

The Michigan Library Association invites proposals for breakout sessions at the 2025 MLA Annual Conference to be presented in person, October 29-31, 2025, at the Lansing Center located in downtown Lansing. The Michigan Library Association Annual Conference is the premier professional development and networking event for Michigan library staff, students, and trustees.

We invite any of the above groups as well as subject matter experts and first-time and returning presenters to propose breakout sessions aligned with our theme of Library Kaleidoscope: Shifting Perspectives. By offering a range of sessions, attendees will be able to find new ways of looking at situations, programs, services, and more. What is possible when you rotate your kaleidoscope? What new combinations will you see?

Session Proposal Guidelines

- Speakers must be able to present in-person at the conference hosted October 29-31, 2025 at the Lansing Center. Sessions may be placed anytime during the conference. Speakers are not required to attend the conference beyond their session.
- Sessions are educational, generative, or inspirational in nature. Sales pitches of products or services will not be accepted.
- MLA reserves the right to edit or combine session proposals before acceptance.
- Contact information must be provided for all speakers.
- You do not need to be an MLA member to submit.

Evaluation Criteria

The MLA Annual Conference workgroup will use the following criteria in assessing the viability of including a program in the schedule. The work group retains the right to reject, modify, or combine proposals.

- **Purpose:** Does the proposal clearly identify a goal and takeaways for the audience?
- **Audience:** Is the target audience clearly identified?
- **Practicality:** Is the topic appropriate for a conference breakout session in content and target audience?
- **Engagement:** Will the presentation and presenter(s) keep the audience's focus and attention through clear speech, engaging visuals, useful and relatable content?
- **Timeliness/ Relevance:** Is the topic of current interest, bringing new ideas and a fresh perspective to its intended audience and theme?
- **Qualifications:** Does the speaker(s) have sufficient or relevant experience to present on the proposed topic?
- **Theme Adherence:** To what extent does the proposal fit with the theme of shifting perspectives?

Agreements and Selection Notification

- MLA will contact each presenter in writing with the workgroup's acceptance decision.

- MLA will send all individual presenters a Presenter Agreement indicating the date, time, and details of their presentation. This must be confirmed by the presenters and returned to MLA.

Handouts

- Handouts are strongly recommended for every session.
- Handouts will be added to the event website and mobile app. Examples of handouts may be, but are not limited to: presenter contact information, a list of additional resources, a copy of presentation slides, or related worksheets.
- Printed handouts are not distributed on-site by MLA. Presenters may provide hard copies of handouts if desired at their own cost. We also encourage providing access to handouts directly in your presentation via QR code.

Deadlines and Due Dates

- **Friday, May 16, 2025** — Final day to submit proposals. This deadline is firm and will not be extended.
- **Friday, June 20, 2025** — Selection notifications distributed via email from MLA to all presenters.
- **Friday, July 25, 2025** — Presenter agreements due to MLA office.
- **Monday, October 13, 2025**— Handouts due for MLA website and mobile app
- **Wednesday – Friday, October 29-31, 2025** — MLA 2025 Annual Conference, Lansing Center

Program AV & Room Setup

- All presentation rooms will be supplied with an HDMI cord, screen, and podium with microphone at no cost to the presenter.
- MLA will have laptops on hand for use, but presenters are encouraged to bring their own device.
- Wi-Fi internet will be in each presentation room however, MLA cannot guarantee the speed and dependability of the services at any given time.
- Remote mouse devices/pointers are the responsibility of the presenter. If presenters choose to bring their own computer that does not connect to an HDMI cable, they will be responsible for providing their own connection cables or adapter.
- Rooms are typically set theatre style. MLA will take every effort to make sure the presentation rooms are set up according to the needs of the presentation.

Disclaimers

All speakers must agree to the following statements:

- I understand I will not be reimbursed or compensated for presentation time, mileage, or any other expense related to my participation in the conference.
- I agree to adhere to MLA's Code of Conduct
- I will be responsible for registering and paying for the conference if I plan on attending other sessions or events beyond my allotted presentation time.
- I will be required to provide my own computer or tablet during the presentation time.

