# LibLearnX 2025 Program Submission Guide

## OVERVIEW

LibLearnX: The Library Learning Experience (LLX), to be held January 24-27 in Phoenix, Arizona, 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 Proposals drives all programming at LibLearnX. Successful proposals reflect best practices, have clear learning objectives and focus on innovative content, instructional design and diverse audiences.

The theme of LibLearnX 2025 is **Reimagine, Refocus, Reset:** Charting a Path for the Future. As you plan your proposal, consider how your program contributes to the theme. Below are some ways to think about the theme. They are not meant to be discrete ideas or categories.

**Reimagine**: This includes assessing needs and opportunities to envision things in a new way, such as looking at what libraries do and reframing in a way that resonates with the next generation of library workers. How can libraries take risks, reach new users and stakeholders, create new positions/spaces/programs, use new technologies, etc.?

**Refocus**: This involves determining paths for change management or decision-making. It is intentional and process-oriented and might focus on how libraries have engaged in efforts to create meaningful change, such as community conversations to inform library services.

**Reset**: Think of this as implementation: best practices involving internal or external stakeholders, noteworthy collaborations, outcomes from innovative programs, career realignment based on reassessing goals, etc.

## LEARNING FORMATS

LibLearnX programs have a specific learning format as well as a Primary Content Area.

Learning formats reflect a range of instructional methods and assist attendees in choosing the programs that support their learning styles and professional development objectives.

### Accelerator

2-3 hours; in-depth and interactive workshop

### Ideas Xchange

30-minute facilitated conversation

### Learning Lab

60 minutes; varying levels of participation

### ShopTalk

15–20-minute 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 programs 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:**

- Unleashing AI's Potential: A Design Sprint for Library Staff
- Bmore Collaborative: Building a Successful School & Public Library Partnership

## 2. Ideas Xchange

Have you implemented something creative or innovative at your library? Do you want to share that idea with others through photos, videos, 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 in the LLX Marketplace.

**Examples:**

- ChatGPT is a Liar and other Lessons Learned from Information Literacy Instructors
- Bite-Sized Improvements: How to Make Small, Meaningful Changes to Library Space
- Beyond the Bachelor's Degree: Supporting First-Generation Students Through Graduate School

## 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*: Very little interaction with audience – lecture style; *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 minutes total

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

**Examples:**

- Fighting Censorship in a Changing Landscape (medium participation)
- Building Joy-Centric Libraries: An Experiential Workshop (high participation)
- Creating Welcoming and Supportive Libraries for Asylum Seekers and People Experiencing Homelessness and Poverty (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.

**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:**

- Advancing a Culture of Creativity: Programming and Engagement
- The "Haunted Library Tour" as Community Outreach and Engagement
- Teaching Information Literacy Using Conspiracy Theories and Misinformation

## PROPOSAL REVIEW AND 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 Program Proposal Rubric in the call for proposals and on the submission site. The rubric describes the scoring for each criterion and guides the selection committee's evaluation of proposals.

# PROPOSAL SUBMISSION OVERVIEW

Proposals must be submitted through the online submission site by the deadline noted below. *ALA is not able to accept late submissions*.

**Submission site opens: July 15, 2024**
**Submission site closes: August 12, 2024, at 11:59pm Eastern**
**Final Decisions and Notifications: October 2024**

## Before You Begin

### Familiarize Yourself with the Selection Criteria

ALA provides a copy of the LLX Education Program Proposal Rubric in the call for proposals and on the submission site for your use. Carefully review the selection criteria and keep the rubric available for reference when creating your proposal.

### Review Prior Programming Examples

A sampling of programs have been included with the description of Learning Formats above as examples of submissions that were reviewed positively by the selection team.

### Proposal Planning

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

- Initiate a Proposal: Program Title and Learning Format
- Program Title and Description
- Primary Content Area
- Learning Objectives
- LLX Professional Development Priorities
- Target Audience and Library Type(s)
- Identify Program Participants
- Acknowledgements and Agreements
- Submit the Proposal

## Step by Step Instructions for Proposal Submission Tasks

All proposals must be submitted using the online submission site. You must complete all tasks **and click Submit** upon completion of all tasks to submit a complete proposal for review. You may begin a proposal and complete it over time, just be sure to adhere to all deadlines. You will receive an automatic confirmation email when you have created an account, another when you have initiated a proposal, and a third confirmation email when you have submitted a completed proposal.

