**Academic & Special Libraries Section Annual Conference 2016**

**CASE STUDY Submission Form**

**Please note that successful CASE STUDY submissions will have the Conference fee waived for ONE presenter per case study**

**Presenter Name(s)**………………………………………………………………………………………………….

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**Employer/Company** (If applicable)

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**Job Title(s)** (If applicable)

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**Contact Details**

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**Email**..………………………………………………….………

**Telephone**…………………………………………………...

**Biography (Max 150 words). Please include professional social media details.**

**N.B. Please note if your submission is accepted this biography will be used in the conference brochure, conference website, social media and other platforms and outlets**

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**Title of proposed CASE STUDY**

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**ABSTRACT (Max 200 words). N.B. Please note if your submission is accepted this abstract will be used in the conference brochure, conference website, social media and other platforms and outlets**

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**SPECIFIC TECHNICAL OR OTHER REQUIREMENTS (Video, sound, embedded files, images, other. Room setup, handouts for delgates, other) Please give details below**

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**USEFUL INFORMATION**

Case studies should be practically based - a 20/25 minute presentation, with 5/10 minutes for Q&A, on a completed or current project/service/initiative that fits in with the conference. Presenters may also be required to participate in a panel Q&A on the day. Case studies may be presented in the plenary or parallel sessions at the conference. Please note that case studies presented in plenary sessions will be live streamed over the internet on the day.

The A&SL Committee may at its discretion move an accepted submission into another presentation category to ensure the continuity of the conference programme. Presentations should be created in PowerPoint and saved as PowerPoint or as a PDF.

**HOW TO SUBMIT**

* Complete and submit the submission form by **Friday 11th September** **2015**
* The Committee will review submissions by the end of **September** and will be in touch with everyone who has made a submission in early **October**
* Please use the following naming convention for all files

YOUR NAME Case Study ASL 2016.fileformat

e.g. **Jane Bloggs CASE STUDY ASL 2016**

* Please send all CASE STUDY submissions for the attention of Marie G. Cullen to [aslsectionevents@gmail.com](mailto:aslsectionevents@gmail.com) with **CASE STUDY *Submission ASL 2016*** in the subject line
* Specific questions related to the CASE STUDY submissions may be sent directly to [cullenmariegasl@gmail.com](mailto:cullenmariegasl@gmail.com) with **CASE STUDY *Submission ASL 2016 Query***  in the subject line