

**Saskatchewan Library Association**

**CONFERENCE**

**PLANNING HANDBOOK**

**CONFERENCE PLANNING HANDBOOK**

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**SECTION 1**

GENERAL INFORMATION

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# General Information

1. **Preface**

This handbook is intended to guide planners in the development of a well-attended, exciting, entertaining, and successful conference. Each conference is unique in its theme, location, activities, participants and current issues. The conference handbook is not intended to impose a standardized set of procedures or programs; rather it is to help planners focus on basic preparations that are necessary to every conference.

The handbook should not be treated as a static document. Each team should contribute new experiences or additional clarification so that the future planners continue to benefit from the collective wisdom of the past.

*NOTE*: Previous Year’s Conference Material is available on the SLA Web site: http://www.saskla.ca/slaconferences.

# Goals

* To provide an opportunity for SLA members to attend an annual general meeting to discuss constitutional and financial matters related to the association and to ensure the election of executive officers that administer the affairs of the association.
* To provide programs which enhance the professional skills and understanding of conference participants.
* To provide a forum for the discussion of significant issues affecting library service now and in the future.
* To provide time for conference participants to meet socially and exchange information on an informal basis.
* To celebrate achievements in the field of library service.
* To secure additional revenues to support ongoing educational programs and operations of SLA. (***Note:*** *Annual SLA Conferences are budgeted on a cost recovery basis as a bare minimum, with a high expectation that they will bring in major additional revenues for the continued operation of SLA and its activities.)*

**30% of Conference revenue is designated to Mary Donaldson Memorial Trust and Saskatchewan Education Libraries Bursary. Please consider the SLA Conference as a fundraiser for SLA.**

# Conference Overview

* 1. **Name/Theme/Date/Location of Conference**

# Name of Conference

An SLA Board motion in early 2004 established that the SLA annual conference would be known as the "*Saskatchewan Libraries Conference*" to better embrace the inclusions of all library sectors and related associations.

# Conference Theme

The Conference Planning Committee, in consultation with the Director for Education, and the SLA staff, establishes the general theme of the Conference. Significant library issues and events in the present, past and future, usually inspire a conference theme. It also should complement the objectives of the Association.

# Conference Date

In 2003, the SLA board ratified the AGM and a **full** conference is to occur every year **on the first full weekend in May**.

The Saskatchewan Library Association traditionally has organized a conference around its annual general meeting (AGM), which has usually occurred in April or early May. (It must take place within 120 days of the fiscal year end of Jan. 31st.)

Setting dates in the past were determined by:

1. the availability of facilities
2. the dates set for other provincial library associations; and
3. whether or not the Association is planning a joint conference with another organization, such as the Saskatchewan Library Trustees Association or the Saskatchewan School Library Association.
4. the availability of vendors on the chosen dates.

# Conference Location

The conference usually alternates between the north and the south of the province, and since 2001 have typically been in Regina or Saskatoon due to the technical, facility, and accommodation needs in recent years. However, the conference site may be established in any community or resort in Saskatchewan by submitting a Request for Proposal (RFP) for the Conference location in upcoming years. Interested locations should submit a proposal to the SLA Board approximately 2 years in advance and the location of the conference will be announced at the previous year's AGM.

# Request for Proposal (RFP) for SLA Conference Location

|  |
| --- |
| Locations wishing to host the annual conference may do so by submitting a Request for Proposal. Interested locations should submit a proposal to the SLA Board approximately 2 years in advance and the location of the conference will be announced at the previous year's AGM.  Note that the conference must be planned on a cost recovery basis as a bare minimum, with an objective to increase revenues for SLA substantially.  As part of the proposal the location must clearly demonstrate that they are able to meet the minimum requirements as outlined below.  Committee:   * The Conference Chair or Co-Chairs should be SLA members from or within close proximity to the location. * The proposal should demonstrate that a pool of volunteers is available to assist with conference planning and preparation.   Technology:   * Location must have an existing high speed or wireless Internet infrastructure. * Location must be able to provide computers, AV equipment (e.g. data projectors) and technological support for presenters and exhibitors.   Facilities:   * Facility must be large enough to accommodate 300+ participants. * Facilities must be available all day for Thursday, Friday and Saturday, plus Thursday and Friday evening. * There must be one room to accommodate 35-40 exhibitors available Thursday evening and all day Friday, and until Saturday noon, and within close proximity to the breakout rooms, including a coffee area within its confines. * One room to accommodate 100 people for a Mary Donaldson Lecture & a place nearby for the President’s reception (typically Thursday evening) * A room for 100-150 people for keynote address (Friday morning), Awards Banquet (Friday evening and Endnote speaker (Saturday afternoon.) * 3-4 breakout rooms available at all times through Friday and Saturday, and at least 2 for Thursday for meetings. The room will need to accommodate from 25 to 75 people each (e.g. usually theatre style). * Location must have adequate hotels within a 5 block radius of the facility to host/accommodate the participants.   All proposals should be sent to the SLA Board at:  Saskatchewan Library Association  #15-2010-7th Avenue  Regina, SK S4R 1C2 |

1. **Conference Terms**

Conference Chair or Co-Chair(s): The Conference Chair or Co-Chairs are responsible for overseeing the entire Conference and the Conference Committee.

Conference Planning Committee: The Conference Planning Committee is made up of a team of Committee Chairs responsible for different aspects of the conference, including but not limited to Exhibits, Fundraising, Programming, Public Relations, Social, Technical, and Volunteers.

