



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

**D-2**  
**Regional Institute**  
**Request for Approval**

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

Title:

\_\_\_\_\_

Institution/Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

\_\_\_\_\_

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

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

Synopsis of program and goals.

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

Program outline/timeline/agenda:

(continued on next page)

Would this institute work as an in person presentation, an online distance education course, or both? Please explain:

Speaker's background and experience with topic:

AV Equipment needs (be as specific as possible):

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Would you be interested in turning this into a LITA Publication? Would this program lend itself to a print format and why?

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Publicity recommendations:

What E-mail discussion lists?

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Separate brochure/flyer targeted at whom?

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Journal ads? What journals?

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Web site announcement/hot link on what Web sites?

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Target particular types of libraries? What types?

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**rev. 2/2001**