



ALA Annual Conference 2026 Instruction Packet

The ALA 2026 Annual Conference & Exhibition takes place in Chicago, Illinois, June 25-June 29.

There are **No Conflict** times on Friday, June 26, 2026, 4:00 pm - 10:00 pm; Saturday, June 27, 2026, 5:30 pm - 7:30 pm; Sunday, June 28, 2026, 4:00 pm - 5:30 pm, and Monday, June 29, 2026, 3:30 pm - 8:00 pm

OVERVIEW OF SUBMISSION SITES & DEADLINES

- **Ticketed Events:** used by ALA Staff to reserve event space **and** create tickets in conjunction with the ALA Registration process. Event types include Author Event, Awards/Honors/Recognition Event, Preconference/Institute, and Social Event. Events you want ticketed through ALA registration but held offsite should be submitted through this form.
Submission Site: <https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=ZLPAXSYS>
- **Chair's and President's Programs:** used to reserve space for Chair's & President's Programs. Only ALA Divisions, Round Tables, and official Affiliates may submit a maximum of 1 session each through this site.
Submission Site: <https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=RNAXWYVE>
- **Meetings & Other Events:** used by ALA Staff to reserve space for meetings and any other events requiring ALA meeting space. This submission site can also be used to add events taking place offsite that you wish to appear in the Conference scheduler; be sure to include the location in the Additional Information field. **Submission Site:**
<https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=IHNTWFMF>
- **Exhibitor and Affiliate Events:** This site is used by Affiliates and Exhibitors to reserve space for meetings and other events requesting ALA meeting space. Please contact Yvonne at ymclean@ala.org if you need access and instructions for this submission site.
- **Education Programs & Poster Sessions:** Juried submission process conducted after a Call for Proposals in August-September 2025. See the ALA 2026 Annual Conference website for [more information](#).

Space requests must be submitted through the appropriate Submission Site by the deadline noted below.

Ticketed Events

Submission Site opens November 10, 2025
Submission Site closes January 15, 2026

Chair's & President's Programs

Submission Site opens November 10, 2025
Submission Site closes January 15, 2026

Meetings and Other Events

Submission Site opens November 10, 2025
Submission Site closes February 18, 2026

Exhibitor/Affiliate Events

Submission Site opens November 10, 2025
Submission Site closes February 18, 2026



TIPS & REMINDERS

- Make note of the deadlines and adhere to them.
- Review the instructions thoroughly before entering your event information.
- Enter events into the appropriate submission site. If you are unsure of where to submit an event - ask before entering it.
- Make sure your estimated attendance, room set, date, time, and catering/equipment requests are accurate to avoid scheduling changes and potential additional costs.
- Co-location Requests: Enter the Event Submissions for every event you wish to be co-located. Collect the Submission ID numbers and input the ID numbers of all events you wish to be co-located into the Additional Meeting Information field. Submission ID numbers can be found on the task list page of each submission or in your confirmation email. Co-location requests are not guaranteed.
- **All Committee Meetings/Break-out Events**
If you are holding an event with multiple meetings or breakouts happening simultaneously and you want people to be able to locate the specific group or breakout in the Scheduler you will need to enter one submission for the overarching event and additional submissions for each sub-group meeting or breakout session. These instructions can be used for any event such as an All-Committee Meeting or an Institute or Symposium that has multiple events happening in the **same** room, on the same day, at the same or overlapping time. Once all the events are entered, collect the Submission ID numbers for all the events happening concurrently in the same room and input them into the Additional Meeting Information field. Submission ID numbers can be found on the task list page of each submission or in your confirmation email.
- **Exclusive Rooms**
Exclusive rooms are rooms that have keyed access and will be used by a group for closed-door sessions such as jury deliberations, green rooms, or to store confidential materials. Use the Additional Meeting Information field to indicate if an event needs to be held in an exclusive room and include the name of the onsite contact who will be responsible for the key. If your group will be using the Exclusive Room for multiple days, create one overarching event and indicate in the Additional Meeting Information field the dates you require access to the room. If you have multiple events using the room, be sure to include the Submission ID for all events taking place in that room within the Additional Meeting Information. Units are responsible for the rekey charge and for lost keys.