Committee Chairs: Each Conference Committee Chair may have a sub-committee to help them carry out their work. Each Committee Chair meets with their sub-committee to carry out the work necessary to complete the tasks and then reports back to the Conference Planning Committee at regularly scheduled conference planning meetings.

Convenor: The convenor is a volunteer selected to introduce a presenter. This person also distributes handouts, counts participants, and generally ensures the presenter and audience are comfortable. At the end of a session the convenor thanks the presenter, and presents them with a gift, then returns to the registration table with the participant count. (For more information, please see the Volunteers Committee section.)

Exhibitors: Exhibitors are an integral part of our conference, as they provide displays and information on library supplies and services and assist in drawing attendance to our conference. They also provide revenues towards the conference expenses and are valuable participants that we treat well. (We use the term “exhibitors” rather than “vendors.”)

Exhibit Hall: The Exhibit Hall is where our exhibitors display their information and services. (We use this term rather than “Vendor Hall” or “Trade Show.”)

Recorder: This person is a volunteer who has agreed to write a summary of a particular session. They attend the session, take notes, and then write an article in a timely fashion which is submitted to the SLA office for use in *Forum*. (For more information, please see the volunteer Committee section.)

Presenters: Presenters provide information at sessions during the conference, and may also be part of panel discussions. The Programming Committee selects presenters for all the sessions at the conference. (We use this term rather than “speakers.”)

# Acronyms (*Related to the Saskatchewan Library Association)*

AGF Annual Global Funding

AGM Annual General Meeting

ALA American Library Association

APLA Atlantic Provinces Library Association

ARMA Association of Records Management and Archives

BCLA British Columbia Library Association

CAC Cultural Advisory Committee

CACUL Canadian Association of College and University Libraries

CARL Canadian Association of Research Libraries

CAPL Canadian Association of Public Libraries

CASLIS Canadian Association of Special Libraries and Information Services

CLA Canadian Library Association

CLTA Canadian Library Trustee Association

CSLA Canadian School Library Association

LAA Library Association of Alberta

LAC Libraries and Archives Canada

LSSAP Library Services for Saskatchewan Aboriginal Peoples

MLA Manitoba Library Association

MLB Multitype Library Board

NSLA Nova Scotia Library Association

NWTLA North West Territories Library Association

OCULA Ontario College and University Library Association

OLA Ontario Library Association

PCO Provincial Cultural Organization

PTLAC The Provincial and Territorial Library Associations’ Council\* (now defunct)

QLA Quebec Library Association

SAB Saskatchewan Arts Board

SAHS Saskatchewan Architectural Heritage Society

SALT Saskatchewan Association of Library Technicians

SAME Saskatchewan Association of Multicultural Education

SAS Saskatchewan Archivists Society

SBA Saskatchewan Book Awards

SGS Saskatchewan Genealogical Society

SHLA Saskatchewan Health Libraries Association

SIAST Saskatchewan Institute of Applied Science & Technology

SLA Saskatchewan Library Association

SLA Special Library Association (“big one” - international)

SLN Saskatchewan Literacy Network

SLTA Saskatchewan Library Trustees’ Association

SLW Saskatchewan Library Week

SMPIA Saskatchewan Motion Picture Association

SPG Saskatchewan Publishers Group

SLN Saskatchewan Literacy Network

SRIA Saskatchewan Recording Industry Association

SRC Saskatchewan Reading Council

SRP Summer Reading Program

SSLA Saskatchewan School Library Association

SWG Saskatchewan Writers Guild

SWNA Saskatchewan Weekly Newspaper Association

SYRCA Saskatchewan Young Readers’ Choice Awards (Willow Awards)

TDSRC TD Summer Reading Club

1. **ANNUAL ACTIVITIES**

There are a number of activities that occur each year during the conference, which must be accommodated in the programming schedule. Various committees are responsible for organizing these and information can be found in the appropriate section. These include:

* 1. Mary Donaldson Memorial Lecture – usually on the Thursday evening of the conference
  2. President’s Reception - usually on the Thursday evening of the conference
  3. Keynote Address – Friday morning – sometimes breakfast is included
  4. Awards Banquet – usually on the Friday evening, although sometimes it has been done as a Saturday luncheon. If it is in the evening, it is usually followed by some kind of entertainment.
  5. Endnote Address – usually on the Saturday afternoon.
  6. Saskatchewan Books Awards Silent Auction
  7. Author Signings – not held yearly
  8. Second Chance Draw
  9. Tours
  10. Special Receptions (e.g. RPL and SPL usually have receptions when the conference is in their city)
  11. Association Annual General Meetings (SLA, SLTA, SHLA)
  12. Special Sessions – Spotlight On….
  13. Special Meetings – SLTA Executive Meeting, Provincial Library Directors Meeting, SHLA Executive Meetings
  14. Pre-Conference Workshops (Thursday) – sponsored by SLA and other associations

1. **Conference Planning Roles & Responsibilities**

The SLA Board issues a call for the Chair or Co-Chair of the Conference Planning Committee. The Chair or Co-Chairs of the Planning Committee generally reside(s) in the city where the conference is to be held.

The President of the SLA Board then issues a call, in conjunction with the Chair or Co-Chairs, for the Chairs of all the Planning Committees. The Conference Planning Committee consists of the following Chairs: Technical, Facilities (SLA Office), Programming, Social/Local Arrangements, Exhibits, Volunteers/Registration, Public Relations, and Fundraising.

Once the Planning Committee Chairs are in place, a call goes out for the sub-committees, which are recruited by the Chairs.

