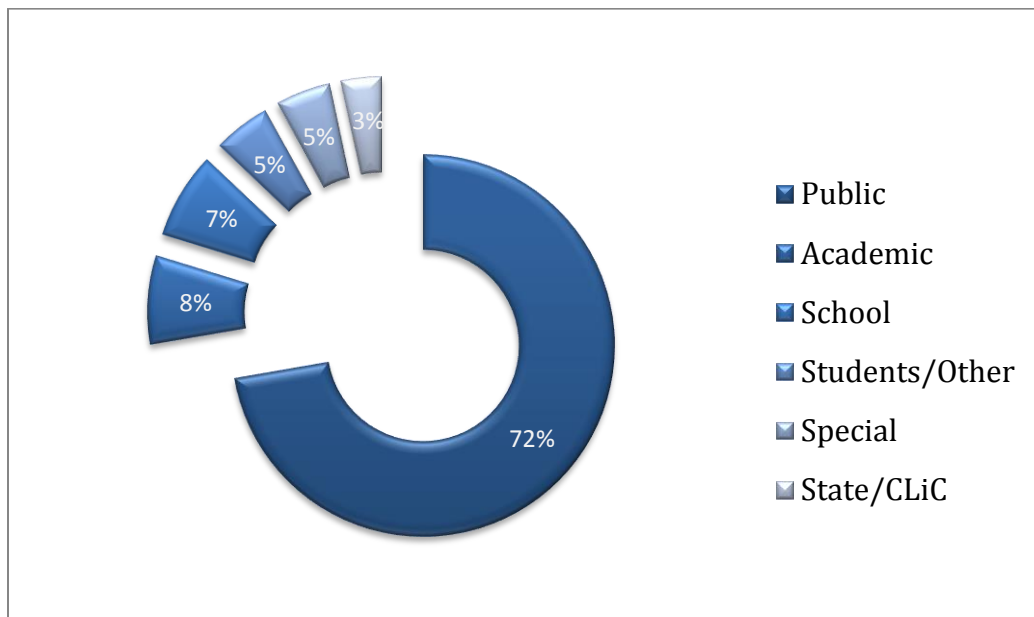
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## Conference Highlights

CALCON annually brings together more than 500 members of the local library community. This includes trustees, library administrators, directors, librarians, paraprofessionals, supervisors, support staff, sponsors, and exhibitors. As a presenter you will have an opportunity to meet, discuss solutions, and create powerful connections with those in the Colorado library community. We hope you will join us in 2015!

### 2014 Conference Attendance



In 2014, 560 people attended CALCON. Each year the association strives to attract a variety of information professionals and increase conference attendance by targeting attendee's needs and offering valuable sessions.

In 2015, CALCON will again offer tracks to better organize the sessions. The planning committee is comprised of representatives from across the library profession. This diversity will ensure inclusion of all types of libraries and staffing positions. CALCON strives to become a conference that is known for establishing valuable connections, inspiring solutions, and celebrating innovation in all types of libraries throughout the state. Part of the conference's plan for success is to provide the best possible presenters to create connections, build relationships, and get a pulse on what is happening in the Colorado library community.

In April each association within CAL (CoPLA, CoALA, CASL, CoASL) will select eight programs they feel target their individual members. All remaining submissions will be evaluated in May with accepted proposal writers being contacted in June. The committee anticipates approximately 70 sessions being accepted. Once all sessions have been selected the CAL Divisions and Interest Groups will have the opportunity to endorse sessions that might appeal to their constituents. This will create more diversity in programming that will appeal to all types of libraries and all levels of library workers.

## Session Title

Your title should be “catchy” yet still communicate the topic of your session. A play on words or a pop culture reference can lure in your audience. Just don’t leave the reader questioning what your session is about!

## Session Description

Provide a 100 word or less description of the proposed session. This should be a marketing tool to make reviewers interested in your topic. Include what the problem or issue is you will be addressing, how you intend to address the issue, and finally how the audience would benefit from attending the session. Use active voice and present tense verbs. Define any acronyms and avoid jargon. Make sure there won’t be a mismatch in what the reviewer will read and what you present.