QUESTIONS AND CONCERNS

- For general questions regarding the meeting space submission process, please contact Yvonne McLean at ymclean@ala.org.
- For technical issues on the submission site please contact Cadmium Tech Support:
Phone: (410) 638-9239
Email: Support@cadmiumcd.com



STEP BY STEP INSTRUCTIONS FOR SUBMITTING AN EVENT

All sessions must be submitted using the appropriate submission site by the deadlines noted. You must complete all tasks AND hit submit upon completion of all tasks to finalize a proposal. You may begin entering event information and complete it over time, just be sure to adhere to all deadlines. You will receive an automatic confirmation by email when you have successfully submitted the event.

Start a New Submission

Click on the “Click here to begin a new submission” to begin entering event details. You will need to enter a title (this can be updated at a later date through the Description Task). Event titles should be descriptive and concise; long titles should be avoided. Avoid using acronyms, jargon, or unclear terms in event titles.

Enter the Event Description

- Confirm the title of the event.
- Indicate (Yes/No) if you wish to have this event included in the online Conference Scheduler. It is generally recommended that most events be included in the Scheduler.
- Indicate if this event is Open or Closed. “Closed” meetings are those that only current group members officially listed on the roster can attend. They are not open to non-group members because confidential matters such as award decisions, nominations for office, etc. will be discussed. All other meetings should be left as “Open.”
- If applicable, select the Event Type. This option is only required on the Ticketed Events and Meeting and Other Events Submission Sites, see the description of Event Types below.
- Enter the event description (250 words maximum). You may use simple html markup to include links in your event description. Descriptions should be clear, concise, and compelling. Descriptions should lead with the most important information first and include concrete benefits of attending the event. Focus on persuasive outcomes for the attendee rather than wordy descriptions. Avoid redundant or unnecessary language, acronyms, and generalizations.

ALA retains the right to modify titles and descriptions.

Event Types

- **Assembly:** Any session where an Assembly is meeting to discuss business-related to the group’s activities.
- **Author Event (Ticketed Events option also):** An author appearance, presentation, or signing.
- **Awards/Honor/Recognition (Ticketed Events option also):** A session at which an award or awards will be presented or individuals will be recognized.
- **Chair’s & President’s Program (Submission Site):** a guaranteed program space for a Chair’s or President’s Program. Only ALA Divisions, Round Tables, and official Affiliates may submit a maximum of 1 session each through this site.
- **Committee Meeting:** Any session where a committee, task force, or other working group is meeting to discuss business related to the group’s activities.



- **Discussion Group:** Any session where a group is holding a conversation on a particular topic that is open to all registered attendees.
- **First-Time Attendee Session:** Any session specifically geared towards first-time attendees at ALA Annual Conference.
- **Forum/Update:** A session in which one or more speakers will provide an overview or status update about a particular issue or topic.
- **Governance Meeting:** Any meeting of a governing body of ALA, its Divisions, or Round Tables.
- **Interest Group:** Any session where an Interest Group is meeting to discuss business-related to the group's activities.
- **Library School Reunion:** Used by LIS programs planning reunion events in conjunction with ALA conferences.
- **Membership Meeting:** An official membership meeting for a group.
- **Orientation Session:** Sessions geared to providing orientation for new members or prospective members of a group.
- **Preconference/Institute (Ticketed Events option also):** Preconferences are educational sessions held prior to the start of the conference and Institutes are long-format learning opportunities for a specific group of attendees. Generally, Preconferences and Institutes should be entered via the Ticketed Events Submission Site as they usually require additional registration and unique space needs.
- **Social Event (Ticketed Events option also):** A formal or informal social event or reception.
- **Other:** Any session that doesn't fit into one of the existing event types.