### Initiate a proposal

To initiate a proposal and set up a user account you will need to complete certain initial steps. After setting up your user account, you will need to enter a program title and select the Learning Format for your proposal. The person who initiates the proposal 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 other Content Leaders and Moderators on the program.

Initial Steps

1) On the submission site, click Join Now to create an account. You will enter profile information and create an access key (password). You will receive a confirmation email from noreply@goCadmium.com with your account details.
2) On the landing page of the submission site, you will see a Proposals section and a section with Helpful Documents. To start a proposal, click on the green link, “Click here to begin a new proposal.”
3) Enter a title (up to 15 words) for your proposed program. You will have the opportunity to make edits to your title in the Program Title and Description task.
4) Select the Learning Format for your proposal.
5) Click Submit.
6) You will receive a second confirmation email from noreply@goCadmium.com that includes the type (learning format), status, and title of your proposal.

*On a subsequent log in to the submission site, you will be asked to complete the Privacy Notice.*

### Program Title and Description

Once you have completed the initial steps for creating a proposal, you will see the Task List. The first task is to confirm your program and enter your program description.

#### Program Title

Program titles should be descriptive and concise and effectively convey the proposed program. Avoid long titles, and do not use all uppercase or all lowercase. Sample program title: Literacy for All: Effective Strategies for Implementing Adult Literacy Services

#### Description

Program descriptions (100 words minimum and 300 words maximum) should be clear, concise, and compelling.

As the rubric indicates, the description should effectively convey the proposed program so that attendees could rely on the information for a clear idea of the program content and experience. *Given the anonymous review process, do not include presenter names or identifying information in the description*.

Additional tips:

- Start with concrete benefits of attending the program 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 program ...
  - Get strategies for streamlining your [work function] so it takes less time each day.
- Focus on persuasive outcomes for the attendee and avoid 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 program 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 of accepted programs for marketing purposes.*

Task Steps

1) Make edits to your program title, if needed.
2) Enter the description of your program.
3) Click Continue.

## Primary Content Area

Proposals must identify a primary content area from the list below that best represents the program.

**Books and Authors** features emerging and bestselling authors, upcoming titles, and trends in publishing.

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

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

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

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

**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.

*ALA retains the right to change content area selections of accepted programs for marketing purposes.*

## Learning Objectives

A learning objective is a clear, measurable, and achievable statement of the anticipated behaviors, skills, knowledge, or attitudes participants demonstrate from their learning. See *A Primer on Learning Outcomes* for tips on creating learning objectives. Each proposal will need to include three learning objectives (with a maximum of 40 words each).

After entering each learning objective separately, click Continue.

## LLX Professional Development Priorities

You will be asked to address how the proposed program supports the professional development priorities of LibLearnX by providing brief responses to the following prompts:

- *Connection to theme:* Explain how the proposed program contributes to the 2025 LibLearnX theme of Reimagine, Refocus, Reset.
- *Presentation Style*: Describe how the proposed program will engage participants actively in discussion, activities, and/or hands on learning.
    - This prompt is not included for ShopTalk proposals.
    - Learning Lab proposals will also need to specify a level of audience interaction – low, medium, or high.
- *Approach to Equity, Diversity, Inclusion and Accessibility (EDIA)*: Detail the proposed program's approach to EDIA. For example, this might include incorporating multiple, underrepresented perspectives and identities and/or furthering equitable access and accessibility.

Task Steps: provide separate responses to the prompts, with a limit of 150 words or fewer for each, and click Continue.

## Target Audience and Library Type(s)

You will be asked to identify the target audience and library types for the proposed program. When selecting from the list of Library Types/Audiences, please choose only those to which your program is relevant. If your program is chosen, your library type selections will be used in the Conference Scheduler to assist attendees in identifying programs of interest.

Task Steps

1) Briefly describe the target audience and articulate the proposed program's relevance to this audience, limiting your answer to 150 words or fewer.
2) Select from the list of Library Types/Audiences, choosing only those to which your program is relevant.
3) If you choose "Other" from the list of Library Types/Audiences, briefly describe the library type or audience.
4) Click Continue.

## Identify Program Participants

You will be asked to include information about anticipated program participants, including Content Leaders and Moderators. LibLearnX program presenters are referred to as Content Leaders.