1. **Conference Planning Committee Terms Of Reference**

(*From the SLA Board Handbook)*

* + - 1. Is convened by the Conference Chair, or Co-Chairs, appointed annually by the Board.
      2. Works closely with the Director for Education, the Executive Director, the Treasurer, the Director for Fundraising, the Mary Donaldson Trust Committee, and the SLA office staff.
      3. Prepares and/or revises the conference manual to facilitate the planning of future conferences.
      4. Liaises with the Past President, who is the official board liaison.

* + 1. **Conference Chair(s) Overview**
       1. Oversees the planning of the conference.
       2. Ensures there are an adequate number of members of the various sub-committees needed to plan and present the conference.
       3. Coordinates the work of the various Conference Planning Chairs.
       4. With the assistance of the Executive Director and Treasurer, manages the conference budget.
       5. Ensures that proper records of the conference planning activities are kept and updates the Conference Planning Handbook as necessary.
       6. Convenes and chairs all planning meetings (not sub-committee meetings).
       7. Works closely with the SLA office to plan agendas and send out a week before the next meeting, and coordinate arrangements of meeting.
       8. Ensures everything runs smoothly throughout the conference.
       9. Writes a conference blurb that gives the significance of the theme for all committees to use in their communications.

# Conference Planning Meetings

The Conference Chair(s) organize all main planning meetings, which are attended by the Conference Chairs, not their sub-committees. This includes choosing dates, preparing agendas, and arranging locations (or having the SLA staff make the detailed arrangements for locations and/or conference calls).

As well, it is best to ask someone from the committee, other than the SLA office staff, to take minutes for each meeting. Committee chairs may alternate this duty.

First Meeting

The first conference planning meeting needs to be held at the location of the conference. A **tour of the conference facility** needs to be arranged so that all the committee chairs have a good sense of the facilities and layout for their respective duties. This meeting will be longer than the rest of the meetings.

Items to bring to first meeting for each chair:

* Agenda
* Conference Handbook sections for each Committee chair or refer them to the SLA website. A hard copy of the entire handbook may also be prepared and distributed for each committee chair.
* Floor plan of facility
* Previous year’s conference brochures and updates and other relevant materials.
* Sample at-a-glance- template (may use or indicate the one in previous year’s brochure)
* Sample of SLA Office Scheduling Template
* Current year’s budget
* Previous year’s actual financial statements
* Timeline charts (or point them out in handbook.)

Subsequent meetings follow a general agenda of reports from all committees that bring everyone up-to-date. It is recommended that these reports be sent to the entire committee at least three days prior to a meeting so that everyone has a chance to read them to make appropriate suggestions and comment at the meeting.

Samples of Agenda for the First Meeting and Subsequent Meetings Follow:

***First Meeting***

|  |
| --- |
| **Saskatchewan Libraries Conference [year]**  **Planning Committee Meeting** [Date], [Time] **[place], [address], [city], [specific room]**  Agenda:   1. Welcome and Introductions      1. Volunteer for Minutes 2. Review of Conference Status   3.1 Dates:  3.2 Facility & Location:  3.3 City:   1. Budget   4.1 Proposed Current Budget  4.2 Overview Previous Year’s Actual Financial Statements   1. Conference Program Review   5.1 Theme  5.2 Logo   1. Conference Committee Positions   6.1 Review of expectations  6.2 Review of the handbook   1. Timeline 2. Program/Session/Activity Ideas   8.1 Results from the call for ideas  8.2 Other Ideas   1. Committee Meeting Schedule   9.1 Monthly meetings   1. Next Meeting 2. Adjourn |

***Sample of Conference Planning Monthly Meeting Agenda***

|  |
| --- |
| **Saskatchewan Libraries Conference Planning Committee Meeting** [day], [date], [year], [time], Agenda:   1. Welcome 2. Volunteer for Minutes 3. Committee reports    1. Program    2. Social    3. Facilities    4. Public Relations    5. Fundraising    6. Exhibits    7. Technical    8. Volunteer 4. Mary Donaldson Update 5. Review Conference Schedule 6. Update on conference website 7. Next steps 8. Other 9. Next Meeting |

# Conference Planning Committee Overview

Each member of the Planning Committee becomes Chair for one of the following Committees and then recruits two to five other volunteer members to sit on their sub-committees:

* + Exhibits Committee
  + Facilities – SLA Office
  + Fundraising Committee
  + Program Committee
  + Public Relations Committee
  + Registration Committee
  + Social & Local Arrangements Committee
  + Technical Committee
  + Volunteer Committee

Conference Planning Meetings are held once a month in the early stages. Additional meetings may be added when required until the conference commences.

Notes:

* + It is a good idea to pre-set planning meetings so that people are prepared. One possibility is to set a day a month (e.g. the second Tuesday of each month).
  + Reports from committee chairs are to be sent out to the rest of the committee at least three to four days before a meeting so that everyone has a chance to read them and come prepared to make comments.

A pre-conference gathering of the conference chairs, SLA staff and facility staff is held on the opening day (Thursday) of the conference to go over last minute details before the conference commences.

# General Responsibilities of Committees

Each Committee Chair is expected to:

1. Document its activities and write reports.
2. Submit regular progress reports to the Conference Planning Chair(s) at least one week before each meeting.
3. Forward copies of all correspondence and memoranda to the SLA Office.
4. Work with the Executive Director and SLA office staff with regards to printing and mailing of necessary materials to the membership and appropriate designates.
5. Ensure that all expenses are properly documented and that all bills and expense records are submitted to the Executive Director for payment.
6. Deliver all required documents to the SLA Executive Director at the end of the conference for archival purposes.
7. Prepare a report at the conclusion of the conference for the SLA office.
8. Recommend changes and updates to the SLA Conference Planning Handbook.
9. Send thank you’s to our sub-committee members.