Select the Sponsoring Group(s)

Select the group or groups that are sponsoring or organizing this event. Sections are preceded by the Division. Roundtables are listed separately as their own entities. ALA and Council committees should be listed as "ALA". Other Committees should be listed under the liaising office. Events sponsored or organized by ALA Affiliates are grouped under "AFL-xxxx". Events not associated with any ALA unit, division, roundtable or affiliate should select "UNO" and should include the name of the organization in the event description. Please see the List of ALA Acronyms for more information: <https://www.ala.org/tools/topics/acronyms>

Scheduling Information

No Conflict Times: (your request may not include these times)

Friday, June 26	4:00 pm - 10:00 pm
Saturday, June 27	5:30 pm - 7:30 pm
Sunday, June 28	4:00 pm - 5:30 pm
Monday, June 29	3:30 pm - 8:00 pm



Preferred Date and Time

Depending on the submission site, you will be asked to indicate the preferred date and time for your event and will either be selecting from a drop down of available meeting time slots or be using a time picker to indicate the preferred start time and end time for your event.

Ticketed Events: select from these available dates and indicate your event times

Thursday, June 25, 2026	Friday, June 26, 2026	Saturday, June 27, 2026
Sunday, June 28, 2026	Monday, June 29, 2026	

Chair's/President's Programs: select from these available meeting time slots or choose Other

Saturday, June 27, 2026	9:00am – 10:00am	4:00pm – 5:00pm
Sunday, June 28, 2026	10:30am – 11:30am	4:00pm – 5:30pm
Monday, June 29, 2026	1:00pm – 2:00pm	Other
	2:30pm – 3:30pm	

Meetings & Other Events: select from these available meeting time slots or choose Other

Friday, June 26, 2026	8:30am – 10:00am	2:30pm – 3:30pm
Saturday, June 27, 2026	9:00am – 10:00am	4:00pm – 5:00pm
Sunday, June 28, 2026	10:30am – 11:30am	4:00pm – 5:30pm
Monday, June 29, 2026	1:00pm – 2:00pm	Other
Other		

Estimated Attendance

Provide your best estimate of your event's attendance.

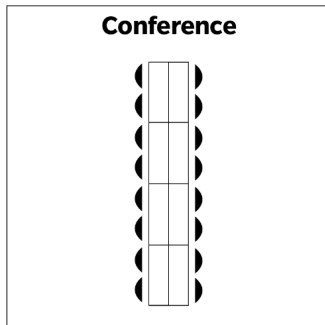
Seating Arrangement

Room sets are designed to accommodate a variety of groups using the space throughout the day to avoid resetting the room. For example, an event requesting a conference set up for 10 could be placed in a room where the conference set up is 15 or more. When deciding your room set, consider the type of presentation being made and the amount of audience participation. Refer to the seating arrangement descriptions and diagrams below for more information.



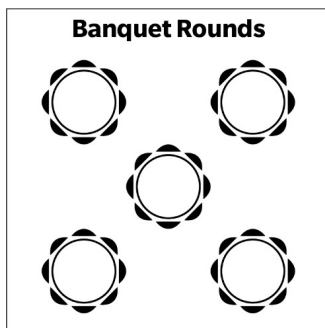
Conference

One long table with seating around the perimeter of the table. Works best for groups of 20 or less. This style is often used for board meetings and smaller committee meetings.



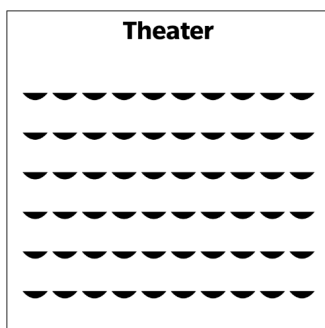
Rounds of 8-10

8-10 chairs are placed around a 60" to 72" round table. This style is used for meal functions or small discussions between 8-10 people such as ALA all committee meetings. This room set is also useful if a large audience will be engaged in activities requiring a table.



