

TO: 2025-2026 NATIONAL CHAIRS
NATIONAL CHAPLAIN
NATIONAL HISTORIAN
NATIONAL TREASURER
NATIONAL SECRETARY
ALA FOUNDATION BOARD OF DIRECTORS PRESIDENT
ALANHQ STAFF LIAISONS

FROM: ALA NATIONAL HEADQUARTERS COMMUNICATIONS & MARKETING DIVISION
DATE: May 2026
SUBJECT: 2026 Convention Platform Remarks – Guidelines and Timeline

To maintain the high quality of spoken reports delivered on the convention stage, national chairs and other designated speakers will follow the standardized Platform Remarks Directions. These guidelines are designed to highlight the mission work of ALA members and ensure alignment with our 2026 convention production plan and timeline.

Back for 2026! We are utilizing Markey's Audio Visual to produce the National Convention. We are excited for this continuing relationship with this group of professionals.

CONTENT GUIDELINES: DO'S AND DON'TS

Do...

- Ask yourself: *What is the impact on the ALA mission and convention attendees by telling this story?* Think through all of your touchpoints with departments this year ... what compelling news or updates did you hear? Are there visuals to support those activities?
- Sometimes, it helps to let art lead the way. If you have lots of good photos, put them in your platform remarks because print pieces have limited real estate for images. But also: You don't need a pic for every single thing in your remarks. Sometimes, a pause and focus on you speaking is more impactful.
- Guarantee cheers from the convention audience: Spotlight people working your program or office in unique ways. It's great name-dropping members and departments!
- Members love it when we provide best practice ideas on how to do more with less. Maybe your remarks will spark an idea in someone sitting in the audience or watching the convention livestream from home! Viewers do comment when their ears are perked up from something they heard during a committee report on stage.
- All chairs and national officers should be using the same script format for their platform remarks. See sample report here: ([Download a blank template here](#))
- All submitted photo labels should match what's in your script. *Staff liaisons will link your photos in your reports.*
- Photo collages: If you want this treatment in your remarks, please upload the pics as individual JPEGs so Markey's can create the collage; no need to do this on your own.
- Make sure your word count fits in 4 minutes or less: At a medium speed, 4 minutes would be approximately 585 to 720 words.

Don't...

- Your platform remarks should *complement* your printed report in the 2025-2026 ALA National Book of Reports, not *mirror* it.
- Just like your committee report in *Auxiliary* magazine, you don't want to rehash or copy/paste info like program purpose statements, etc., from the national website. If you must lift text from somewhere, cite your source.

- Don't send your remarks in PowerPoint or Excel files — everything should be submitted to us in the official Word template ([download here](#)). If it helps you to create the script in a different format first, please do, but we'll need everything in the Word template.
- Don't file platform remarks photos into multiple folders. Everything should stay in one big folder.
- Make sure your photos are at least 1MB. Anything with kilobyte/KB in the file name won't work.
- Share the love! Talk about departments other than your own in your remarks.

PLATFORM REMARKS: AT A GLANCE

- Time limit: Maximum 4 minutes.
- Content: Focus on compelling stories from the 2025-2026 ALA year that illustrate mission impact. Stories should be distinct from those used in the ALA Book of Reports.
- Visuals: Submit high-resolution JPEG photos. Ideal photo size is 600x800 dpi (1-3MB). Photos should be uploaded into your designated folder — see link below.
- Format: Submit remarks [utilizing this template](#) via your committee folder. [Sample report is here](#).
- Location to upload remarks: [Upload to Reports Folder](#)

PLATFORM REMARKS REVIEW APPOINTMENTS:

Review appointments are virtual with ALANHQ staff during the week of August 17. In these 15-minute appointments, you will have the opportunity to rehearse the timing of your remarks and have any questions answered. Reports will not be rewritten or changed in this session, unless edits are for general proofing or photo placement. This will help keep the packed convention production timeline on track.

Sign up here for your review appointment:

<https://outlook.office.com/owa/calendar/ConventionPlatformRemarksReview@legion-aux.org/bookings/>

2026 CONVENTION PLATFORM REMARKS REPORTING TIMELINE:

- **July 10:** National committee chairs/officers upload convention stage “platform remarks” (your spoken report) and images.
 - Editing Step 1: Liaison/program coordinator/program manager fact-checks and edits for ALA style, overlap, etc.
 - Editing Step 2: Liaisons will tag Communications & Marketing Division staff to begin editing. This must be done no later than July 11.
 - Editing Step 3: Communications team edits.
 - Editing Step 4: Report with the national president and NHQ production staff to ensure there is no overlap with stories.
- **July 24:** Edited remarks sent to Markey's Audio Visual for production. No changes to pictures, content, etc., after this point to keep the production schedule on time.
- **August 12-15:** A PDF of remarks as they will look in PowerPoint will be sent to chairs and liaisons for comparison review. Content can be edited during this point.
- **August 15-20:** Chair meetings with Comms and Events teams to review production edits, etc.
- **August 21:** Markey's to have final files.

NEED HELP? YOUR ALANHQ POINTS OF CONTACT:

Your program/committee liaison, Stephanie Holloway, and Stephanie Abisi.