

OLA SUPER CONFERENCE

2025

How to Submit Your Conference Proposal



Visit olasuperconference.ca/call-for-proposals-timeline and click on [OLA Super Conference Program Proposal Site](#).

Call for Proposals Timeline

The 2025 [OLA Super Conference Program Proposal Site](#) is now open. Proposals can be submitted from August 20, 2024 until September 30, 2024.

Planning Your Education Program Proposal

Key Dates

Proposal site opens: August 16, 2024

Proposal site starts accepting proposals: August 20, 2024

Proposal site closes: September 30, 2024

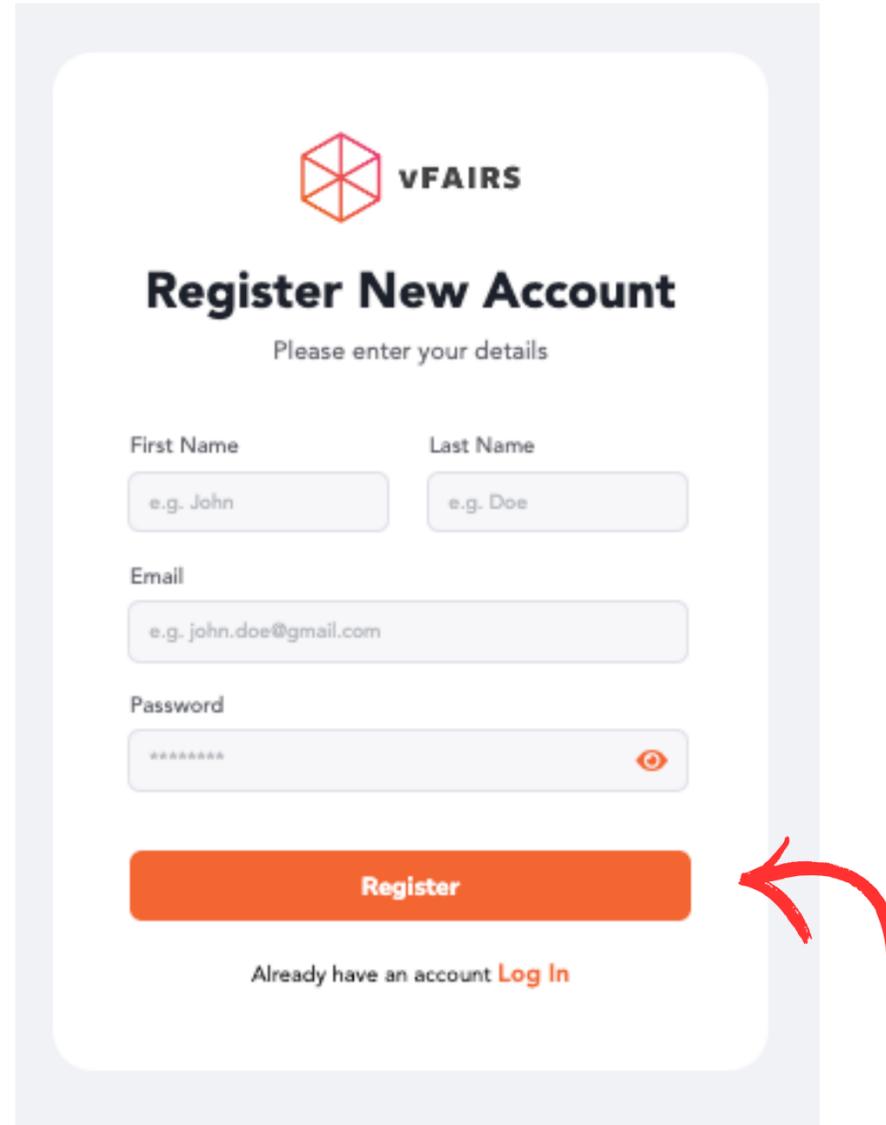
Proposal review begins: October 4, 2024

Proposal review ends: October 10, 2024

Preliminary Schedule Announced & Registration Opens: Week of November 11, 2024



Register yourself using the email address you will be most likely to check.



The image shows a registration form for VFAIRS. At the top is the VFAIRS logo, which consists of a red hexagon with a white geometric pattern inside, followed by the text "VFAIRS". Below the logo is the title "Register New Account" in a bold, dark font, and a subtitle "Please enter your details" in a smaller, lighter font. The form contains four input fields: "First Name" with a placeholder "e.g. John", "Last Name" with a placeholder "e.g. Doe", "Email" with a placeholder "e.g. john.doe@gmail.com", and "Password" with a placeholder of seven asterisks and a red eye icon to toggle visibility. Below these fields is a prominent orange "Register" button. At the bottom of the form, there is a link that says "Already have an account [Log In](#)". A red arrow points from the right side of the form towards the "Register" button.



Click **+ Add Abstract** to open the submission form...

Submit Abstract + Add Abstract



No Abstracts Submitted Yet

Be the first to contribute to the knowledge pool! Currently, there are no abstract submissions available. If you're an author, click the 'Submit Abstract' button to share your research with the community



Hint: if you are submitting multiple proposals, this is where you will see them listed individually once completed.