Theater

Chairs are set up in rows facing the presenter. This style is most conducive to a lecture format.



Reception

Used for events including food and beverage, this room set typically includes a mix of cocktail rounds for 4-5 people and highboy tables. You may be asked to create a room diagram as part of finalizing catering.



Other

Select if you need a custom seating arrangement that is not reflected in the options above. You will need to include more information about your desired seating arrangement in the “Additional Meeting Information” box and may be asked to create a room diagram. Additional costs may be incurred.

Head Table

Enter the number of people at the Head Table. Leave blank if a head table is not needed.

Standing Podium

Indicate if you would like a lectern included in your room set.

Perimeter Seating

Indicate the number of additional chairs you’d like available around the perimeter of the room. Leave blank if no additional seating is needed.

Additional Meeting Information

Enter any requests or special information that factors into scheduling your event such as co-locating this event with another event or requesting a specific location. You may also use this space to provide additional information on the room setup. If your event does not require ALA meeting space and is being held Offsite, please be sure to include the offsite event location in this field.

Content Area and Audience

These fields are used in the Conference Scheduler to assist attendees in identifying events of interest.

Primary Content Area

Your submission may include a Primary Content Area from the options below.

Books and Authors features emerging and bestselling authors, upcoming titles, and trends in publishing.

Careers, Leadership, and Management encompasses administration and planning, assessment and data collection, career pathways, change management, customer service and user experience, finances, leadership and professional development, marketing, personnel, and privacy issues.

Collections, Access, and Technical Services spans archives, acquisitions, cataloging and metadata, classification, collection development and management, digital collections, discoverability, deselection, electronic resources, incorporating free and open access resources, local history, preservation, scholarly communication, and using analytics/data mining.

Infrastructure and Planning includes accessibility and support services, building and facility planning and architecture, disaster recovery, inclusive design, interior design, library furniture and equipment, library site selection, maintenance and security.

Outreach and Advocacy centers on fundraising, building and sustaining partnerships, expanding access, community-driven approaches, civic engagement, sustainability, and disaster response.

Programs and Services comprises key service areas, information literacy and instruction, adult literacy and digital equity, health and wellness, program formats and digital learning, readers’ advisory, services by age group,



services for special populations, and reference services.

Teaching and Learning involves learner experience and innovative and effective instructional approaches, tools, and resources that further critical knowledge and engagement.

Technology Innovation focuses on applied and emerging technologies, best practices and policies around technology use, tools, strategies, and services for virtual spaces, websites, and UX.

Select the Target Audience(s) and Library Type(s)

Select from the provided list of Library Types/Audiences. Please choose only those which are relevant to your submission.

Audio Visual Needs

You must confirm whether or not your event requires A/V to complete your submission.

If your event requires any of the A/V equipment described below, specify the quantity of each item as applicable. A chargeline is required if you are ordering any A/V and additional charges may apply if you select additional quantities of any item. *Note Ticketed Events do not include suggested quantities.*

- Screen: Used in conjunction with the LCD Projector in order to see the images on a large scale.
- LCD Projector: A type of video projector for displaying video, images or computer data on a screen or other flat surface.
- Podium mic: Microphone used by speakers presenting from the standing podium/lectern.
- Table mic (1-3 mics): Microphone placed on the head table. Note you should only order one mic for every two people.
- Floor mic (1-2 mics): Microphone positioned in the aisle between seats used for questions or comments from the audience.
- Wireless Handheld mic (1-2 mics): Microphone that is held in the hand of the speaker and gives them the freedom to move around the room.
- Wireless Lavalier mic (1-2 mics): A hands-free microphone that attaches to the clothing of a speaker and gives them the freedom to move around the room.
- Display Monitor: A monitor that attaches to a laptop to display information. Select from a 32" or a 37" monitor.
- DVD Player: A stand-alone unit that plays DVDs.
- Flip Chart & Markers (1-4 flipcharts): A large pad of paper sheets glued along the upper edge.
- Powerstrip (1-4 powerstrips): A block of electrical sockets attached to the end of a flexible cable, allowing multiple electrical devices to be powered. Note wall outlet access is not available in all rooms free of charge so if your event requires electrical outlets you may wish to order Powerstrip(s).

