

# LibLearnX 2024: The Library Learning Experience

## Program Submission Guide

### OVERVIEW

LibLearnX: The Library Learning Experience (LLX), to be held January 19–22, 2024 in Baltimore, MD, is a member-focused conference designed to motivate, inspire, and engage discussions that will shape the future of libraries and their communities. LibLearnX emphasizes **active and applied learning**, networking opportunities for library professionals, and a celebration of the positive impact libraries have on society. The Call for Presentations drives all programming at LibLearnX. Successful proposals reflect field best practices, have clear learning objectives, and focus on applicable content, instructional design, and diverse audiences.

Proposals must identify a Primary Content Area and articulate their alignment to one or more of ALA's Core Values. Primary Content Areas include: Books and Authors; Collection Development; Community Outreach and Engagement; Health and Wellness; Library Programs and Services; Leadership and Management; Readers' Advisory; and Technology Innovation. ALA's Core Values are: Access; Confidentiality/Privacy; Democracy; Diversity; Education and Lifelong Learning; Intellectual Freedom; Preservation; Professionalism; The Public Good; Service; Social Responsibility; and Sustainability.

ALA retains the right to change subject matter topics for marketing purposes.

### LEARNING FORMATS

Learning formats support a range of instructional methods that give attendees control over setting priorities and choosing the right content, materials, and methods that match their learning styles and objectives.

#### Accelerator

2-3 hours, in-depth and interactive workshops led by content expert(s)

#### Ideas Xchange

30 minutes, highly interactive

#### Learning Lab

60 or 75 minutes, choose the level of audience participation, must include learning objectives

#### ShopTalk

15-20 minute bite-sized, focused presentation

## 1. Accelerator

Accelerators are learning experiences led by expert facilitators that may include blended learning and may take place outside of the conference setting. These sessions aim to accelerate ideas and effect change by modeling out of the box thinking and solutions or by applying cross-disciplinary approaches.

**Audience Participation:** Medium-High

**Length:** 2, 2.5, or 3 hours

**Format:** An in-depth, interactive workshop led by 1 or 2 facilitators with applied learning and a target audience.

**Examples:**

- [Difficult Conversations: Dealing with Hostility and De-escalating Conflict in the Library](#)
- [Beyond the Basics: Elevating the Art of Storytelling in Display](#)

## 2. Ideas Xchange

Have you implemented something creative or innovative at your library? Do you want to share that idea with others through photos, a video, and engaging conversation? An Ideas Xchange is a peer-to-peer discussion on a topic that matters most to the library community.

**Audience Participation:** High

**Length:** 30 minutes

**Format:** Participant-driven discussions focused on peer-to-peer learning about recent developments and trends in an informal, flexible learning space.

**Examples:**

- [School Library Circ Policies: How Do Yours Stack Up?](#)
- [The Literacy Equity Insights Dashboard: Refining Our Understanding of Libraries' Roles in Literacy Access](#)

## 3. Learning Lab

Learning Labs are focused on current issues and topics of interest with action-based instruction that delves into specific methods, approaches, opportunities, and skills through collaborative learning. These sessions should present innovative, cutting-edge content and evidence-based practices that challenge attendees to embrace new solutions.

**Audience Participation** (Low-Medium-High): *Low:* No interaction with audience – lecture type delivery; *Medium:* Q&A with audience involvement, audience poll (show of hands or polling technology), etc.; *High:* Pair or small group work, games or role playing, scenarios, etc.

**Length:** 60- or 75-minutes total; presenters will prepare a 45- or 60-minute presentation, as indicated, plus 15 minutes of Q&A time.

**Format:** Up to two content leaders or one moderator with panelists that identify the level of audience interaction (low, medium, high).

**Examples:**

- [Relax. Take a Deep Breath. Read a Comic.](#) (medium participation)
- [Activities and Strategies for More Inclusive and Equitable Information Literacy Instruction](#) (high participation)
- [Socioeconomic Mixing: Creating Public Libraries Where Everyone Belongs](#) | [Video](#) (high participation)

## 4. ShopTalk

ShopTalks are bite-sized presentations on hot topics and trends that include practical knowledge and tips through storytelling. A concise presentation on a specific subject that focuses on an idea, project, workflow, etc. Sessions will take place in the LLX Marketplace.

**Audience Participation:** Low

**Length:** 20 minutes, including any Q & A

**Format:** Bite-sized presentations on a trending topic or new idea through a focused, engaging talk that includes practical tools or strategies.

**Examples:**

- [Intersectional Justice in Libraries](#) | [Video](#)
- [Telling Diverse Stories through Cookbooks](#) | [Video](#)
- [Making The Library a Period Positive Space](#)

## PROPOSAL REVIEW & SELECTION CRITERIA

The curation of LLX is driven by members of the American Library Association. The highly competitive proposal process solicits proposals from a wide range of audiences and uses a review process composed of volunteer members and professional staff with content expertise.

