

CAL Continuing Education Committee Call for Workshop Proposals

Interested in hosting a workshop, but don't know where to begin?
Let the CAL Continuing Education Committee help you!

Our Goals:

The primary goal of the Continuing Education (CE) Committee is to support CAL Interest Groups in offering continuing education beyond the CAL conference. Over the course of the year, we hope to support 3 or 4 continuing education workshops. In the past, we worked with the CAL Second Life Interest Group to host a Second Life Workshop. If your division, committee or interest group would like to offer workshops in 2010, we can help! You select the content and we will organize the logistics. We will:

- Identify workshop locations
- Schedule workshops so they don't conflict with other local CE events
- Understand CAL's workshop fee structure and other budget considerations that may impact the scope of your workshop
- Effectively advertise your workshops
- Comply with CAL rules for workshops
- Managing online and on-site registration (with the CAL office)

Here are a few ideas we have for workshops. If you would like to propose one of these, please do!

- Learn how to tell your library's story
- Program for Technical Services Department
- Program for Children's Librarians at public libraries

CAL Guidelines

- Registration fees are dictated by CAL rules – Currently it is \$50 for CAL members and \$80 for non-members. This might change with the coming year.
- All expenses come from the registration fees – for example: food, rental costs

Proposal Submission Guidelines:

Deadline: December 15, 2009¹

Selection Criteria:

The workshops can be lectures, hands-on experience, extensive interaction, panels, model classroom, BYOL (Bring Your Own Laptop) or provide useful resources. More than one proposal can be submitted, but need to be completed on separate forms. The selection criteria include:

- Well-defined focus
- Timeliness of topic
- Practical application of material
- Timing of the event
- Flexibility of workshop organizers and presenters
- Likelihood of workshop being held **outside** of the Denver metro area

Fill out the CAL CE Workshop Proposal Form. Provide as much information as possible.

Submit it to Joanna Nelson: jnelson@broomfield.org by December 15, 2009.

¹ Tight deadline because of CAL Budget deadlines.