For Reference ONLY How to Complete a Call for Requests Response Form

The goal of NLM Exhibitions Connect is for libraries to highlight, showcase, integrate and share NLM's health information resources with their audiences, communities, patrons, and colleagues while hosting an NLM traveling banner exhibition.

An NLM traveling exhibition provides a point of reference for engaging with NLM health information resources and integrating them into your exhibition hosting experience. The Exhibitions Connect Call for Requests Response Form seeks responses that include a plan to incorporate the use of specific NLM biomedical and health information resources while hosting an exhibition. A successful response will a) provide details on how a host venue plans to incorporate specific NLM health information resources, b) identify those NLM health information resources, and c) describe how a host venue will facilitate access and use of specific NLM health information resources.

There are seven sections to the Call for Requests Response Form, as follows:

- Section 1: Administrative Information provide your institution's name, mailing address and primary and secondary contact information.
- Section 2: Identify Specific Audiences and Populations Served elect those audiences and populations that will be served by your proposed programs or activities.
- Section 3: Program Description describe proposed a civities which must meet the Exhibitions Connect objectives and identify specific NLM health information resources that will be highlighted in those activities. Include proposed methods to facilitate access and use of NLM health information resource;.

Exhibitions Connect Ovie tives

- Promote av areness of and facilitate access to NLM health information resources, ensuring the ability to use NLM health information resources among traveling banner exhibition audiences and host librarians
- 2. Foster distinctiveness of the NLM as a reliable, trustable source of health information and biomedical data.
- Section 4: **Promotion Outcomes** describe how your promotion of the traveling exhibition and planned activities will raise awareness of the NLM as a trustable source of reliable health information.
- Section 5: Institutional Support/Partnerships describe the support that will be provided by your institution or external partners, such as your RML (Regional Medical Library), local organizations, etc. Please identify any internal and external partners.
- Section 6: **Booking Period Preferences** please indicate your first, Second, and third preferences for dates to host the exhibition.
- Section 7: **Submissions and Announcements** provides deadlines and information release dates.

NLM Exhibitions Connect — Call for Requests Response Form

Exhibition Title: TBD

Deadline for Call for Requests Submission: Must be received by: T.B.D.

<u>Completed Response Forms should be submitted</u> to: <u>NLMCallForRequestsSubmissions@mail.nlm.nih.gov</u>

Section 1. Administrative Information:

Institution Name:	
Mailing Address:	
City:	State:
Primary Contact Name:	OND -
Primary Contact Email:	Phone:
Secondary Contact Name:	RE
Secondary Contact Email:	Phone:
T USI	
Section 2. Identify Specific Audiences and Populations Served	
If the activities planned are not specifically a signed those listed below, do not make a selection.	
Audiences	Populations
Data Scientist	Adults
University/Colle	Children
General Pul P	Women
Historian	Men
Library or Information Professional	Seniors
Scientific Researcher	Teens
Data Resource or Tool Developer	African American
Emergency Preparedness and Response	Alaska Natives
Health Care Provider	Asian
Journalist	Latino or Hispanic
Public Health Professional	Native Hawaiians
Student, College & Post-Grad	International
Student, K-12	Rural
Other:	Suburban
	Urban

Section 3. Program Description

Describe proposed activities that will be offered to meet the Exhibitions Connect objectives and identify specific NLM health information resources that will be highlighted in those activities. Include proposed methods to facilitate access and use of NLM health information resources. Please be as detailed as possible in your response.

Exhibitions Connect Objectives:

- Promote awareness of and access to NLM health information resources, ensuring the ability to use NLM health information resources among traveling banner exhibition audiences and host librarians
- Foster the distinctiveness of NLM as a reliable, trustable source of health information and biomedical data

Please provide details for each activity including how you will promote awareness of and facilitate access to NLM health information resources and what specific NLM health information resources will be highlighted. For example: if a speaker is planned, describe the topic and the NLM health information resources to be featured. Include the number of sessions, speaker name, etc. [Not :: hi, description may be placed on the Exhibitions Connect traveling exhibition pages, if awarded.] Please note: For the purpose of this Call for Requests response, the NLM traveling exhibition is NOT consistent and NLM health information resource.



Section 4: Promotion Outcomes

Describe how your promotion of the traveling exhibition and planned activities will raise awareness of NLM as a trustable source of reliable health information.

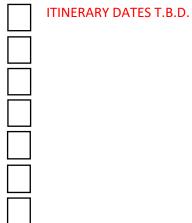
Section 5: Institutional Support/Partnerships

Describe the support that will be provided by your institution and other external partners such as your RML (Regional Medical Library), local organizations, etc. Please identify any internal and external partners.

SE TO RESPOND Comments: Include any comments or information that a velevant to the project, but not included in the .un tł <u>- - - DO NO</u> SAMPLE - DO NO categories above.

Section 6. Booking Period Preferences

Please select your first, second and third choice of booking periods by entering 1, 2 or 3 in the boxes next to the dates below:



Section 7. Submission and Announcements:

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Submission Deadline: T.B.D.

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Announcements will be nede: T.B.D.

Completed Response Forms hould be submitted to: <u>NLMCallForRequestsSubmissions@mail.nlm.nih.gov</u>