**ILA 2021 Convention Proposal Submission**

The Joint 2020-2021 ILA Convention provides you with a number of presentation opportunities. You may send in an individual paper, submit a discussion panel or a paper panel, or submit proposals for practicums, workshops or short courses.

If you have questions about the submission type, please contact the Convention Planner, Melissa Beall at Melissa.Beall@listen.org. Please use this cover page for your submission and follow the steps outlined below.

1. Corresponding presenter/coordinator:

Last name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province \_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_\_

Telephone/Mobile Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paper/Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Check all that apply:

\_\_\_\_\_ Individual Paper (Papers may be combined into panel presentations of 2-3 papers.)

\_\_\_\_\_ Paper / Discussion Panel

 **Note**: Paper & Discussion panels should be organized with 2-4 speakers to fit within a **50 minute**

 **time period**. It is recommended that all panels include a moderator/chair. Paper panels may also

 wish to include a respondent.

\_\_\_\_\_Student Authored

\_\_\_\_\_ Workshop/Short Course/Practicum

 **Note**: Workshops, short courses, practicums, etc. may request a time slot of **75 minutes**. Only a limited

 number of these programs will be considered as part of the regular Convention program.

3 Check one:

\_\_\_\_\_Face-to-Face presentation

\_\_\_\_\_Online only presentation

\_\_\_\_\_Flexible

Submissions are automatically entered into the convention’s top paper, panel, research & student paper awards. Only completed paper submissions are considered for top paper awards. All presenting authors are required to register for the convention and pay the convention fee. ILA members receive discounted convention fees. Only registered convention participants may attend sessions. For more information, visit the ILA convention website under the EVENTS and ANNOUNCEMENTS tab.

Each submission must have a brief (**3-4 sentences**) description attached that clearly explains the content of the proposed presentation. This should be suitable for publishing in the program listing if accepted.

4. **Convention Program Description**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. **Description of the Proposal**

**Papers**: If you are submitting a completed paper, you should include an abstract (100-200 words). If the paper is part of a panel presentation, please note the name of the panel on the cover page of the paper. If you are submitting a work in progress, please provide an extended abstract of the paper (500-750 words) to assist in review. Please indicate the primary area of interest: business, health care, education, research or other.

**Panels:** (all types) (500-750 words) that details the purpose and rationale of your panel. Discussion panels should include 2-4 speakers presenting different perspectives of the primary subject as well as a Moderator/Chair to introduce the speakers and direct questions from the audience. Paper panel descriptions should include the title and a brief abstract of each individual paper and should include a Moderator/Chair. The inclusion of a respondent is encouraged. Please indicate the primary area of interest: business, health care, education, research or other.

**Practicum/Workshop/Short Courses:** (no more than 4 pages) that describes the rationale for the workshop, the intended audience, the nature of the workshop (e.g., interactive, round-table), and a brief outline of what will be covered. These programs should be interactive and should share best practices or introduce material that can be taken back and put to immediate use. Please indicate the primary area of interest: business, health care, education, research or other.

6. **Additional Presenters**. Panels and programs with multiple presenters should attach a separate page with the following information for all presenters: names, addresses, phone number, fax number, E-mail, institutional affiliation, title/position and role (e.g., paper presenter, discussant, chair, moderator, reviewer, etc.) Also include a short 2-3-sentence biography of each presenter.

7. **A/V Needs**: All presenters understand that ILA will provide only **very limited** AV equipment. The **ILA will provide a projector and cart, a screen, and a set of small, desktop audio speakers in each speaking room**. Presenters **MUST** provide their own computer, external drives, adaptors, connection cables, flip charts and markers, etc. Presenters are expected to set up their own AV needs. The ILA does not provide technical support.

 \_\_\_ Projector \_\_\_Other: Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if other is requested, presenters will be asked to cover any rental costs)

 Identify any special room or setup requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit electronic proposals (preferred) to Melissa.Beall@listen.org or hardcopies via U.S. mail to arrive by the stated deadline to:

Melissa L. Beall
1607 West 4th Street
Cedar Falls, IA 50613

Let me know if you have any questions.

**Important Dates & Deadlines:**

**Workshops or short courses:  January 10, 2021**
**Papers/panels/posters: November 30, 2020**
**My goal is to give tentative notification of acceptance:  January 4, 2021**

Crowne Plaza Aire

Bloomington, MN

March 16-20, 2021

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