### LibLearnX Subcommittee

Who knows the learning needs of our librarian community better than our members? The ALA Executive Board established a subcommittee of the Conference Committee charged with LibLearnX program selection featuring a diverse array of presenters and perspectives. The LLX subcommittee anonymously reviews and rates all submitted proposals.

To ensure that program content is timely, relevant, and optimally targeting our attendees' needs, the subcommittee is also charged to identify content gaps and work with staff to address them through additional content development strategies.

### ALA Staff

With their programming expertise and wide range of relationships within the library community, select members of ALA staff weigh in with feedback and help ensure a diversity of perspectives in content leaders. Staff also help ensure the content is strategically aligned with ALA's mission and current priorities.

### Selection Criteria

ALA provides a copy of the [LLX Proposal Review Rubric](#) in the call for proposals and on the submission site. The rubric describes the scoring for each criteria and guides the Review Team's evaluation of proposals.

All proposals will be evaluated on the following criteria. Review the LLX Proposal Review Rubric for more details:

- Proposal Title & Description
- Relevance to the identified Primary Content Area
- Alignment with one or more of ALA's Core Values
- Learning Objectives
- Timeliness & Demand
- Innovation
- Presentation & Engagement Style (does not apply to ShopTalk proposals)
- Relevance to the Target Audience
- Inclusion of Perspectives

## PROPOSAL SUBMISSION OVERVIEW

All proposals must be submitted using the online form. Upon submitting a proposal, you will receive an automatic confirmation email for your records if it was submitted successfully.

### Before You Begin

#### Familiarize Yourself with the Selection Criteria

ALA provides a copy of the [LLX Proposal Review Rubric](#) in the call for proposals and on the submission site for your use. Carefully review the selection criteria and keep it available for reference when creating your proposal. Writing your proposal so that it clearly addresses all criteria on the rubric will make it easier to score.

#### Review Prior Programming Examples

A sampling of programs from LLX 2023 have been included with the description of Learning Formats above to provide examples of programs that were reviewed positively by the selection team and evaluated favorably by attendees.

### Proposal Planning

The online submission site consists of a series of tasks to complete for your proposal. A completed proposal consists of the following tasks:

- Proposal Creation
- Title and Description
- Primary Content Area
- Alignment with ALA's Core Values
- Learning Objectives
- LLX-Focused Criteria, which speaks to the program's timeliness and demand, its innovativeness, and the planned presentation and engagement style (not required on ShopTalk submissions)
- Target Audience and Library Type(s)
- Content Leaders and Inclusion of Perspectives
- Acknowledgements & Agreements
- Submit the Proposal

## Step by Step Instructions for Proposal Submission Tasks

All proposals must be submitted using the online form. You must complete all tasks AND hit submit upon completion of all tasks to finalize a proposal. You may begin a proposal and complete it over time just be sure to adhere to all deadlines. You will receive an automatic confirmation by email when creating a proposal and another confirmation upon submission.

### Proposal Creation

To create a proposal and a user account you will need to complete this task on your first login. You will need to enter a title (this can be updated at a later date through the Title and Description Task) and select the Learning Format for your proposal. The person who creates the proposal by completing this task becomes the Primary Contact on the submission. ALA will email the Primary Contact for all communications including proposal deadline reminders, selection notifications, and updates on selected programs. The Primary Contact should share information as needed with Content Leaders and Moderators.

### Title & Description

Proposal titles (12 words maximum) should be descriptive and concise; long titles should be avoided. Program descriptions (100 words minimum and 300 words maximum) should be clear, concise, and compelling. Descriptions should lead with the most important information first and provide details that speak to the timeliness and innovation of the proposal. Given the anonymous review process, do not include presenter names or identifying information in the description. See additional writing tips below:

- Start with concrete benefits of attending the session that will capture the reader's attention:
  - Are you responsible for [topic] in your library? You will leave this session with five new ideas you can implement to help you...
  - Learn about recent developments [as specific as possible] in [topic] and how they affect your work. Utilizing case studies from six school libraries, this session ...
  - Get strategies for streamlining your [something] so it takes less time each day.
- Focus on persuasive outcomes for the attendee rather than wordy descriptions.
- Describe collaborative learning environments that utilize a solutions-based approach.
- Avoid redundant or unnecessary language such as, "In this session, three panelists will talk about [repeat of session title]."
- Avoid generalizations such as, "In libraries today, technology is increasingly important," or "Librarians are busy people."

ALA retains the right to modify titles and descriptions.

### Select the Primary Content Area and Describe Alignment with ALA's Core Values

Proposals must identify one primary content area that best represents the program. Additionally, you will need to briefly describe how your proposal supports one (or more) of ALA's Core Values.

#### *Primary Content Areas (select one from the list below)*

**Books and Authors** features authors highlighting timely topics and recent or upcoming publications.

**Collection Services** includes archives, acquisitions, cataloging and metadata, collection management, digital collections, electronic resources, local history, preservation, and scholarly communication.

**Community Outreach and Engagement** includes topics such as building and sustaining partnerships, expanding access, community-driven approaches, civic engagement, sustainability, and disaster response.