Each committee is referred to the relevant section of the SLA Conference Planning Handbook for a full description of tasks and responsibilities, which is available on the SLA website: http://www.saskla.ca/confcommittee.

Previous years’ conference material is archived and available on the SLA website: <http://www.saskla.ca/slaconferences>

*Sample Conference Schedule*

*(For conference committee reference)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | Session # | Date | Location | Number attending | Presenter | Technical | Sponsor | Facility Notes | Notes |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
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# Conference Duties of the SLA Board

As ambassadors of the SLA, all of the SLA Board members are expected to attend the annual conference and AGM. Besides the designated roles below, all board members are encouraged to assist in any way they can, such as convening sessions, assisting at the Registration Desk, hosting special presenters and honoured guests, assisting at fundraising tables, and welcoming guests to functions and activities, thanking exhibitors and presenters, etc. Please confer with the SLA office as to where you may be able to offer your services. As well, all exhibitors, presenters and special guests should be thanked for their attendance by board members whenever they come in contact with them. Asking delegates to return evaluation forms is also appropriate.

See samples of invitational letters and thank you’s at the end of this section along with the MC duties and social templates.

#### Past President

1. Assists the SLA office procuring a conference site.
2. Acts as liason between the SLA Board and the Conference Planning Committee.
3. Attends all conference planning meetings.
4. Submits evaluation of procedures and makes recommendations for changes to the Conference Handbook.
5. Responsible, with the Executive Director, for organizing a hospitality suite, if this is needed.

#### President

1. The SLA staff will send out formal invitations (registration fees are waived) on behalf of the President to:
   1. Presidents of Saskatchewan Association of Library Technicians (SALT), Saskatchewan Library Trustees Association (SLTA), Saskatchewan School Libraries Association (SSLA), Saskatchewan Health Libraries Association (SHLA), Special Library Association – Western Division (SLA), and Library Services for Saskatchewan Aboriginal Peoples (LSSAP).
   2. Presidents of all provincial library associations: BCLA, LAA, MLA, OLA, etc.
   3. President of CLA
   4. Executive Directors of provincial library associations: BCLA, LAA, and OLA
   5. CLA Executive Director
   6. Provincial Librarian of Saskatchewan
   7. National Librarian/Archivist
   8. President and General Manager of SaskCulture
   9. Other notable individuals recommended by the Conference Planning Committee
2. Invites Minister of Education to bring greetings at one of the receptions, luncheons, or banquets.
3. Invites the Mayor of the municipality where the conference is being held to attend and bring greetings at one of the receptions, luncheons, or banquets.
4. Writes to the directors of the large public and academic library systems urging them to encourage staff to attend.
5. Hosts the President’s Reception.
6. Brings greetings at the opening ceremonies and introduces and thanks special presenters as needed.
7. Convenes and chairs the Annual General Meeting.
8. Helps to write thank you letters after conference which are sent to conference chairs, volunteers, sponsors, exhibitors, and other appropriate people
9. Greets and takes care of the Keynote Presenter
10. Introduces the Keynote Presenter
11. Presides over the Awards Banquet
12. Hosts and greets the Endnote speaker
13. Thanks presenters and sponsors at every opportunity
14. Encourages participants to return evaluation forms

Vice-President

1. Greets and takes care of the SLA Frances Morrison Award recipient
2. Presents the SLA Frances Morrison Award
3. Thanks the Keynote Presenter and gives gift
4. Thanks the Mary Donaldson Memorial Lecturer
5. Thanks Endnote speaker and gives gift

#### Treasurer

1. Sets up, with the Finance Committee and the Executive Director, the initial budget for the conference (as part of the operations budget) and takes it for approval to the SLA Board.
2. As part of the Mary Donaldson Memorial Trust Fund Committee, liaises with the Program Committee for choosing the presenter for the Fund.
3. Greets and takes care of the Mary Donaldson Memorial Lecturer
4. Introduces the Mary Donaldson Memorial Lecturer

#### Director for Education

#### Greets and takes care of the Mary Donaldson Award of Merit recipient

#### Presents the Mary Donaldson Award of Merit

Director for Fundraising

1. Liases with Fundraising Chair to ensure there is no overlap with sponsors for other SLA operations or programs

SLA Multitype Library Board Rep

1. Greets and takes care of the Saskatchewan Libraries Education Bursary recipient.
2. Presents the Saskatchewan Libraries Education Bursary at the Awards Banquet/Luncheon

#### Conference Duties of the SLA Office Staff

All plans and documents flow through the SLA office. The staff work closely with each Conference Planning Chairs and provide support where needed and as indicated in each Committee section.

The Executive Director guides the committees, basically overseeing any budget/financing/fundraising and being the lead on Public Relations, Facilities, and co-assists with Technical, Programming and Exhibits.

The Program Administrator keeps all committees informed, maintains databases and the conference Progress chart, and is the lead on the Registration, Volunteer, and Social committees, and co-assists with the Technical, Programming and Exhibits.

