1. Contact information

Name of host group: {For example, school library or library association within your country}

Contact person
Postal address
Email address
Telephone number
Fax number

2. Purpose of holding the conference in your country


3. Objectives / Goals you wish to achieve in holding an IASL conference


4. Conference information

Proposed conference theme
Scheduled date
Location for conference

5. Organizing Body * mandatory for this proposal
(Refer to the Conference Handbook)

<table>
<thead>
<tr>
<th>Committee title</th>
<th>Name of chairperson</th>
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<tbody>
<tr>
<td>* Conference Organizing</td>
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<tr>
<td>* Program (includes sessions, traditional elements of IASL conferences, research forum)</td>
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<tr>
<td>* Local arrangements (includes conference facilities, accommodation, transport, tours, social events, exhibition, publicity as various sub-committees)</td>
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<tr>
<td>* Finances</td>
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<tr>
<td>* Liaison person with IASL Webmaster (including email address)</td>
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6. Stakeholders and / or Supporting Agencies


Page 1 of 2
Call for proposals IASL Conferences
Version: 3 (2016)
7. **Proposed Program** [draft only, with specific reference to traditional elements of an IASL conference]

   Day One:

   Day Two:

   Day Three:

   Day Four:

8. **Proposed Budget** *(anticipated income and expenditure)*
   {insert your budget here} [see “Suggested Budget Guidelines for an IASL Conference” on the IASL website]

9. **Sources of Financial Support** [list potential sponsors]

10. **Endorsement Statement**

    The Coordinator of the IASL Conference [name] to be held in [place] [dates] agrees to the requirements for conference administration, program and publication standards, and ensures that prime importance is placed on the traditional elements of IASL conferences and all these elements are included within the program.

    The Coordinator of the IASL Conference has read and understood the page ‘Host an IASL Conference’ and the IASL ‘Conference Handbook’ available on the IASL Website.

11. **Date submitted:** [day/month/year]

    Please email your proposal to: IASL President (copy to IASL Secretariat, alexandra@penman-winton.com).

    Or mail your proposal to:
    IASL Secretariat
    P.O. Box 684
    Jefferson City
    MO 65102
    USA

IASL Secretariat office use only  

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<tr>
<th>Date received</th>
<th>Date forwarded to IASL Executive</th>
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<th>Date host group notified</th>
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