

MLA Pre-conference DRAFT Form

Please use this document to draft your pre-conference proposal. When you are ready to submit a proposal, use the form, available at <https://goo.gl/forms/dDDzGirbyUiaJ8BZ2>

SECTION 1: CONTACT INFORMATION

NAME

INSTITUTION

EMAIL

PHONE NUMBER

SECTION 2: PRE-CONFERENCE LOGISTICS

PROPOSED PRE-CONFERENCE TITLE

MLA SPONSOR(S) [i.e., committee, interest group, etc.]

PROPOSED DATE AND TIME [include # of contact hours]

E.g., Wednesday, February 26, 10am-4pm

PRE-CONFERENCE LOCATION (hotel, off-site)

BACKGROUND/PURPOSE OF PRE-CONFERENCE

TARGET AUDIENCE(S)

SECTION 3: PROGRAM CONTENT

DESCRIPTION OF PROGRAM

OUTLINE/PROGRAM AGENDA

LIST OF SPEAKERS (indicate if confirmed, provide a brief biography)

SECTION 4: BUDGET

DOWNLOAD AND COMPLETE THE [Budget Template](#).

Be specific about all expenses. Identify the minimum number of registrants, and registration cost, needed to cover expenses. Is there a maximum number of registrants? Is there a different registration fee for non-MLA members?

DO YOU PLAN TO MARKET THE PRE-CONFERENCE? IF SO, OUTLINE YOUR MARKETING PLAN.

THE PRE-CONFERENCE FINAL REPORT MUST INCLUDE ASSESSMENT OF THE EVENT. PLEASE OUTLINE YOUR PRE-CONFERENCE ASSESSMENT PLAN.