#### Executive Director

Administrative Responsibilities

1. Guides the committees
2. Provides office support for the Conference Planning Committee and Chairs
3. The SLA Executive Director works with the conference chairs to manage the entire conference and is available to answer questions in most areas; especially concerning the areas not covered by the other SLA Staff, or gives direction to the appropriate person.
4. Attends conference planning meetings

Financial Duties:

1. Together with the Finance Committee, and with approval from the Board, establishes the budget and spending guidelines for committees planning activities during the conference.
2. May act as the Conference Treasurer
3. Assists the Conference Chair in the maintenance of the conference budget
4. Administers the expenditures and revenues associated with the conference
5. Oversees fundraising activities in conjunction with the Fundraising chair and committee
6. Arranges conference facilities and signs the agreements
7. Ensures that all conference programs fall within approved budget guidelines
8. Submits a financial report to the Board of Directors within four months of the conclusion of the conference

Conference Organizing Duties:

1. The Past President and the Executive Director are responsible for organizing a hospitality suite if needed..

AGM Duties

1. Assists the President in the preparation of the Annual General Meeting
2. Prepares Annual Report
3. Sends out Notice of Meeting
4. Oversees Financial Audit
5. Prepares minutes, resolutions, and agendas and has them printed

**SLA Program Administrator**

1. Arranges first meeting for June at facility including a tour of the facility and preparing all materials, contacting conference committee, developing a conference contact list, etc.
2. Attends all conference planning meetings,
3. Reviews roles, all materials and budgets with committee, helps determine theme
4. Makes arrangements for logo to be designed
5. Reviews timelines and budgets to assist committees
6. Examines conference venue and gives suggestions for various committees
7. Sets up conference progress chart, updates as planning progresses
8. Keeps committees informed
9. Mails Exhibitor Packages and Sponsorship Prospectus
10. Collects conference documents for archival purposes
11. Designs conference brochure and update
12. Distributes brochure
13. Sends out invites to special guests on behalf of President/consults with ED
14. Gathers material for delegate kits
15. Collect/coordinate info for brochure
16. Arranges distribution of conference brochure and registration forms
17. Maintains volunteer database
18. Provide technical list needs for presenters
19. Assign session rooms with program committee and ED
20. Gathers info for conference update
21. Administers all the conference registration activities
    * 1. Administers registrations and databases for all conference related activities (participants, exhibitors, sponsors, pre-conference events, etc.)
      2. oversees the registration area and will be available to handle questions that may arise
      3. will also be able to answer membership, banquet, and exhibitor questions
22. Works with the Volunteer Chair to organize the conference registration desk
23. Attends pre-con meeting with hotel staff
24. Assist the Conference Chair in collecting, analyzing and summarizing the conference evaluations
25. Assists President and Confernce Chair to send thank you’s
26. Write report/ review handbook/ revise
27. Attend Wrap up meeting

**SLA Financial Assistant**

1. Responsible for all financial transactions: Issues invoices, receipts, and cheques from the SLA office
2. Provides updates on the Conference budget
3. **Social Functions Program Details & Templates**

There are a number of social functions that occur during the conference that are the responsibility of the SLA Board to convene. These include the President’s Reception, Mary Donaldson Memorial Lecture, the Awards Banquet, and special keynote and endnote addresses. The order of the Mary Donaldson Memorial Lecture and the President’s Reception sometimes switches, but generally the lecture precedes the reception.

Awards Banquet

* The Executive Director briefs the Master of Ceremonies (SLA President) for the banquet at least two weeks before the conference
* Presenters, award recipients and other special guests or groups may be seated at special tables
* Other conference participants will be free to sit with whomever they choose
* Award presenters and winners are allowed 3-5 minutes each for speeches

Awards at Banquet

* SLA Frances Morrison Award
* Mary Donaldson Memorial Award of Merit
* SLA Honourary Life Membership(s)
* Saskatchewan Libraries Education Bursary
* Saskatchewan Library Trustees Association Lifetime Achievement Award

**Sample Invitation Letter**

[date], [year]

## [name]

*[title]*

*[Organization]*

Dear [name]

On behalf of the Saskatchewan Library Association, it is my pleasure to invite you to attend the [year] Saskatchewan Libraries Conference.

The conference will be held at [venue] in [city]. This year’s conference theme is ‘[theme].’ We are pleased to be able to waive your conference registration fee, but we regret that we are unable to cover your transportation and accommodation costs.  Please visit our website for all conference information (*http://www.saskla.ca/conference/).*

Please contact the Executive Director, [name] at (306) 780-9413 or by email at slaexdir@sasktel.net to advise if you are able to attend.

We look forward to having you as our guest.

Sincerely,

[name]

President

Saskatchewan Library Association

1. **Conference Agenda Template for MC’s**

The MC for most social events is the President of the SLA or Conference Chair(s).

Thursday

1. Mary Donaldson Memorial Lecture[time] – [name of presenter]
   1. Introduction – [Treasurer]
      1. Welcome (President) and call on Treasurer [name] to introduce our lecturer for tonight
      2. Intro Mary Donaldson Memorial Lecture – [name of treasurer]
2. President’s Reception [time]

(speeches start approximately at 10-15 minutes after the opening of the reception)

1. Greetings from the President [name], 1-2 minutes-

*Ladies and Gentlemen, honoured guests…. I am [name], President of SLA*

*Welcome to the Saskatchewan Libraries Conference for 200[?], [theme]. We have an exciting program of sessions and events lined up for your pleasure thanks to our Conference Planning Committee headed by our chair(s), [name(s)]. For the next two days, we invite you to participate in all of our offerings.*

*[optional] Before we get into the program, I’d like to make a couple of announcements. [Insert appropriate information about sponsors, lotteries, evaluation forms, etc].*

