

# Atla Annual Proposal Template

We invite you to use this template of the Atla Annual 2023 proposal form to help you as you develop your submission. After reviewing the questions below, we invite you to [submit your proposal](#).

## Session Information

The Conference Committee is planning a hybrid experience for Atla Annual 2023 with both in-person and online sessions.

1. We welcome proposals for sessions with presenters who plan to join us in person as presenters who prefer to participate online from wherever they are. How do you prefer to present this session?
  - a. In Person
  - b. Online
  
2. Which type of session are you proposing?
  - a. Business Meeting
  - b. Conversation Group (45 minutes)
  - c. Listen and Learn (45 minutes)
  - d. Paper (45 minutes)
  - e. Panel Presentation (75 minutes)
  - f. Lightning Rounds (5-10 minutes)
  - g. Pre-Conference Workshop - Full Day (8 hours)
  - h. Pre-Conference Workshop - Half Day (4 hours)
  - i. Pre-Conference Workshop - Quarter Day (2 hours)
  - j. Worship
  
3. If you selected Pre-Conference Workshop, indicate the maximum capacity for this session.
  
4. If you selected Pre-Conference Workshop, indicate any required pre-work.
  
5. If you selected Business Meeting as the session type above, indicate the type of group that will be meeting.
  - a. N/A
  - b. Denominational Group
  - c. Interest Group
  - d. Regional Group
  - e. Other (NACO, Reciprocal Borrowing, Atla Digital Library)



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## Proposal Information

Proofread and format as directed below.

**What you submit is considered final and will be used for promotion online and in print.**

Formatting guidelines:

- Use upper and lowercase letters in your title
  - Use standard punctuation, including only one space at the end of each sentence
  - Proofread and spellcheck
6. **Title:** Be sure your title is clear and reflects the topic of your presentation.
  7. **Description:** A clear and informative summary of your presentation, must be under 2000 characters including spaces.
  8. **Audience Takeaways:** What will attendees take away from your presentation that might be helpful in their own work? Be as specific as possible.
  9. **Audience Engagement:** How do you plan to engage your audience?
  10. **Qualifications:** What qualifications or experiences have led you to want to speak on this topic?
  11. **Why Atla:** Why do you want to share this with the Atla Community?

## Presenters

Enter the contact information for each session presenter(s) and indicate if they are acting as a moderator, if this is their first time presenting at Atla Annual, and if they will be presenting online.

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12. Presenter 1
  - a. Full Name
  - b. Title at Institution/Organization



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- c. Name of Institution/Organization
- d. Email
- e. Checkboxes
  - i. Moderator
  - ii. First time presenting at Atla Annual
  - iii. Online presenter

## 13. Presenter 2

- a. Full Name
- b. Title at Institution/Organization
- c. Name of Institution/Organization
- d. Email
- e. Checkboxes
  - iv. Moderator
  - v. First time presenting at Atla Annual
  - vi. Online presenter

## 14. Presenter 3

- a. Full Name
- b. Title at Institution/Organization
- c. Name of Institution/Organization
- d. Email
- e. Checkboxes
  - vii. Moderator
  - viii. First time presenting at Atla Annual
  - ix. Online presenter

## 15. Presenter 4

- a. Full Name
- b. Title at Institution/Organization
- c. Name of Institution/Organization
- d. Email
- e. Checkboxes
  - x. Moderator
  - xi. First time presenting at Atla Annual
  - xii. Online presenter