Enter the A/V Chargeline for any requested items and any Additional Comments after making your selections.



Computer Needs

You may skip this task by opening it and hitting “continue” if no computer equipment or internet connection are required for your event. Indicate which equipment/connectivity your event requires as described below.

- Laptop: Indicate if you wish to order an Intel Pentium PC or Mac. *Note: groups are encouraged to bring their own laptop for presentations if possible.*
- Printer: Indicate if you require a printer at your event.
- Audio for Computer/Audio Patch: Request if you are showing video and need the audio broadcasted to the entire room.
- Internet Connection (Yes/No): One wired or wireless connection is provided based on the most cost-effective option. If you require specific or additional internet connections, please provide more information in the Internet Comments field.

Enter any Computer or Internet Comments and the Computer/Internet Chargeline for any requested items after making your selections.

Catering Needs

You must confirm whether or not your event requires Catering to complete your submission.

Catering Options

Select which options are included in your event so that you receive the appropriate menus.

- Breakfast
- Lunch
- Dinner
- Reception
- Beverages

Buffet

Indicate if your event will include a buffet so that buffet tables are provided.

Catering Contact

Provide the Full Name and Email Address of the individual responsible for finalizing the Food and Beverage order for your event.

Enter the Catering Chargeline for any requested items and any Additional Comments after making your selections.

Identify Contacts

Each event requires at least one contact. By default the person entering the submission is added as a contact. If the submitter is the only contact for an event, you must still edit your Profile and confirm your Role(s) to complete this task. Full names and emails are required for each contact. All events must have an ALA staff person associated with them. A maximum of ten people can be added as contacts. Please see the description of Roles below and note contacts may be assigned multiple roles.



Description of Roles

- **American Library Association Staff (1 required):** at least one ALA Staff person must be associated with an event, generally this person will be contacted with any questions about event scheduling, space requirements, catering, and equipment needs.
- **Primary Contact:** If the event includes a primary contact outside of ALA staff who needs to be included on scheduling/catering/or equipment needs, indicate them here.
- **Presenter:** indicate anyone who will be formally speaking/presenting as part of this event. Meetings generally do not include presenters.
- **Moderator (maximum of 2):** indicate anyone who is moderating or facilitating a discussion as part of the event.

Acknowledgement

This task consists of acknowledging that you have reviewed this Instruction Guide. Complete the task by checking the box that you understand the instructions for reserving ALA Meeting Space and entering your full name in the space provided.

Save and Submit the Event

Once you have completed all required tasks, you must hit the Save Submission button AND hit the Submit button to submit your event to ALA Conference Services. You will receive an automatic confirmation by email upon submitting the proposal to let you know it was successfully received. If you do not receive an email confirmation, your event was not submitted and could be considered incomplete.

Editing and Duplicating Events

Navigate to the Submission Site landing page by selecting Home in the blue bar at the top of any page if you wish to edit or duplicate a submission.

- To edit a submission, click on the title of the submission, navigate to the appropriate task and enter the new information. Be sure to Save Submission AND also click Submit to finalize any changes and resubmit the event.
- The Meeting and Other Events Submission Site allows you to duplicate events if you are responsible for entering a large number of similar meetings. Use the Duplicate Submission under any existing submission to clone it. You can then edit the title and update individual tasks prior to Saving and Submitting the event.
- On completed submissions, you can use the Resend Submission Confirmation Email button to email yourself the details of any submitted events.