## Program Tracks

Using a track approach allows attendees to see at a glance what programs may be of interest to them. Below you will find a sampling of desired tracks. The actual tracks used will be determined by the submissions received and thus will ensure member driven content. On the submission form please select from the following or include a suggested track.

Examples of sessions listed under each track are by no means all-inclusive. These are provided as suggested topics that may be of interest to attendees.

<b>Collection Development</b>	<b>Future Forward</b>	<b>Readers’ Advisory</b>	<b>Training/Instruction</b>
-Managing e-resources -ebooks -Common Core -Displays -Basic Collection Development	-Inspiring Ideas Outside of Libraries -Future Trends -Cutting Edge -Culture	-Social Reading -Popular -Book Clubs -Personalized Reading Forms -Emerging	-Partnerships -Staff Training -STEM -Technology for Staff & Patrons

	-Vision -Technology Trends	Genres -Reader Profiles	
<b>Library Issues &amp; Challenges</b>	<b>Advocacy &amp; Marketing</b>	<b>Programming &amp; Partnerships</b>	<b>Technology &amp; Digital Services</b>
-Evolving Reference -Behavior Issues -Homeless -Homeschooling -Creating Workspaces in Libraries	-Branding -Advertising -Storytelling -Community Engagement -Data/Evidence of Impact on Students -Outreach	-Innovative Outreach -Community Engagement -Forming Relationships -Badges -Services to Teens & Kids	-21 <sup>st</sup> Century Skills -Next-gen ILS -Library as Publisher -Gaming Tech -Digital Literacy -Databases -eReaders and/or eContent
<b>Makerspace/Participatory Learning</b>	<b>Leadership &amp; Development</b>	<b>Engaging People</b>	<b>Just the Basics, Ma'am</b>
-3D Printing -Hands on Programming -Publishing an eBook -Mix & Record Music -Photo Editing -Video Editing -Minecraft -Digital Photography -Code -Sewing -Robots	-360 Leadership -Leading w/o a Title -Change Agents -Leading in Tough Times -Create Your Path to Leadership -Communication -Promoting From Within -Making Tenure	-Teacher Collaboration -Embedded Librarians -Civic Engagement	-Workflow Issues -Customer Service -Lesson Planning -Time Management -Copyright -Intellectual Freedom -Ethics -Library 101 -Confidentiality -Project Management
<b>Circulation &amp; Materials Management</b>	<b>Archives</b>	<b>Wild Card</b>	
-RDA Technical Service Standards -Interlibrary Loan -Weeding -Cataloguing	-Digitization Programs	Your Choice!	

## Presentation Learning Outcomes

Outcomes are the impact and benefits your session will have on the attendees. For example, how will your session make a difference? How will the lives of your attendees improve as a result of your session? Outcomes should reflect what the attendee will be able to do and how they will apply their new knowledge.

## **Presentation Types**

Most of the sessions will be 45 minutes in length. There are a limited number of slots for 90 minute sessions.

Please identify the type of session you would like to employ based on the following options.

### **Listen & Learn Session (Passive Learning)**

- Scheduled in a 45 minute time slot
- Session leader(s) presents on a topic that provides practical training, introduces attendees to new products/ideas, showcases best/current practices in a particular area of library service, etc. Time for questions should be included.

### **Session Panel Presentations (Passive Learning)**

- Scheduled in a 45 minute time slot
- A moderator and a maximum of four panelists present a topic or the results of research to the audience, leaving time for questions and answers

### **Session Workshops (Active Learning)**

- Scheduled in a 45 minute time slot
- Workshop leaders operate in a classroom environment to deliver training on a specific topic. Involved group work, activities, practice with tools, or other active engagement.

### **Conversation Groups (Active Learning)**

- Scheduled in a 45 minute time slot
- Presenter(s) gives brief introductory remarks (no longer than 10 minutes) and facilitates a discussion among session attendees on the topic.

## Best Practices for Presenters

Before submitting your program proposal, it is always a good idea to reflect on what your intended outcomes will be. The Learning Round Table of the American Library Association has compiled the following list of guidelines to make sure your presentation will shine.

