

BSA Events Proposal Form

Please complete this form as best you can. If you cannot answer a question fully or if some aspect of the arrangements are subject to change, please simply indicate that in your response. You may contact events@bibsocamer.org with any questions you might have about planning and hosting an event with the BSA.

Events proposals are evaluated based on their overall thoroughness and quality. Quality is determined by the clarity of the event description and objectives, alignment with the BSA's mission and values, and overall fit within planned events for that calendar period. Instructions throughout the form are intended to help you prepare a competitive proposal.

The BSA encourages applications from of scholars, librarians, collectors, booksellers, archivists, curators, and others of any race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status. BSA seeks to promote equity, inclusion, and diversity within the field, and encourages proposals that offer events focusing on under- or misrepresented groups or individuals. For more information about the BSA's commitment to Equity and Inclusion, please see our Equity Action plan at <https://bit.ly/bsa-eap>

* Required

1. Primarily Contact Name (First & Last) *

2. Preferred Pronouns *

3. Email Address *

Basic
Information

Please provide basic information about your event below. These fields are all required.

4. Event Title *

5. Please provide a description of your event as it would appear in an advertisement or on a registration page, excluding speaker bio(s). 250 Words Max. For example, see: <https://mp.gg/GJl5L> *

6. Proposed Date or Dates, times & timezone. (E.G. : March 22, 2021, 5pm-6pm Eastern) If timing is flexible, please say so and propose a rough timeframe for your event including the start time and timezone. *

7. Participants Names, Contact, Brief Bio [KALEIDOSCOPE: PLEASE LEAVE FORM AS IS HERE JUST CHANGE WORDING SLIGHTLY] *

8. How does this event align with the BSA's mission and values statements and/or Equity Action Plan? (250 words max) <https://bibsocamer.org/about-us/the-society/> *

9. Will this event be co-sponsored by another institution or organization? *

10. Please provide a budget for your event. *

Files submitted:

11. Total funding requested from the BSA *

12. Is this event open to anyone who wishes to attend? *

Mark only one oval.

No

Yes

13. If you answered "No" above, please describe any prerequisites or limitations regarding who may attend this event. For example, is this event open only to registered conference attendees?

14. What is the cost of attendance? *

**Event
Registration
& Location**

The BSA requires registration for all events, even those which are offered free of charge. Event organizers will be responsible for coordinating a public listing of the event and registration on the BSA website with the Executive Director. Registration in advance for all events is encouraged, but organizers may also collect late registrations at the event and submit these via Google Sheets to the Executive Director.

15. How will you manage registration? Would you like BSA to build a registration page, or will a co-sponsoring institution/organization manage registration? Please describe. *

16. Will this event take place in person or virtually? *

Mark only one oval.

- In-Person *Skip to question 17*
- Virtually *Skip to question 22*

**In-Person
Event
Information**

We ask most of these questions to make sure that you are aware of the need to make in-person events accessible to the broadest possible audience, including those with various access needs. Thinking through these questions about your venue in advance should help you to make your event as inclusive as possible.

17. Where will this event take place? Please be as specific as possible in your response.

18. Space capacity (maximum number of registrants). A rough estimate is fine. *

19. Are there any restrictions to who may enter the event site or special requirements for entering the event space? For example, must entrants have photo identification or pass through a security checkpoint?

20. Is the event space accessible to people with physical or mobility disabilities? How will you determine if any attendees need any accommodations to attend and meet their needs?

Five horizontal lines for text entry.

21. Will this event be recorded? If so, are you and your co-presenters willing to post the recording to the BSA's YouTube Channel? Will it be shared by another organization in some other way?

One horizontal line for text entry.

Skip to question 24

**Virtual
Event
Information**

BSA is able to host virtual events for up to 500 people using our Zoom license for webinars or meetings. Should your proposal be accepted we can discuss those details.

Information on the differences between Zoom Webinars and Zoom Meetings is available on the Zoom website at <https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison>

BSA staff is happy to help you think through captioning arrangements and provide insights beyond the information on our website for budgetary purposes. If you have questions, write to bsa@bibsocamer.org.

22. Is there anything you wish to share about hosting this virtual event? Will a co-sponsor act as host, or BSA? If you don't know, that's OK – you can leave this space blank or use it to ask a question.

Five horizontal lines for text entry.

23. Will this event be recorded? If so, are you and your co-presenters willing to post the recording to the BSA's YouTube Channel? Will it be shared by another organization in some other way?

Skip to question 24

Promotion

If you are able or wish to share images with your proposal, please upload them here:
<https://driveuploader.com/upload/i1hdVXqzzW/>

24. Who is the intended audience for your event? How will this event bring bibliography to new and established audiences? 250 words max. *

25. If you any thoughts you'd like to share about promotional strategy, we welcome them here. BSA is eager to reach your target audience(s) and welcomes your input in doing that. *

26. We welcome you to submit images to accompany your proposal using the Google Drive Uploader link above. You can also share links to images online here. Please describe here the images you shared, and how they might be used in promotional materials for your event.

**What
You
Need
to
Know**

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If you plan to photograph or make a video recording of your event, the event organizer is responsible for obtaining the permission of the speaker to be recorded, and attendees to be photographed. You will be required to deliver a copy of all video files and photographs of the event for potential publication on our website or elsewhere pending release by the speaker, panelists, and others as needed.

Promoting events widely is important to BSA, and we can provide logos and language to all who submit accepted proposals.

Finally, you will be asked to sign and return an award letter that simply states that BSA requires approval for any changes to your event.

27. *

Mark only one oval.

I have read and acknowledged the above.

Do you have questions for us?

28. You are welcome to ask us anything about BSA Events and collaborating with us. Please do!

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