



MLA 2025 Spring Institute for Youth Services

CALL FOR PRESENTATION PROPOSALS

April 10-11, 2025

Frankenmuth, MI

Submissions welcome through *Friday, December 13, 2024*

Come celebrate your story! At Spring Institute 2025, our goal is to spread our knowledge and share our significant stories and ideas along with helpful tips and tricks that can be brought back to your library. We want to celebrate those who support and strengthen our diverse communities. We aim to infuse joy and reinvigorate library professionals with the latest ideas and knowledge in professional development. Join us and get empowered at Spring Institute 2025!

Spring Institute is the premier professional development and networking event for Michigan library youth and teen services professionals. What will make the 2025 event special is the energy and drive that you bring to the table. You spend all year spearheading new initiatives, discovering new ways to reach your community, and improving your professional skills. Now is the chance to showcase that work!

Ultimately, we need you. We need your best practices, engaging ideas, innovative programs, and input. This is an excellent opportunity for you to develop as a library professional. Submit your ideas and help take your library skills to the next level.

New this Year: Workshop Proposals! Have you facilitated a great program, but are unsure about doing a presentation? Submit a workshop proposal to show off your programming skills by modeling your program to other youth librarians. Walk them through what went great and what you would change, as they participate in a real-time demo of your activity. Crafting, escape rooms, STE(A)M, life-sized board games, etc. - let your imagination run wild! This will give us all a chance for some play!

Workshop Submission General Guidelines

- Workshops must be submitted through the [Call for Proposals form on the MLA website](#). Emailed submissions will not be accepted without prior approval.
- The submitter may or may not also be the presenter.
- You do not need to be an MLA member to submit a workshop or present.
- Presentations cannot include sales pitches for specific products or services.
- Presenters must be able to attend Spring Institute in-person in Frankenmuth on either April 10 or 11, 2025.
- Contact information is required for each presenter. MLA will publish the names, job title, organization, and a short biography of each presenter on the Spring Institute website, unless directed otherwise.
- Workshops are **45 minutes long**, including time for audience questions. Workshops will be limited to **30 participants**, and attendees must be registered for the workshop in order to participate.
- MLA will not reimburse or compensate for presentation time, or mileage, or any other expense related to participation in the conference.
- MLA will provide up to \$50 in supplies for each workshop. The workshop presenter will need to coordinate with MLA staff to obtain the requisite supplies for the workshop.
- Presenters, including MLA members, must register and pay for the day(s) they attend Spring Institute if they plan to participate in any conference activities beyond their presentation.

Breakout Presentation Submission General Guidelines

- Proposals must be submitted through the [Call for Proposals form on the MLA website](#). Emailed submissions will not be accepted without prior approval.
- The submitter may or may not also be the presenter.
- You do not need to be an MLA member to submit a proposal or present.
- Presentations cannot include sales pitches for specific products or services.
- Presenters must be able to attend Spring Institute in-person in Frankenmuth on either April 10 or 11, 2025.
- Contact information is required for each presenter. MLA will publish the names, job title, organization, and a short biography of each presenter on the Spring Institute website, unless directed otherwise.
- Breakout sessions are **45-minutes long**, including time for audience questions.
- MLA will not reimburse or compensate for presentation time, mileage, or any other expense related to participation in the conference.
- Presenters, including MLA members, must register and pay for the day(s) they attend Spring Institute if they plan to participate in any conference activities beyond their presentation.

AV & Room Setup

- All presentation rooms will be supplied with a HDMI connected PC laptop, projector, screen, and microphone. Presenters may provide their own laptops or use the provided laptops.
- 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 have an HDMI connection, they will be responsible for providing their own cables or adapter.
- Rooms will be set with theater-style seating (chairs facing forward without desks or tables).

Agreements and Selection Notification

- MLA will contact each presenter in writing with regards to final decisions of the acceptance process by December 23, 2024.
- MLA will send all individual presenters a Presenter Agreement indicating date, time, and details of their presentation. This must be confirmed by the presenters and returned to MLA by *January 31, 2025*.

Handouts

- Handouts will be added to the event website and mobile app. Examples of handouts may include, but are not limited to: presenter contact information, a list of additional resources, a copy of presentation slides, or related worksheets. Handouts are not required but are *strongly* encouraged.
- Hard copies of handouts will not be printed or distributed by MLA. Presenters may provide hard copies of handouts if desired, at their own cost.
- All presentation materials will be due to MLA by *March 28, 2025*, and will be posted to MLA's website and the event mobile app.

Selection Criteria

The MLA Spring Institute for Youth Services work group will use the following criteria to assess the viability of including presentations in the schedule. The work group retains the right to reject, modify, or combine

proposals.

Additionally, preference will be given to proposals that connect to the 2025 theme: *Celebrate Our Stories*.

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 background experience to present on the proposed topic?

Timeline

- *Friday, December 13, 2024 — **Final day** to submit proposals. This deadline is firm and will not be extended.*
- *Friday, December 23, 2024 — **Selection notifications** distributed via email from MLA to all presenters.*
- *Friday, January 31, 2025 — **Presenter agreements** due to MLA office.*
- *Friday, March 28, 2025 — **Handouts received** for posting on MLA website.*
- *Thursday, April 10 and Friday, 11, 2025 — **MLA 2025 Spring Institute for Youth Services**, Frankenmuth.*

Questions

Please feel free to contact MLA Program and Event Director, Amber Sheerin, or Jill Anderson, Spring Institute 2025 Conference Chair, with any questions you may have prior to your submission. Contact info:

Amber Sheerin, Michigan Library Association: asheerin@milibraries.org
Jill Anderson, Kent District Library | Wyoming Branch: janderson@kdl.org