ALA 2026 Annual Conference
Poster Proposal Submission Guide

OVERVIEW

The ALA 2026 Annual Conference & Exhibition takes place in Chicago, IL, June 25-29, 2026, a milestone event celebrating ALA's 150th Anniversary. Alongside approximately 200 education programs, Poster Sessions are a key professional development opportunity at Annual.

Posters provide an opportunity to share innovative library programs, research on emergent issues, and strategic initiatives—and for 2026 may include perspectives that celebrate, commemorate, or educate about the impact that ALA and our affiliate partners have made on the profession and on libraries.

Poster presenters take part in a 90-minute poster session during which they informally discuss their poster with attendees. Poster sessions take place on either Saturday or Sunday during the conference.

Poster proposals may be submitted to one of six categories: The Collectors; Diversity Fair; The Educators; Global Solutions; Infrastructure; and Outreach and Engagement. *A poster proposal should be submitted to only one category (no duplicate submissions).* Each poster category has its own committee for reviewing and selecting poster proposals.

SUBMISSION SITE AND TIMELINE

Proposals are submitted through an open call, and curation of the Annual Conference program is led by members of the American Library Association. Proposals must be submitted through the designated submission site by the deadline noted below. *ALA is not able to accept late submissions*.

Submission site opens: August 18, 2025
Submission site closes: September 22, 2025, at 11:59pm Eastern
Notifications: December 2025

POSTER SELECTION CRITERIA

ALA provides a copy of the Annual Conference Poster Proposal Rubric in the call for proposals and on the submission site. The rubric describes the scoring for each criterion and guides the review committees' evaluation of proposals.

Poster proposals will be evaluated on the following criteria:

- Poster Title and Description
- Learning Objectives
- Timeliness/Demand
- Innovation

POSTER PROPOSAL SUBMISSION OVERVIEW

All proposals must be submitted through the online submission site. Upon submitting a proposal, you will receive an automatic confirmation email if the proposal was successfully submitted.

Before You Begin

Familiarize Yourself with the Selection Criteria

ALA includes the Annual Conference Poster Proposal Rubric in the call for proposals and on the submission site for your reference. Carefully review the selection criteria and have the rubric available when creating your proposal.

Select Your Poster Session Category

Proposals must identify one poster session category. While you may submit multiple poster proposals, you may not submit the same proposal to multiple categories.

The Collectors - posters on acquisitions; cataloging and classification; collection development and management; history; preservation; serials; and special collections (co-sponsored by Core: Leadership, Infrastructure, Futures).

Diversity Fair – posters highlighting library services, programs, and collections to underserved and underrepresented communities (co-sponsored by the Office for Diversity, Literacy and Outreach Services).

The Educators – posters on education, including but not limited to: library instruction; distance learning; continuing education; literacy; and research methodologies (co-sponsored by the Association of College and Research Libraries; Continuing Education; and ALA Editions | Neal Schuman).

Global Solutions – posters by international librarians and librarians working on international projects that highlight successful ideas, studies, a practical problem-solving effort, or an innovative library program (co-sponsored by the International Relations Round Table).

Infrastructure - posters on buildings and equipment, management, and technology (co-sponsored by Core: Leadership, Infrastructure, Futures).

Outreach and Engagement - posters on community outreach and engagement; programming and events; interlibrary loan and cooperation; cooperation with non-library institutions and agencies; public awareness; communication and marketing; library services to special groups; reference and information services; and user experience co-sponsored by the Public Programs Office and the Reference and User Services Association).

Proposal Planning

The submission site consists of a series of tasks to complete for your proposal. The process includes the following:

- Initiate a Proposal
- Poster Title and Description
- ALA at 150

- [Learning Objectives](#)
- [Library Types/Audiences](#)
- [Identify Poster Participants](#)
- [International Participation](#)
- [Diversity Fair Supplemental Questions](#) (if applicable)
- [Acknowledgements and Agreements](#)
- [Submit the Proposal](#)

Step by Step Instructions for Proposal Submission Tasks

All proposals must be submitted using the online submission site. You must complete all tasks **and click Submit** upon completion of all tasks to submit a complete proposal for review. You may begin a proposal and complete it over time, just be sure to adhere to all deadlines. You will receive an automatic confirmation email when you have created an account, another when you have initiated a proposal, and a third confirmation email when you have submitted a completed proposal.

Initiate a Proposal

To initiate a proposal, create a user account per the steps below. The person who initiates the proposal becomes the Primary Contact on the submission. ALA will email the Primary Contact for all communications, including proposal deadline reminders, selection notifications, and updates on selected posters. The Primary Contact should share information as needed with co-Poster Presenters and Authors.