**Health and Wellness** involves physical and mental health efforts supporting library staff and/or patrons, such as creating trauma-informed libraries, fostering wellness in older adults, and partnering with health care providers.

**Library Programs and Services** focuses on core service areas, information literacy and instruction, adult literacy and digital equity, program formats and digital learning, services by age group, services for special populations, and reference services.

**Leadership and Management** highlights administration and planning, assessment and data collection, buildings and facilities, customer service and user experience, finances, leadership and change management, marketing, personnel, privacy issues, and security.

**Readers' Advisory** involves the service of recommending and connecting users with materials, including book lists and displays, tools, and innovative approaches.

**Technology Innovation** spotlights ways in which libraries are transforming tools, practices and services through the use of applied technology, emerging technologies, technology systems, websites and UX.

### ***Alignment with ALA Core Values***

You will be asked to briefly describe how your session aligns with one or more of the ALA Core Values listed below, details of which can be found on the [ALA website](#).

- Access
- Confidentiality/Privacy
- Democracy
- Diversity
- Education and Lifelong Learning
- Intellectual Freedom
- Preservation
- Professionalism
- The Public Good
- Service
- Social Responsibility
- Sustainability

### **Develop Learning Objectives**

A learning objective is a clear, concise, and measurable statement of the anticipated behaviors, skills, knowledge, or attitudes participants demonstrate from their learning. Please see [A Primer on Learning Outcomes](#) to assist you in creating your learning objectives. Each proposal will need to include three to five learning objectives that are clear, measurable, and achievable.

## Address the LLX-Focused Criteria

Given LLX's focus on timely, innovative, and engaging professional development, you will be asked to provide brief responses to questions speaking to each of these criteria.

- Briefly describe how this session responds to a "hot" topic and/or a topic for which there is demonstrated high demand.
- Briefly describe how this session presents fresh, innovative ideas, methods, or resources.
- Briefly describe how this session will engage participants actively in discussion, thought, or hands on learning. (Not required on ShopTalk proposals.)

## Select the Target Audience and Library Type(s) that Should Attend

Briefly describe the target audience and articulate this program's relevance to this audience. When selecting from the lists of Library Types, please only choose those which are relevant to your submission. If your submission is selected, these items are used in the conference scheduler to assist attendees in identifying sessions of interest.

## Identify Content Leaders and Inclusion of Perspectives

You will be asked to include as much information as possible about the proposed Content Leaders and briefly describe how your proposal demonstrates inclusion and representation of multiple, diverse perspectives. Identifying your Content Leaders and/or Moderators at the time of submission helps your proposal demonstrate inclusion of perspectives.

Full names and emails are required for each person. This information will be used only if the session is accepted. Please note that only Content Leaders and Moderators are listed in conference materials; the Primary Contact is not included. If the person submitting the proposal is also a Content Leader or Moderator, please make sure you appear as both a Content Leader/Moderator and the Primary Contact.

*Note: A maximum of 8 individuals of which no more than 5 should be content leaders can be added for all formats except ShopTalk which allows a maximum of only 3 individuals (e.g., 2 content leaders, 1 primary contact). The proposal submitter has the role of Primary Contact by default.*

## Acknowledgements & Agreements

This task consists of acknowledging that you have reviewed the Agreements noted below, as well as the Submission Guide in its entirety, and any additional agreements noted in the submission site. Agreements are subject to change. Please review this task thoroughly in the submission site for the most up to date agreements.

## Submit the Proposal

Please wait until you have finalized a proposal to hit submit as you will no longer be able to edit the proposal without requesting access. That said, be sure to hit the submit button once all tasks have been completed. You will receive an automatic confirmation by email upon submitting the proposal to let you know it was successfully received. If you do not receive a confirmation, your proposal was not submitted and could be considered

incomplete if you do not contact [confcontent@ala.org](mailto:confcontent@ala.org) prior to the posted deadline. Incomplete submissions will not be reviewed.

## AGREEMENTS

### Deadlines

All accepted Content Leaders must adhere to published deadlines. You must be committed and responsive to working with ALA to deliver an exceptional attendee experience by adhering to deadlines.

### Intellectual Property Rights

All accepted Content Leaders must observe intellectual property rights. Presenters must ensure that information, illustrations, images contained in presentations, related materials or visual aids shall be factual and not be misleading and will not violate the intellectual property or copyrights of any third party.

### ALA Membership

ALA encourages all LLX submitters to be members of the Association.

### Registering for the Conference

All accepted Content Leaders must register to attend the LLX conference. Each Content Leader will register by the required deadline at the reduced presenter rate and be responsible for all individual travel costs. In the event of exceptions (such as Exhibitor staff) registration may be handled differently.

### Event Format & Recording

LLX may be held virtually, in-person, or as a hybrid of both. Content Leaders should be prepared to present in all formats and consent to recording as needed.

## QUESTIONS AND CONCERNS

- For general questions regarding the proposal review or submission process please contact ALA Conference Services at [confcontent@ala.org](mailto:confcontent@ala.org).
- For technical issues on the submission site please contact CadmiumCD Tech Support.