



*TLN First Annual EDI Conference:*

# This Conference is for Everyone

August 15, 2025

The Library Network invites proposals for dynamic sessions at TLN's first annual EDI Conference: This Conference is for Everyone. Sessions will be presented in-person August 15, 2025 at the Farmington Community Library at 32737 W. 12 Mile Rd., Farmington Hills, Michigan. This day-long EDI-centered conference is a fantastic place to learn, share and network with colleagues working at Michigan libraries.

We invite library staff, students and trustees as well as those who are experts in their EDI-related fields to create a session that fits into this year's theme: This Conference is For Everyone. TLN is focused on curating an agenda that allows attendees the opportunity to be inspired to:

- Apply EDI principles in their professional and personal lives
- Feel empowered to become an active participant in EDI innovation and promotion
- Explore what it means to champion that "Libraries are for Everyone"

## Session Proposal Guidelines

- Speakers must be able to present in-person at this one-day conference. Session scheduling will be determined after all submissions have been reviewed and the final sessions have been chosen. Speakers are not required to attend the conference beyond their session but are invited to enjoy the full day of events and networking.
- Sessions are educational, generative or inspirational in nature. Sales pitches for products or services of any kind will not be accepted.
- TLN reserves the right to edit or combine proposals before acceptance.
- Contact information and a 75-word biography must be provided for all speakers.
- Speakers do not need to be members of TLN to present.

## Evaluation Criteria

The TLN EDI workgroup, made-up of volunteers from the TLN EDI Committee and the TLN Communities (TLN Affinity Groups: Rainbow Connection, Vibrant Voices, and Disability Community), will use the following 5 criteria in assessing the viability of including a session in the conference schedule. The workgroup retains the right to reject, modify or combine proposals.

1. **Purpose:** Does the proposal clearly identify the goal and takeaways for the audience?
2. **Audience:** Is the target audience clearly identified?
3. **Engagement:** Will the presentation and presenter(s) keep the audience's focus and attention through clear speech, engaging visuals and useful and related content?
4. **Timeliness/Relevance:** Is the topic of current interest, bringing new ideas and a fresh perspective to its intended audience and theme?
5. **Qualifications:** Does the speaker(s) have sufficient or relevant experience to present on the proposed topic?

## Agreements and Selection Notification

TLN will contact each presenter by email with the workgroup's acceptance decision.

TLN will send all individual presenters a Presentation Agreement that includes the date, time and details of their presentation. Presenters will be asked to sign the agreement and return to TLN by July 31, 2025. Presenters who do not return the agreement by July 31, 2025 will not be included in the August 15, 2025 conference.

## Information and Resource Sharing

TLN strongly encourages presenters to create take-away materials for session attendees.

Handouts can be shared with TLN for digital distribution the day of the conference or in print form the day of the conference. Materials will also be shared post-conference on the TLN EDI Conference page.

Examples of materials that can be shared but are not limited to: presenter contact information, a list of additional resources, a copy of presentation slides, related worksheets or small media files that are permissible for free distribution.

Printed handouts are reproduced and distributed by presenters at their own cost and time. Presenters will not be reimbursed by TLN for copying or distribution costs.

## Deadlines and Due Dates

- **Thursday, July 3, 2025:** Final day to submit proposals. The deadline is firm and will not be extended.
- **Friday, July 18, 2025:** Selection notifications email to all presenters by email.
- **Friday, July 31, 2025:** Presenter agreements due to TLN by email. All agreements not received on July 31, 2025 will forfeit the session's inclusion in the conference itinerary.
- **Monday, August 11, 2025:** Materials due for TLN conference website.
- **Friday, August 15, 2025:** TLN's first annual EDI Conference: This Conference is for Everyone.

## Program AV & Room Setup

Presentation rooms can be equipped with the items listed below:

- AV Projector & Screen
- Click-share (connects to your laptop to project to the screen)
- Document camera
- Dry erase board easel with markers
- Easel
- Music stand
- Podium
- Table(s) on stage in Auditorium
- Chair(s) on stage in Auditorium
- And then what's your preferred microphone: handheld (you can hold it or have it on the mic stand), lapel, or over-the-ear

Presenters must supply their own devices.

TLN will make every effort to make sure the presentation rooms are set up according to the needs of the presentation and those attending the session.

## Disclaimers

All speakers must agree to the following statements:

- I understand that I will not be reimbursed or compensated for the presentation time, mileage or any other expenses related to my participation at the conference.
- I agree to adhere to the Farmington Community Library's [policies and procedures](#).
- If I intend on attending the conference, I will register as an attendee.
- I will be required to provide my own device(s) during the presentation.

## Questions

Please feel free to contact DJ Bond, [dbond@tln.org](mailto:dbond@tln.org) or Steven Bowers, [sbowers@tln.org](mailto:sbowers@tln.org) with any questions you may have prior to your submission.