

- **Panel:** Two to four presenters, with session leader who introduces and summarizes the session.
- **Forum:** A medium for discussion on specific issues among session audiences and moderated by one or more expert panelists.
- **Workshop:** A program for a relatively small group of people in a given field that emphasizes participation in problem-solving efforts with one or more hands-on activities; limited participation.
- **Roundtables:** Issue-oriented conversation, seated in a circular format, with a session leader who articulates the issues, monitors the progress of the discussions, and often facilitates a wrap-up segment at the end of the session; prepared participants facilitate conversation at each table.
- **Guest speaker:** One expert speaker presenting on a particular subject and remaining for a question and answer period followed by an audience discussion of at least 15-20 minutes.

Please note: KMHA does not provide a fee, free registration, or travel or supply reimbursement for presenters. All presenters will be required to register for at least the day of their presentation. Any exceptions to this must have the prior approval of the program planning committee. Speakers are encouraged to take advantage of their attendance and register for the full meeting.

Typical Single Session: (1 hr. 15 minutes)

1. **Session title:** Descriptive but concise (ten words or less).
- 2a. **Session summary:** Note: This paragraph will serve as the description in the conference program. Please be clear about what your session will cover. (50 words or less)
- 2b. **Session abstract:** This should include the central issues of your session, significance of the topic to our attendees, and the main points covered in the session. This is provided to the planning committee to better understand your proposal.
3. **Session Leader/Facilitator:** name, title, position, institution, city/state, zip code, email address

4. Other Presenters/Facilitators: name, title, position, institution, city/state, zip code, email address

5. What style of presentation will you use in the session? Select one.

Forum

Workshop Half-day Full-day - maximum participants _____

Roundtable

Guest speaker

Panel

Other (please describe)

6. Room set-up

Theater style Round tables

Audio visual equipment Other (please describe)

Have a question about your session proposal? Call Sandy Staebell, the Kentucky Library & Museum, Western Kentucky University, Bowling Green, KY, at 270-745-6260 or send an email to sandy.staebell@wku.edu.

Email your completed proposal to:

sandy.staebell@wku.edu

Deadline: March 9, 2012.



SOLID LIGHT