



The Library Network

Libraries Working Together

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GUIDELINES FOR TLN SPONSORED WORKSHOPS

TLN Committees which want to sponsor Continuing Education Workshops may do so only **after** receiving approval from the TLN Steering Committee and the TLN Director. When submitting a workshop proposal for consideration, please follow the procedure outlined below.

1. Prepare a one paragraph description of the program. Include the program title, overview of the content, sponsoring committee, location and date of the program, and list of speakers.
2. Submit the paragraph and the TLN Continuing Education/Workshop Proposal Form to the Chair of the Steering Committee. The form should be submitted no later than 8 weeks before the scheduled date of the program.
3. No costs may be incurred, or publicity material distributed, until the program has been approved by both the Steering Committee and the TLN Director.
4. Once approval has been secured, the program chair is responsible for preparing agreements to be sent to each speaker; a form is provided for this purpose.
5. Follow all instructions on the "Reimbursement Guidelines for Workshop Costs".