



Library and Information Technology Association  
A division of the American Library Association

**D-1**  
**Preconference**  
**Request for Approval**

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Date Submitted: \_\_\_\_\_ Submitted by: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Sponsoring Group: \_\_\_\_\_

Chair: \_\_\_\_\_

Co-Sponsor Groups?: \_\_\_\_\_

Program Planner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of program (including ALA & LITA priority/goals, such as technology training)

Target Audience (e.g., managers, systems librarians, specify technical expertise level)

Estimated attendance: \_\_\_\_\_

Program format: (speaker, panel, breakout groups) \_\_\_\_\_

Program description, outline, or agenda:

Speakers/participants names and institutional affiliations (indicate confirmed status):

AV Equipment needs (be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

Publication recommendations:

Audiotape?                      **Y N**

ITAL publication?              **Y N**

Separate publication?         **Y N**

Publicity recommendations:

What E-mail discussion lists? \_\_\_\_\_

Separate brochure/flyer targeted at whom? \_\_\_\_\_

Journal ads? What journals? \_\_\_\_\_

Web site announcement/hot link on what Web sites? \_\_\_\_\_

\_\_\_\_\_

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**Approvals**

**Date**

Program Planning Committee:

\_\_\_\_\_

signature of chair

Board of Directors:

\_\_\_\_\_

signature of president

**rev. 2/2001**