

**IASL Conference Proposal Application Form**  
**Applications close: 1 June**

**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**

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**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)

Committee title	Name of chairperson
* Conference Organizing	
* Program (includes sessions, traditional elements of IASL conferences, research forum)	
* Local arrangements (includes conference facilities, accommodation, transport, tours, social events, exhibition, publicity as various sub-committees)	
* Finances	
* Liaison person with IASL Webmaster (including email address)	

**6. Stakeholders and / or Supporting Agencies**


**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](mailto: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			
Date received	Date forwarded to IASL Executive	Date accepted	Date host group notified