Full names and emails are required for each person. This information will be used only if the program 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 will also be a Content Leader or Moderator, please make sure that person is identified as both a Content Leader or Moderator *and* the Primary Contact, per the steps below. You can select more than one role per person.

*Note: You may add a maximum of 5 individuals – of which no more than 4 can be Content Leaders – for all formats except ShopTalk, which allows a maximum of 3 individuals (e.g., 2 content leaders, 1 primary contact). The proposal submitter has the role of Primary Contact by default.*

Task Steps

1) Click Edit [your name] Profile under the Program Participant List.
2) Complete as many of the profile fields as you can or at the minimum, the required fields.
3) Choose your role(s). You can select multiple roles, so mark all that apply (noting the limits above).
4) Enter a short biography of up to a couple paragraphs, with your name, title, and affiliation in the first sentence. This will be used only if your program is accepted.
5) Click Continue.
6) Upload a photo as part of your presenter profile. This will be used only if your program is accepted. Click Continue. If you opt not to upload a photo, simply click Continue to complete the task.
7) If your proposed program will have additional participants, add each one separately by entering first name, last name, email, and role(s). Click Add Program Participant.
8) Repeat the process outlined above to complete the profile for each person you add. Or you may invite your co-participants to complete their own profiles by clicking Invite [program participant's name]. This will send an email to the participant from noreply@goCadmium.com with their log in credentials and task list. They can then access the Identify Program Participants task to complete their profile and the Acknowledgements and Agreements task (outlined below). As submitter you will receive a confirmation email when the presenter has completed the tasks.
9) Click Save Program Participants. You may revisit this task to add or remove program participants.

## Acknowledgements and Agreements

This task consists of acknowledging that you have reviewed the LibLearnX 2025 Education Program Proposal Rubric, the Agreements noted below, and the LibLearnX 2025 Program Submission Guide in its entirety, as well as any additional agreements that may be 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.

Task Steps

1) Carefully review the Education Program Proposal Rubric and the Agreements listed below on page 9.
2) Click Edit [your name] Form to read and agree to the above terms and conditions, sign the acknowledgement,

and submit agreement.

3) If you have co-participants, you may click the "Invite [Name]" button to send them a link to review and sign the acknowledgement if you did not invite them while completing the previous task.
4) Once all participants have submitted agreements, click Complete Task at the top right. *Please note that agreements must be completed for all participants before the proposal can be submitted.*

### Submit the Proposal

Once all tasks are completed, the Task List becomes the Proposal Summary. At the bottom of the completed tasks, you will see “Click here for a preview of your proposal.” The Proposal Preview that opens allows you to print the proposal (or save as PDF). Click your browser’s back button to return to the Proposal Summary.

*Please wait until you have finalized your proposal to click Submit as you will no longer be able to edit the proposal once it is submitted.*

When you are ready to submit the proposal for review, click **Submit** on the Proposal Summary page. This step is essential. You will receive a confirmation email upon submitting the proposal to let you know it was successfully received. If you do not receive the confirmation email, your proposal was not submitted and will be considered incomplete. *Incomplete submissions will not be reviewed, and ALA is unable to accept late submissions.* Be sure to check your spam folder if you do not see the email in your inbox.

## AGREEMENTS

### Deadlines

All accepted Content Leaders and Moderators 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 participants of accepted programs 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 misleading and will not violate the intellectual property or copyrights of any third party.

### ALA Membership

ALA encourages those submitting proposals to be members of the Association.

### Registering for the Conference

All Content Leaders and Moderators of accepted programs must register for LibLearnX and are eligible for a reduced registration rate. Content Leaders and Moderators are responsible for all of their own expenses, including travel, accommodations, meals and registration fees. In the event of exceptions, such as Exhibitor staff, registration may be handled differently.

### International Attendees

If you are an international attendee and need a Letter of Invitation before you register for the conference, please complete the Letter of Invitation Request or send a request to the International Relations Office at intl@ala.org. Please include your full employment information and mailing address. The official ALA Letter of Invitation will be used to facilitate the processing of any visas or documents needed for you to attend the conference. ALA is unable to provide financial support for your participation.

### 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 applicable.

## QUESTIONS AND CONCERNS

- For general questions regarding the proposal submission or review process please contact ALA Conference Services at confcontent@ala.org.
- For technical issues on the submission site please contact Cadmium Tech Support at Support@cadmiumcd.com or click on Technical Support at the top right of the submission landing page.