1
Instruction

2
Step 2

3
Step 3

4
Abstract Step

R
Review

OLA Super Conference 2025 Call for Proposals

General Information:

- Please review the [Proposal Submission Guide](#) on the OLA Super Conference website to review which Learning Format is most appropriate for your proposal, and to learn what selection criteria the 2025 Super Conference Planners will be using to assess each proposal.
- Proposals must be submitted through the vFairs platform.
- You will receive a confirmation email once your proposal is submitted.
- Proposals will be accepted until Monday September 30th, 2024. No changes can be made after the proposal submission deadline.
- For assistance with proposal submission, please contact the OLA Help Line at superconference@accessola.com or vFairs at support@vfairs.com.

Save & Close

Continue

Please review the *Proposal Submission Guide* for important requirements and details.



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Save & Close

Continue

Please take note of the *Submission Deadline*.





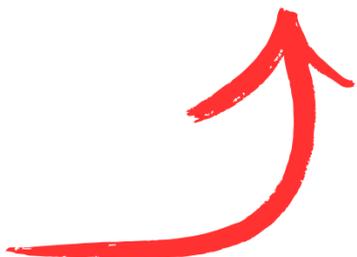
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Save & Close Continue

Click Continue...



Tell us some basic info about you (the submitter), then click **Continue**.
Note: the submitter is not automatically assumed to be a speaker.



Submitter First Name*

Enter First Name

Submitter Last Name*

Enter Last Name

Email*

Enter Email

Job Title*

Organization*

Back

Save & Close

Continue



On this next page, click **+ Add Author** to add each speaker.

NEW: Submitters are not assumed to be speakers. Every speaker needs to be listed on this page, even if they just filled out the Submitter page.



Instruction Step 2 Step 3 Abstract Step Review

Authors

+ Add Author


Add an Author!

No authors have been added for this submission yet.
Click '+ Add Author' button to start adding authors.

Back Save & Close Continue

A red arrow points from the 'Abstract Step' label to the '+ Add Author' button.



✓
Instruction

✓
Step 2

3
Step 3

4
Abstract Step

R
Review

**This window will appear - please fill in your speaker's info.
Then click **Save & Close**.**

First Name

Enter First Name

Last Name

Enter Last Name

Email

Enter Email

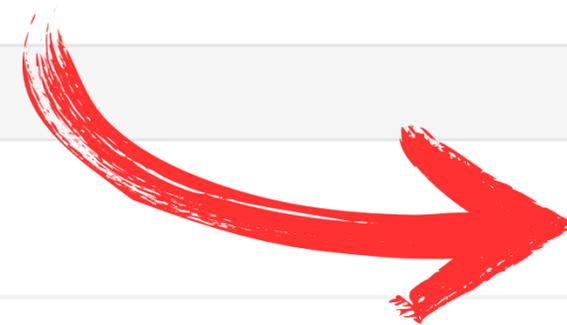


Job Title

Organization

Back

Save & Close



To add another speaker, click **+ Add Author** again and fill out their info too, and make sure to save! Once you've added your speaker(s), click **Continue...**



Authors

[+ Add Author](#)

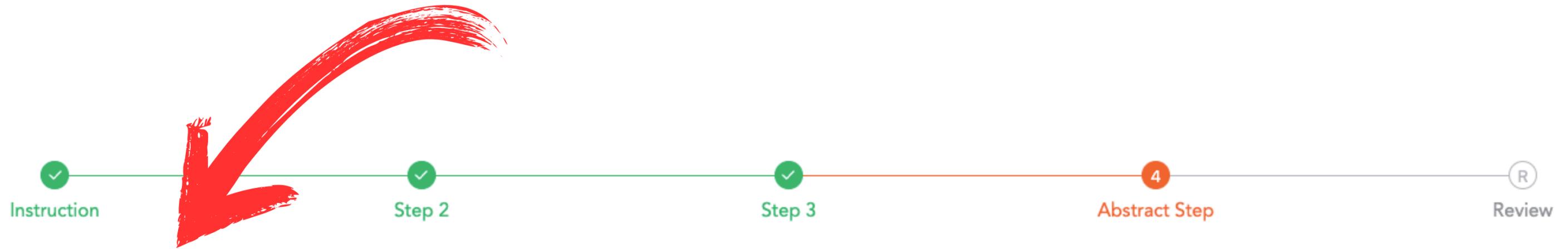
Gina Freitag
gfreitag@accessola.com
Author

Primary Author  

[Back](#) [Save & Continue](#) [Continue](#)



Then, tell us more about your proposal, starting with...



Session Title (maximum 15 words)

Proposed titles should be engaging, descriptive, and to the point; use this opportunity to entice your audience - tell them what they'll get out of your session. Session titles should not be unnecessarily long, jargon-filled, or use the name of a library system. Remember, you only have 15 words in this field, so use them wisely.

*

Session Description (maximum 150 words)

Descriptions should speak directly to what makes your session interesting to the library sector - what are you talking about that people need to hear? How will this information make a difference to someone's work? What does this session mean within the sector at large? Avoid generalizations and filler words. Be specific, be concise. Sell your session! You've done important and necessary work that makes your system and the sector better, so tell us about that and, more importantly, show us how we can build on and replicate those achievements ourselves. OLA retains the right to modify titles and descriptions for brevity and clarity.

