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| irrt logo | **IRRT Committee Request for Annual Conference Program submission**  **Deadlines:**   * September 15: Submit request to IRRT Executive Board * September 30: If your committee’s program is approved by IRRT, please fill out the [submission form](https://2021.alaannual.org/programs-presentations/educational-program-call-proposals) by this date. * December 2020: Final Program decisions announced   Tentative deadlines:   * March 1: Submit changes to description and title * March 20: Submit names of speakers (for Program Book only) |

Before submitting a program request to IRRT’s Board, please read the following information:

* An initial request for program submission must be sent to IRRT’s Board for approval (IRRT Chair Alexandra Humphreys, [Alexandra.Humphreys@asu.edu](mailto:Alexandra.Humphreys@asu.edu)).
* After your committee’s program is approved, a member of the committee must fill out [ALA’s Call for Proposals form.](https://2021.alaannual.org/programs-presentations/educational-program-call-proposals) A final decision by ALA’s review jury will be announced in December.
* Please send a copy of the submitted proposal to the International Relations Office, [intl@ala.org](mailto:intl@ala.org)
* IRRT theme for this year: *Libraries in a rapidly changing world*.
* For ideas or tips, please view the [Tips for Submitting a Program Proposal](https://cdmcd.co/5YMkpM) document.
* All conference programs are 60 minutes in length and may include 10-15 minutes of Q&A. This is a set schedule and cannot be modified.
* All conference programs will be recorded. Audio and video recordings of the sessions, that we have permission to release, will be made available four to six weeks, post-conference. An announcement will be made via email to all registrants.
* A laptop, LCD projector, screen, microphones will be available for your program. Any other requests must be approved by IRRT (flip charts, skype kits, additional microphones, etc).
* All presenters, moderators, and committee members are responsible for their own travel, accommodation, and registration fees.

***Please provide as much detailed information as possible. A list of speakers is not needed to submit a request for program submission.***

**Submitted by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **IRRT Committee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main contact person’s name and email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program title:**

**Program description:**

**LIST OF SPEAKERS (if available):**

**SPEAKER 1:**

**First name:**   
**Last name**:   
**Job Title**:   
**Organization/Institution**:   
**City, State, Country**:   
**EMAIL:**

**SPEAKER 2:**

**First name:**   
**Last name**:   
**Job Title**:   
**Organization/Institution**:   
**City, State, Country**:   
**EMAIL:**

**SPEAKER 3:**

**First name:**   
**Last name**:   
**Job Title**:   
**Organization/Institution**:   
**City, State, Country**:   
**EMAIL:**

**SPEAKER 4:**

**First name:**   
**Last name**:   
**Job Title**:   
**Organization/Institution**:   
**City, State, Country**:   
**EMAIL:**