1. Introduce the SLA Board and staff

*I’d like to introduce the SLA Board and staff. (Please wave as I call out your name.)*

*SLA Board Members:*

*President- [name]*

*Vice-President – [name]*

*Past President – [name]*

*Treasurer – [name]*

*Director for Education – [name]*

*Director for Communications – [name]*

*Director for Special Libraries – [name]*

*Director for Public Libraries – [name]*

*Director for Academic – [name]*

*Director for Membership – [name]*

*Director for Fundraising – [name]*

*Director for Aboriginal Libraries – [name]*

*SLA Staff:*

*[name] (Executive Director)*

*[name] (Program Administrator)*

*[name] (Financial Assistant)*

1. *We’d also like to acknowledge some very honoured guests with us tonight:*

*-Honourable [name], Minister of Education*

*-His Worship [name], Mayor of [city]*

*-[name], President, SaskCulture*

*-[name], 200[?] Mary Donaldson Memorial Lecturer,* (IF ATTENDING)

1. *We’d also like to acknowledge some other special people here tonight:*

*[name], Provincial Librarian; [name], President of the Saskatchewan Library Trustees’ Association; and [name], President of the Saskatchewan School Libraries Association [and others as appropriate].*

1. Introduce and thank the following guest speakers (President):
2. Minister of Education rep – 1-2 min

*Honourable [name] is the Minister of Education, who also represents libraries*

1. Mayor of [city] rep – Councillor [name] – 1-2 min

*[short bio of councillor]*

1. SaskCulture rep – [name], SaskCulture President – 1-2 min

*[name] is the current President of SaskCulture and has been in this position for [?] years. [short bio].*

1. *Thank you to our invaluable sponsors and partners (President)*

*[List provided]*

1. Remind people to attend the Exhibit Hall, play the second chance draw, and the importance of Sask Lotteries and make other appropriate announcements (President).

### *Exhibitors:*

*As always, exhibitors play a vital role in our annual conference. Not only do they offer the library and information community introductions to their latest services and products, but they provide important sponsorship and support for our conference. On behalf of the 200[?] conference planning committee and all conference attendees, we extend our thanks to the exhibitors participating in the 200[?] Saskatchewan Libraries Conference, and invite you to visit with them throughout the conference.*

* 1. *Saskatchewan Lotteries*

*We would like to thank Saskatchewan Lotteries.  In Saskatchewan, proceeds from lottery tickets sales go into the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation. This Trust Fund supports over 12,000 sport, culture and recreation groups throughout the province.  By purchasing tickets, your money goes back to support activities in our own communities.*

* 1. *Second Chance Draw Remember to bring your unredeemed Saskatchewan lottery tickets to the conference. Write your name, address and phone number on the tickets and enter them in the draw box at the registration desk. The draw will be made Friday night, May 1st at the banquet. The prize will be brand new lucky…*.LOTTERY TICKETS. This draw is sponsored by the SLA Board of Directors.

We also encourage you to purchase new lottery tickets and help support culture recreation groups throughout the province.  I encourage everyone to support Saskatchewan Lotteries.  Buy your lottery tickets - that way we all win.

*(additional scripts are available on the SaskCulture website.)*

1. *Thank you to the entertainment tonight.*

Please join us in showing our appreciation.

1. Invitation to mix and mingle, and attend special activities, etc.

*We invite you to mix and mingle and to stay to chat or to attend the [event/activity].*

Friday

1. Keynote Address – [time]
   1. Welcome everyone and make regular announcement and invitation/direction for eating, if the address is part of a breakfast
   2. Intro speaker [name] (President or sponsor rep)

*Welcome to the Keynote address everyone. We are fortunate to have well-known [bio of speaker and description of talk].*

*Please join me in welcoming [name].*

* 1. Thank you and present gift (Vice-President)
  2. Remind everyone to visit Exhibit Hall, thank our sponsors, etc.

1. AGM – Chair – (President) (registration starts 15 minutes prior to meeting time) – see AGM details
2. Banquet – MC – 6:35pm – (President)
   1. Welcome and Intro to any special guests

*I’d like to acknowledge some special people with us tonight: [name], Provincial Librarian; [name], President of the Saskatchewan Library Trustees’ Association; and [name], President of the Saskatchewan School Libraries Association (and any other special guests).*

* 1. Introduce Board and staff – Thank board

*Before we get into the program I’d like to introduce the SLA Board and staff. Please stand as I call out your name.*

*Board Members*

*President [name]*

*Vice-President [ name]*

*Treasurer [name]*

*Director for Education – [name]*

*Director for Communications – [name]*

*Director for Special Libraries – [name]*

*Director for Public Libraries – [name]*

*Director for Academic Libraries – [name]*

*Director for Membership – [name]*

*Director for Fundraising – [name]*

*Director for Aboriginal Libraries – [name]*

*SLA Staff*

*Executive Director – [name]*

*Program Administrator – [name]*

*Financial Assistant – [name]*

* 1. Thank Conference sponsors and especially sponsor of banquet if there is one. Also reiterate announcements of returning evaluation forms, etc.