### 1. Creating Your Presentation

- a. Ensure that you know who your program is for and what the expectations are of the group that invited and/or is hosting you. For example, is the program targeted to librarians or paraprofessionals? Directors or technicians? Academic or public librarians? Big and urban or small and rural? Is this intended to be a how-to session with practical solutions and lots of takeaways, inspirational, or theoretical?
- b. Write a title and description that accurately describe our session. Provide outcomes that pinpoint what you expect participants will be able to do after the program. Remember, professional education is “how-to” education; not just “learn” or “understand,” but more about “apply” and “implement.” What will change because of your presentation?
- c. A presentation is not a lecture. Plan ways to be interactive and engaging. There are many ways you can engage the audience.
  - i. Ask questions that can be answered with a raised hand, applause, or shout-outs.
  - ii. Ask people to share their examples. Let the audience be part of the program. Many of the participants will know as much or more about the topic as you do; their stories will provide reinforcement for points you are making.
  - iii. Suggest questions that participants can discuss with the person sitting nearest to them.
  - iv. Provide a simple questionnaire that participants can fill out and report on in the session.
  - v. Welcome dissent so you can shape your content on otherwise unspoken concerns. Presenters are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others. See ALA’s Statement of Appropriate Conduct for additional information.
- d. Practice and get feedback! Best practice suggests collaboration. Drafts and feedback can help refine content and the flow. Fresh eyes can catch typos and mistakes that might undermine the credibility of the presentation (including slides and handouts)

- e. Include resources for learning more, such as books, authors, websites, and organizations. Every presentation should be considered the beginning for new learning.
  - f. Devote time to preparing and practicing a presentation that is put together quickly at the last minute and not rehearsed will not feel polished or professional.
2. The Arrangements
- a. Make and double-check the arrangements for your presentation, including the printed session description.
  - b. Ask for the equipment and setup that you will require.
3. Own Your Space
- a. Arrive early so you can understand (or modify) the space.
  - b. Be willing to use the entire space. Don't be afraid to walk around.
  - c. If the equipment you expected is not there, ask for it.
4. Your Presentation
- a. Do not cram your content. You cannot give a 90-minute presentation in 30 minutes. Create a script outline that leaves time for introductions, transitions, exercises, questions, and the unexpected. A 40-minute presentation may actually allow for only 25 minutes of material.
  - b. Don't read your slides or script. Don't be monotone or monotonous.
  - c. Be prepared to be flexible.
  - d. Show your personality.
  - e. Engage the participants, including those in the back row.
  - f. Have a conversation with them and make eye contact with them.
  - g. Make sure that they can see and read your slides.
  - h. Be sure to leave time for questions.
5. Your Visuals
- a. Use your slides as your guide and as a way of focusing your audience.  
REPEAT – DO NOT READ FROM YOUR SLIDES!
  - b. Limit the amount of text on every slide.
    - i. Consider the 10/20/30 rule of PowerPoint, which states a PowerPoint presentation should have 10 slides, last no more than 20 minutes, and contain no font smaller than 30 points. Alternatively, use only five ideas/words per slide.
    - ii. Use images/graphics to explain ideas and engage the participant emotionally. Make sure any charts or visuals can be understood. Determine if you have the ethical and legal right to use the image, and abide by the author or owner's restrictions. Avoid assuming that "fair use" will protect you. [Creativecommons.org](http://creativecommons.org) is one accepted source of information on practical guidelines



- iii. Rather than having a lot of text on your slides, create a handout
  - c. Save your presentation and test it. Use basic, easy-to-read fonts.
  - d. Know that you don't have to have slides.
6. The Audience
  - a. Don't let the audience's activity distract you.
  - b. Know that not everyone is going to like you. Let superficial negative comments roll off your back.
7. You and Your Reputation
  - a. You are representing yourself and your organization (even when you say that you are not).
  - b. Don't take yourself too seriously.
  - c. Don't be afraid of failure.
  - d. If you mess up, know that every speaker does. (We proudly own our failures!)
8. Learn to Improve
  - a. Have someone record you, and then listed or watch your performance. What do you need to do differently?
  - b. Talk to others who have given presentations. What has worked for them?
  - c. Go to other people's presentations and learn from what they do.