*



Scroll down to add at least two Learning Objectives...



Learning Objectives

Your learning objectives tell your audience in clear language how your session will affect their behaviours, skills, knowledge, and/or attitudes. Learning outcomes should focus on the outcomes for the attendees - how will your submission help them? Each proposal needs to include 2-3 clear and achievable learning objectives. Use action words to begin each learning objective, such as Attendees will be able to list, describe, define, demonstrate, conduct...etc.

Learning Objective 1

*

Learning Objective 2

*

Learning Objective 3



Scroll further down to select the Primary Content Area that your proposal falls under:



Primary Content Area (select 1-3):

Select a primary content area for your proposal. This will help give context to your proposal and will assist the planners in their review.

*

- Authors and Books
- Career Development
- Collections and Access
- Leadership and Management
- Outreach and Engagement
- Physical and Virtual Spaces
- Programs and Services
- Systems and Technologies
- Teaching and Learning
- Metadata and Digital Assets



Scroll down and select your Format:



Format:

Select the format which would be most suitable for the delivery of your session. You must choose only one format type. Please refer to the Submission Guide for a description of each format. All sessions, with the exception of pre-recorded virtual presentations, will take place in-person; however, OLA may reach out to in-person presenters to request that their session be livestreamed at the conference for virtual attendees to attend from afar. Presenters will have the right to accept or deny that request at the time of the offer.

*



Scroll down and select your Target Audience(s)...

Target Audience (Maximum 3):

Select audience(s) who would most value your session. Please be specific.

*

- Career Development
- First Nations Library
- General Audience
- Health Library
- Job Seekers
- Library Administration
- Library Board
- Library Technicians
- Public Library
- Special Library
- University & College Library
- French Library Services / Services de bibliothèque en français
- School Library



Scroll down to the optional questions on Social Identity & Lived Experience...

Social Identity & Lived Experience

Does this session address a topic that is specific to a particular community? If so, please review this section and consider answering the following two optional questions. A community could include, but is not limited to: Indigenous, Black, racialized, 2SLGBTQIA+ communities, and disabled communities and groups. OLA is actively committed to diversity and inclusion, encouraging and pursuing own-voice presenters who bring unique, vibrant, and new perspectives to OLA Super Conference. We will prioritize presenters with lived experience. If your session addresses a topic that represents a specific community, the OLA Super Conference planning team will contact you to learn more about your personal experience with that topic.

- I am a member of the community being discussed in the session topic.
- I am not a member of the community being discussed in the session topic.
- I am not a member of the community being discussed in the session topic, but I work closely with the community through my work

In developing the conference program, OLA is committed to prioritizing equitable participation, and holding space for community members who are Indigenous, Black, Brown, racialized, 2SLGBTQIA+, living with disabilities, and others who may be marginalized. While the review process will be anonymous, the review panel will give preference to submissions from members of these groups to ensure an authentic representation is present. We will also use this information to identify any barriers created to reaching priority groups. If you feel comfortable doing so, please identify if you belong to any of these groups



If you are submitting an in-person session proposal, select your onsite preferences...



For in-person sessions

Some sessions may be livestreamed or audio-recorded. Would you be open to your session being made available (select all that apply):

- To livestream audiences (video & audio)
- To on-demand audiences post-conference (audio and transcript)
- I wish only to present live in-person with no recording

If your proposal is selected, would you prefer a room set with theatre seating or round tables? Note that round tables are more conducive to highly interactive sessions, while theatre-style can accommodate more participants and is generally recommended. OLA will strive to achieve all presenters' preferences, but cannot guarantee it. Room setup will be confirmed closer to the conference date

- Theatre Seating
- Round Tables
- No preference

Do you or any of your co-presenters require any accessibility accommodations (i.e. a microphone stand placed on a table rather than a podium)? We understand that needs can shift and change, and should your proposal be accepted, there will be an open line of communication to request accommodations at a later date as needed.



If you selected virtual, confirm your commitment to the recording timeline.



For virtual:

If you selected Pre-Recorded Virtual Presentation for On-Demand Content Library, please confirm that you would be prepared to record your session before December 6th, 2024 in order for it to appear in the virtual conference platform

Yes, I confirm I am prepared to pre-record my session before December 6th, 2024.

Back

Save & Close

Continue



When finished, click Continue.



Review your proposal to ensure information has been captured correctly, scroll to the bottom, press **Submit** - and you're done!



Submitter First Name*

Gina

Submitter Last Name*

Freitag

Email*

gfreitag@accessola.com



Job Title*

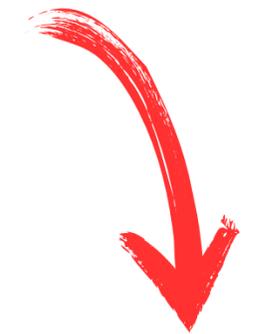
Producer

Organization*

OLA

Authors

Gina Freitag (Author)
gfreitag@accessola.com
Author



Submit