Questions

Please feel free to contact MLA's Program and Event Director Amber Sheerin or Conference Chair Lisa Waskin with any questions you may have prior to your submission.

- Amber Sheerin, Michigan Library Association: asheerin@mlibraries.org
- Lisa Waskin, Superior District Library: lwaskin@superiordistrictlibrary.org

2025 Session Proposal Information

Please provide the following information to the MLA Annual Conference Workgroup for evaluation and acceptance in the 2025 program.

1. Session Title

In 10 words or fewer please provide a title for your proposed session.

The best titles are clear, succinct, and describe exactly what will be covered in the session.

2. Session Description

In 500 characters or fewer, please provide a concise description of your proposed session.

If accepted, this will appear in the final program, app, and the conference website.

Please write it in the third person, and make it lively, informative, and interesting. It may be edited for publication. Speakers will be listed separately; they should not be listed in the session description.

3. Session “Elevator Pitch”

In 150 characters or fewer please provide a short description that identifies the intended audience and gets attendees excited about attending this session.

If accepted, this may be used for social media and related marketing purposes.

4. Learning Outcomes

Please identify three (3) learning outcomes for your session that begin, “At the end of the session, participants will...”

Learning outcomes should use active verbs, be measurable, and state what the participants should know or be able to do after attending your session. Learning outcomes should not simply repeat topics that will be addressed or activities that will take place during the session. Your proposal will be evaluated on the clarity and specificity of its learning outcomes.

5. Equity, Diversity, Accessibility, and Belonging

Fostering a culture of [equity, diversity, accessibility, and belonging](#) is a top [strategic priority of MLA](#). In 1 paragraph or less, describe how this session aligns with those goals or contributes to wider representation of diverse groups and points of view.

6. Timeliness of Information

In 1 paragraph or less, describe why your session is relevant to the library profession or aligns with the conference theme.

7. Session Format

Please select your planned session format.

- Presentation – A 45-minute presentation on a particular issue, program, or service followed by a 15-minute casual discussion and/or Q & A session with the audience. Or a 60-minute talk with active learning to engage attendees and opportunities for discussion throughout the session. It may feature 1-4 speakers.
- Deep Dive Presentation – The speaker shares or analyzes the results of a specific study, program, or service with the audience. It may feature 1-4 speakers.
- Panel Discussion – A moderated session featuring multiple speakers focused on a particular issue, program, or service. Panel discussions allow panelists to share thoughts, opinions, and experiences about a particular issue, program, or service followed by discussion driven by audience participation. May feature 3-5 speakers including a moderator.
- Skill Building Workshop – The Speaker shares knowledge and expertise through interactive learning that enables the audience to develop and hone particular skills. Handouts should be provided to attendees. It may feature 1-4 speakers.
- Other – If your session does not fit into any of the above categories, please describe the format.

8. Knowledge Level of Audience

Please select the level of knowledge attendees should have on this topic to gain the most benefit from attending your session.

- Beginner– For those with no previous knowledge of the topic
- Intermediate – For those with some knowledge of the topic
- Advanced – For those with substantial knowledge of the topic

9. Session Track

Please select up to two tracks that you think best describe your session:

- Management
- Public Services
- Collection Development
- Support Staff
- Trustees/Friends
- Communications
- Operations
- Other

10. Program Length

Please select your proposed session length.

Educational programs are typically scheduled for 60-minute time blocks, including time for Q&A. MLA may entertain shorter or multi-part 2-hour sessions.

- 60 minutes
- Other – Please describe your desired session length

11. Audience Interaction

Please select the level of attendee contribution to your session.

- Limited – There will be time allotted for Q&A
- Moderate – The audience will be asked to participate during the presentation
- Heavy – The audience will help set the agenda or lead discussion

Presenter Information

The following information is required of every speaker:

- Name
- Organization
- Job title
- Email
- Phone
- Mailing Address
- Emergency contact name and phone number
- Previous speaking experience or qualifications on chosen topic (500 characters or less)
- Biography (500 characters or less) *If accepted this will be used on MLA website*
- Headshot photo *If accepted this will be used on MLA website*