## Peer Review Sessions

CoALA is offering peer review of proposals for CALCON 2015. While intended primarily for proposals related to original research conducted in an academic library setting, peer review is offered for any proposal that provides the requisite documentation of original scholarship.

If you are interested in receiving a blind peer review of your General Session workshop at CALCON 2015, please submit the following:

- Use the Program Submission Form to submit your session proposal. **(Make sure to check the peer review box).**
- Forward a minimum of three and a maximum of six pages describing the original research conducted for the presentation. The proposal should address how the research contributes or advances the theory and / or practice in your area of study.
- The proposal should include an abstract, introduction, literature review (if applicable), methodology (which may include research question, instruments used, survey questions, demographic studied), results, conclusion and / or findings, references, and any relevant appendices.

Submit any questions and final documentation to CoALA President Paul Mascareñas at [pmascarena@regis.edu](mailto:pmascarena@regis.edu)

## **Program Selection Procedure**

**Deadline for Submission: March 15, 2015**

After the call for program submissions has closed the review process will begin.

- In April, each association president will review the submissions and select eight programs that best reach their audience.
- All remaining submissions will be returned to the pool for the program selection committee to review during the month of May. All submissions will be evaluated based on the scoring rubric (below). Proposals must score 30 points or more to be considered for selection.
- Once all submissions have been selected, tracks will be finalized and programs scheduled.
- Prospective speakers will be notified, regardless of outcome, no later than June 1<sup>st</sup>.

# CALCON 2015 Program Selection Rubric

	1 point	2 points	3 points	4 points	5 points
1. Does the speaker appear to be knowledgeable about the topic given?	FAILS TO ADDRESS CRITERIA	TOUCHED UPON CRITERIA	SOMEWHAT MET CRITERIA	MET MOST CRITERIA	MET ALL CRITERIA
2. Has the speaker previously presented on the topic? Was the session at a national conference?	FAILS TO ADDRESS CRITERIA	TOUCHED UPON CRITERIA	SOMEWHAT MET CRITERIA	MET MOST CRITERIA	MET ALL CRITERIA
3. Is the topic innovative?	FAILS TO ADDRESS CRITERIA	TOUCHED UPON CRITERIA	SOMEWHAT MET CRITERIA	MET MOST CRITERIA	MET ALL CRITERIA
4. Does the title of the session provide an adequate introduction?	FAILS TO ADDRESS CRITERIA	TOUCHED UPON CRITERIA	SOMEWHAT MET CRITERIA	MET MOST CRITERIA	MET ALL CRITERIA
5. Does the session description include the problem or issue the speaker will be addressing?	FAILS TO ADDRESS CRITERIA	TOUCHED UPON CRITERIA	SOMEWHAT MET CRITERIA	MET MOST CRITERIA	MET ALL CRITERIA
6. Is it clear how the audience will benefit from attending the session?	FAILS TO ADDRESS CRITERIA	TOUCHED UPON CRITERIA	SOMEWHAT MET CRITERIA	MET MOST CRITERIA	MET ALL CRITERIA
7. How well do the title, description and learning outcomes align with each other?	FAILS TO ADDRESS CRITERIA	TOUCHED UPON CRITERIA	SOMEWHAT MET CRITERIA	MET MOST CRITERIA	MET ALL CRITERIA
8. How well does the structure of the presentation allow for audience engagement?	FAILS TO ADDRESS CRITERIA	TOUCHED UPON CRITERIA	SOMEWHAT MET CRITERIA	MET MOST CRITERIA	MET ALL CRITERIA

## Contact Information

CALCON 2015 cannot be successful without your support. Each and every library worker, conference presenter, attendee, sponsor and exhibitor brings unique experience, knowledge and ideas to the table. CALCON is the perfect place to share what you know, what you have done, and help others duplicate the good work so we don't spend time and money reinventing the wheel for our communities. The conference is an opportunity for all of us to build quality contract, become informed about vendors and the solutions they provide, and create strong relationships that will help libraries to survive and thrive over the years and through the challenges to come. We hope you will join us in 2015! If you have any questions or feedback, please contact us and let us know what we can do to improve your conference experience.

		
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