Initial Steps

1) On the submission site, click Join Now to create an account. You will enter profile information and create an access key (password). You will receive a confirmation email from noreply@goCadmium.com.
2) On the landing page of the submission site, you will see a Poster Proposals section and a section with Key Information. To start a proposal, click on the green link with the plus sign: "Click here to begin a new poster proposal."
3) Enter a title (up to 15 words) for your proposed poster. You will have the opportunity to make edits to your title in the Poster Title and Description task.
4) Select the Poster Session to which you are submitting the proposal.
5) Click Submit.
6) You will receive a second confirmation email from noreply@goCadmium.com that includes the type (poster session), status, and title of your proposal.

On a subsequent log in to the submission site, you will be asked to complete the Privacy Notice.

Poster Title and Description

Once you have completed the initial steps for creating a proposal, you will see the Task List. The first task is to confirm your title and enter your poster description.

Poster titles should be descriptive and concise and effectively convey the proposed poster. Avoid long titles, and do not use all uppercase or all lowercase. Sample poster title: Literacy for All: Effective Strategies for Advocating for and Implementing Adult Literacy Services

Poster descriptions (75 words minimum and 250 words maximum) should clearly and concisely describe the project, initiative, resource, innovative program, etc., that your poster is highlighting. Include in your description the impact and evaluation, if applicable, and how you will visually represent the project. _Given the anonymous review process, do not include individuals' or organization names in the title or description_.

ALA retains the right to modify titles and descriptions of selected posters for marketing purposes.

Task Steps

1) Make edits to your poster title, if needed.
2) Enter the description of your poster.
3) Click Continue.

ALA at 150

ALA seeks proposals from a broad variety of perspectives that celebrate, commemorate, or educate about the impact that ALA and our affiliate partners have made on the profession and on libraries nationally and internationally over the last 150 years - or will make in the next 150 years. The proposal may include lessons learned along the way. If this applies to your proposed poster, opt in to the ALA 150 tag in the proposal section and answer the prompt: _please provide a brief explanation of how your proposed poster will address the historical and/or future impact of ALA and our affiliate partners_.

After answering the question(s), click Continue.

Learning Objectives

A learning objective is a clear, measurable, and achievable statement of the anticipated behaviors, skills, knowledge, or attitudes participants demonstrate from their learning. See the ALA Annual website for resources on creating learning objectives. Each proposal will need to include three learning objectives (with a maximum of 40 words each).

After entering the three learning objectives, click Continue.

Library Types/Audiences
You will be asked to identify the library types/audiences for the proposed poster. If your poster is accepted, your selections will be used in the Conference Scheduler to assist attendees in identifying posters of interest.

Task Steps

1) Select from the list of Library Types/Audiences, choosing only those to which your poster applies.
2) If you choose "Other" from the list of Library Types/Audiences, briefly describe the library type or audience.
3) Click Continue.

Identify Poster Participants

You will be asked to enter information about the presenters and authors of your proposed poster. Full names and emails are required for each person. This information will be used only if the poster is accepted and is not part of the review process. If the person submitting the proposal will also be a Poster Presenter or is an Author

on the poster, please make sure that person is identified as not only a Poster Presenter or Poster Author but also the Primary Contact per the steps below.

Due to space considerations at the poster session, you may include up to *two Poster Presenters*. Poster Presenters are those who will be attending the poster session in person and engaging with attendees about the poster. If additional people contributed to the poster, you may acknowledge up to six as Poster Authors.

Task Steps

1) Click Edit [your name] Profile under the Poster Participant List.
2) Complete as many of the profile fields as you can or at the minimum, the required fields.
3) Choose your role(s). You can select multiple roles, so mark all that apply (noting the limits of two Poster Presenters and six Poster Authors).
4) Enter a short biography of up to a couple paragraphs, with your name, title, and affiliation in the first sentence. This will be used only if your poster is accepted.
5) Click Continue.
6) Upload a photo as part of your profile. This will be used only if your poster is accepted. Click Continue. You may opt out of submitting a photo and click Continue to complete the task.
7) If your proposed poster will have additional participants, add each one separately by entering first name, last name, email, and role(s). Click Add Poster Participant.
8) Repeat the process outlined above to complete the profile for each participant you add. Or you may invite the others to complete their own profiles by clicking Invite [participant name]. This will send an email to the participant from noreply@goCadmium.com with their task list and link to log in to the submission site. They can then access the Identify Poster Participants task to complete their profile and the Acknowledgements and Agreements task (outlined below). As submitter you will receive a confirmation email when the presenter has completed the tasks.
9) Click Save Poster Participants. You may revisit this task to add or remove participants.

Note: all participant profiles must be completed before the task can be marked as complete.