[list]. *And all of our other sponsors for door prizes and raffle prizes that have made this conference such a success.*

1. Thank you to Exhibitors

*Our Exhibitors play a vital role in our annual conference. Not only do they offer the library and information community introductions to their latest services and products, but they provide important sponsorship and support for our conference. On behalf of the (year) conference planning committee and all conference attendees, we extend our thanks to the exhibitors participating in the (year) Saskatchewan Libraries Conference*

1. Thank you to SaskCulture and Saskatchewan Lotteries (scripts available on SaskCulture website)

*We are grateful to Saskatchewan Lotteries for the SLA’s operations funding that assists us throughout the year. We encourage you to purchase lottery tickets. Did you know that every time you buy a lottery ticket, your community wins, because lottery sales fund more than 12,000 sport, culture and recreation groups? Show your support and purchase lottery tickets to help non-profit groups like the Saskatchewan Library Association make communities a better place to live.*

*If you haven’t had an opportunity yet, we will be having a Second Chance draw. Write your name, address and phone number on the tickets and enter them in the draw box right up here at the front.*

1. Announce Book Awards Silent Auction.

*The Saskatchewan Book Awards Silent Auction is an opportunity for you to get some great books at great prices. Please feel free to wander, check your bids, and keep those prices rising. Your generous bids also contribute to the support of the Saskatchewan Book Awards.*

*(WE HAVE TO FIND OUT WHEN THEY WANT THE BIDS TO CLOSE)*

1. Announce how the banquet meal will be served (by table if buffet, or the hotel staff will designate). Banquet meal served.
2. Intro Awards [time] and ask respective presenters to come to the podium: Saskatchewan Libraries Education Bursary, SLA Frances Morrison, Mary Donaldson Award of Merit, Honourary Life Member, SLTA Lifetime Achievement Award
   * + Saskatchewan Libraries Education Bursary – *presenting the award is [name] the SLA Multitype Library Board Rep or Director for Education, Saskatchewan Library Association Board of Directors*

*The Saskatchewan Libraries Education Bursary was made possible with the generous donation of the Saskatchewan Provincial Library (a branch of Saskatchewan Learning) and through the efforts of the Multitype Library Board and the Saskatchewan Library Association. The bursary was established in 2002 to promote the continued growth of professional librarianship in the province of Saskatchewan. The bursary is administered by the Saskatchewan Library Association for the amount of $5,000.*

*Our recipient this year is [name].*

The presenter gives a short bio, and then asks the recipient to come to the front.

* + - SLA Frances Morrison Award - *presenting the award is [name], Vice-President of the Saskatchewan Library Association*.

*This award is an award of merit for outstanding service to Libraries in Saskatchewan. The award is open to all individuals or institutions and is not restricted to professional librarians or SLA members.*

*The award is named for Frances Morrison who joined the staff of the Saskatoon Public Library in 1943 and was the Chief Librarian from 1961 to 1980. As Chief Librarian she directed the construction of two new branches, including the branch in Saskatoon that bears her name. In 1981, she was awarded the Canadian Library Association’s Outstanding Service to Librarianship Award. In 1999, she received the Saskatchewan Order of Merit for her contributions to library services in the province.*

*With great pleasure, I present the SLA Frances Morrison Award to [name].*  [short bio of person is given before asking them to accept the award.]

* + - Mary Donaldson Award of Merit– *presenting the award is [name], the Director for Education, SLA Board or Directors OR the Treasurer of the SLA Board of Directors and the Chair of Mary Donaldson Trust Committee*.

*The Mary Donaldson Award of Merit is awarded annually to a full-time or part-time Saskatchewan student who is about to graduate from a SIAST program in Saskatchewan or is a Saskatchewan resident attending an MLS program or other Library Technician program in Canada. The recipient is chosen based on a combination of excellence in academic standing and demonstrated community leadership or involvement.*

***The Mary Donaldson Award of Merit this year goes to*** *[name]*.

***[short bio of person is given before asking them to accept the award***.]

* + - *Honourary Life Member – Presenter – SLA Board member*

*Honourary Life Memberships are conferred on those who have made a substantial and recognizable long-standing contribution to SLA and/or to library service in Saskatchewan.*

*An Honourary Lifetime Member is a member of SLA for life, has full voting privileges,may hold office, pays no annual dues, receives all Association publications, and may serve on committees of the Association.*

*The Honourary Life member goes to (Name) and give short bio of person before asking them to accept.*

* + - SLTA Life Membership Award – [President of SLTA] to [name of recipient]

[They have their own speech and intro.]

1. Second Chance Draw Winner Draw (President)

*The Second Chance Draw is sponsored by the SLA Board of Directors.*

*[Name], please make the draw*.

*[Announce winner and present with lottery ticket package prize.] The prize is brand new lucky….LOTTERY TICKETS.*

*We would like to thank Saskatchewan Lotteries.  In Saskatchewan, proceeds from lottery tickets sales go into the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.  This Trust Fund supports over 12,000 sport, culture and recreation groups throughout the province.  By purchasing tickets, your money goes back to support activities in our own communities.*

1. Thank conference chairs and present gifts (President)

[ask them to come to the front]

# Conference Chair/Co-Chairs – [name]

# Exhibits Chair – [name]

# Fundraising Chair and SLA Board Representative – [name]

# Programs Chair – [name]

# Public Relations Chair – [name]

# Social Chair – [name]

# Technical Chair – [name]

# Volunteer Chair – [name]

*Thank you also to their sub-committees and all the many other volunteers at the conference.*

1. Thank venue and staff (President)

*Thank you to [name of venue] and [specific staff names], and all the other staff who made this conference so successful.*

1. Thank all sponsors again (President).

[sponsor list]

*And all of our other sponsors for door prizes and raffle prizes athat have made this conference such a success.*

1. Entertainment [time]. Intro [name of group] (President)

*[Name] is a [bio/background info].*

**Saturday**

1. Endnote Speaker: [name] [time]
2. Raffle Draw (Conference Chair) – winners announced
3. Last words (President)

*Thank you everyone for attending the conference. We hope to see you at next year’s conference when the conference will be held in [name of city] at the [venue] on [dates]. We wish you all a safe journey home.*

1. Introduce the new conference planning committee, if in place.
2. **AGM Details**

The annual general meeting is an essential event during the conference when members participate in the business of the Association, elect their executive officers, and exact accountability from them. The SLA board with the Executive Director makes these arrangements.

