

June 17, 2001

Dear PLA National Conference Program Organizer:

The 2002 PLA National Conference, March 12-16, 2002, in Phoenix, AZ is shaping up to be the best PLA National Conference ever. We will owe our success in great part to you for all the work you have done and will be doing over the next eleven months. We could not do it without you. Thank you for your commitment to the conference and to public librarianship.

This Program Organizer's Handbook was written to give you an overview of the planning process, to make you aware of key deadlines, and to help you develop your program idea into the best possible session.

As a Program Organizer, you are responsible for many important tasks and must meet many deadlines. Each task is crucial, and each deadline has been carefully determined, in order to successfully develop a conference as large as the PLA National Conference. We urge you to respect our process and participate to the best of your ability.

Information in this book has been refined based on many years of experience. For quick reference, we have put the Program Organizer's Handbook on the PLA homepage (<http://www.pla.org>) and will put updates, new forms, and changes in deadlines there as necessary. And, of course, the PLA staff will be happy to answer questions. Your primary contacts are Linda Bostrom, PLA Education Director and Melissa Faubel, PLA Conference Manager. Their contact information is included on page 5.

Good luck and thanks again.

Sincerely,

Christine Hage  
Chair, 2002 PLA National Conference Committee