International Participation

You will be asked whether you are an international attendee (that is, from a country other than the United States). This information is to assist the ALA International Relations Office in providing letters of invitation for visa purposes. If you are an international attendee and require a Letter of Invitation *before you register for the conference*, please complete the Letter of Invitation Request or send a request to the International Relations Office at intl@ala.org. ALA is unable to provide financial support for your participation.

After answering the international participation question, click Continue.

Diversity Fair Supplemental Questions: ODLOS Member Group or Affiliate

If you are submitting to the Diversity Fair category, you will be asked if you are submitting the poster proposal on behalf of an ALA Office for Diversity, Literacy and Outreach Services (ODLOS) member group or affiliate organization. Affiliation with a group or organization is not required, and you should name a group or organization only if you have been officially designated to submit a poster proposal on their behalf.

Task Questions

1) Are you submitting this poster proposal on behalf of an ODLOS member group or affiliate organization?
2) If you answered yes, please name the ODLOS member group or affiliate.

After answering the questions, click Continue.

Acknowledgements and Agreements

This task consists of acknowledging that you have reviewed the ALA 2026 Annual Conference Poster Proposal Rubric, the Agreements noted below, and the ALA 2026 Annual Conference Poster Proposal Submission Guide in its entirety, as well as any additional agreements that may be noted in the submission site. Agreements are subject to change. Please review this task thoroughly in the submission site for the most up to date agreements.

Task Steps

1) Carefully review the Poster Proposal Rubric and the Agreements listed below.
2) Click Edit [your name] Form to read and agree to the above terms and conditions, sign the acknowledgement, and submit agreement.
3) If you have co-participants, you may click the Invite [Name] button to send them a link to review and sign the acknowledgement if you did not invite them while completing the Identify Poster Participants task.
4) Once all participants have submitted agreements, click Complete Task at the top right. *Please note that agreements must be completed for all participants before the proposal can be submitted.*

Submit the Proposal

Once all tasks are completed and you have clicked **Save Submission**, the Task List becomes the Poster Proposal Summary. At the bottom of the completed tasks, you will see "Click here for a preview of your poster proposal." The Proposal Preview that opens allows you to print the proposal (or save as PDF). Click your browser's back button to return to the Poster Proposal Summary.

When you are ready to submit the proposal for review, click **Submit** on the Proposal Summary page. This step is essential. You will receive a confirmation email upon submitting the proposal to let you know it was successfully received. If you do not receive the confirmation email, your proposal was not submitted and will be considered incomplete. *Incomplete submissions will not be reviewed, and ALA is unable to accept late submissions.* Be sure to check your spam folder if you do not see the email in your inbox.

Proposal Changes

While the submission site allows for changes to a submitted proposal as long as it is before the deadline, *you must save the revised proposal and click Submit again for the proposal to be finalized for review.*

Should you decide not to complete and submit a proposal you started, or to withdraw a proposal you submitted, log in to the submission site before the deadline, click on the proposal title from the main page, then click the proposal title again on the task list page. From there, you have the option to change the proposal status. Select Withdrawn from the Poster Proposal Status dropdown menu, then click the Update Poster Proposal button.

AGREEMENTS

Deadlines

All participants of accepted posters must adhere to published deadlines. You must be committed and responsive to working with ALA to deliver an exceptional attendee experience by meeting deadlines.

Multiple Acceptances

If you are the submitter or a co-presenter for more than one accepted poster, please consider limiting yourself to two posters, so that you can spend more time learning from others and to open up opportunities for other posters and presenters. Please contact confcontent@ala.org if you would like to make any changes to your acceptances.

Intellectual Property Rights

All participants of accepted posters must observe intellectual property rights. Poster Presenters and Authors must ensure that information, illustrations, images contained in posters, related materials or visual aids shall be factual and not misleading and will not violate the intellectual property or copyrights of any third party.

ALA Membership

ALA encourages those submitting proposals to be members of the Association.

Conference Registration and Expenses

Poster Presenters of accepted posters must register to attend the Annual Conference and are eligible for a reduced Presenter rate. Registration may be handled differently in the event of exceptions such as Exhibitor staff or unit-sponsored registration. Poster Presenters are responsible for all of their own expenses, including travel, accommodations, meals, and registration fees. Poster Presenters are also responsible for the printing and transport/shipping of their poster(s).

Event Format and Recording

The plan is for Annual Conference to be presented in person. However, ALA reserves the right to hold Annual Conference virtually, in-person, or as a hybrid of both. Poster Presenters should be prepared to present in all formats and consent to recording as needed.

QUESTIONS

- For questions regarding the proposal submission or review process please contact ALA Conference Services at confcontent@ala.org.
- For technical issues on the submission site please contact Cadmium Tech Support at Support@cadmiumcd.com or click on Technical Support at the top right of the submission landing page.