To ensure maximum attendance by members, it is important to schedule the AGM midway through the conference – usually at 3:00pm on the Friday and allow 2 hours for the meeting, so if it runs over there is time to continue and not rush through the meeting to avoid conflicting with something else.

The President convenes the AGM and works with the Board of Directors and the Executive Director to prepare for the meeting.

The President

* Requests reports from Board and committee members for submission to the Annual Report – to be sent to the SLA office
* Prepares President’s Report and submits to SLA office for Annual Report
* Prepares Notice of Meeting and has the SLA office send it out to the membership
* Prior to the conference, calls for nominations and resolutions to be distributed to the membership (through the SLA office)
* Prepares the agenda
* Prepares resolutions from the board

Executive Director

* Ensures that all board and committee reports are submitted for the Annual Report, has it printed as needed, and distributes it via email
* Sends out Notice of Meeting
* Oversees Financial Audit
* Has minutes, resolutions and agendas printed
* Prepares voters’ cards and ballots and has them printed

Program Administrator

* Prepares Annual Report

AGM Material is not included in the delegate kits but is distributed just prior to the AGM and is available on the SLA website. This includes:

* Minutes of the previous AGM
* Annual Report
* Nomination and resolution forms
* Motions pertaining to the general meeting of the membership
* Voting cards
* Ballots

Annual Report

Written reports from Board members, the Executive Director, the Directors and committee convenors are included in the annual report. The Audited Financial Statement and letter from the auditor are also included

Checklist for the AGM

* Agenda
* Minutes from last meeting
* Voter cards
* Ballots
* SLA Board Handbook
* Resolutions
* Revised minutes from previous meeting(s)
* Sturgis Parliamentary Procedure Book
* Sign-in sheet for attendees to the AGM
* List of SLA members

**Section 2**

FINANCIAL INFORMATION

* + 1. Conference Budget Information
    2. Proposed Current Budget
    3. Previous Years’ Financial Statements
    4. Financial Goals

##### 2.1. CONFERENCE BUDGET

The SLA Board Finance Committee, with input from the Executive Director and the SLA bookkeeper (if applicable), prepare a proposed overall operating budget, which includes an outline of anticipated expenses and revenues for the conferences. This budget is presented to the Board of Directors at their annual budget proposal meeting in the fall. Final approval is given after the organization’s annual global funding application has been processed with its main funding body, in December of each year. The board then sets the budget for the fiscal year in February. Thus the basic conference budget is identified well in advance of the conference, but not approved at the time that conference planning begins.

Budgets for the conference in the past were at bare minimum, break-even components of the overall operating budget for SLA, which means that revenues equalled expenses or exceeded them, and the committee was expected to adhere to that formula. In more recent years, the SLA looks to **the conference as a fundraising opportunity** and expects the conference to make revenues, which will be used for operational expenses, future conferences and continuing education workshops. **30% of Conference revenue is designated to Mary Donaldson Memorial Trust and Saskatchewan Education Libraries Bursary.**

If the conference planning committee decides to change the budget, they may do so, but must compensate so that revenues exceed expenses. The Association will cover unexpected, but justifiable deficits, if necessary.

**NB: Although a proposed budget is approved according to the process explained above, there is no actual funding in place to cover the expenses**.

Therefore, the committees that are on the expenditure side must consult on an ongoing basis with the revenue-producing committees chairs to establish a workable budget and to maintain the goals. All budget planning must be done in conjunction with the SLA office and relevant board members, such as the Treasurer or Director for Fundraising.

|  |  |  |  |
| --- | --- | --- | --- |
| **2010 Saskatchewan Libraries Conference Budget DRAFT** | | |  |
| ***Prepared*** | **4-Aug-09** |  |  |
|  | **REVENUE** | **2010 BUDGET** | **2009 BUDGET** |
| 4110 | Conference Registrants | 28,125 | 28,000 |
| 4111 | Exhibitor Booth Fees | 10,000 | 11,000 |
| 4112 | Exhibitors Phone and Internet Fees | 1,000 | 1,500 |
| 4113 | Other Conference Revenues | 750 | 500 |
| 4114 | Banquet Fees/Luncheon Fees | 6,500 | 750 |
| 4303 | Conference Sponsorships | 12,000 | 12,000 |
| 4502 | Preconference registrations | 500 |  |
|  | **TOTALS** | **58,875** | **53,750** |
|  | **EXPENSES** |  |  |
| 5216 | Staff - SLA Conference | 100 | 900 |
| 5223 | Board - SLA Conference | 0 | 200 |
| 5308 | Conf - Presenter Fees | 5,000 | 6,000 |
| 5309 | Conf - Entertainment | 500 | 700 |
| 5310 | Preconference Presenter fees | 500 | 0 |
| 5440 | Conf - Meeting/Telephone | 800 | 500 |
| 5441 | Conf - Postage/Couriers (& Web page) | 1,000 | 1,000 |
| 5442 | Conf - Printing/Photocopying | 1,500 | 2,000 |
| 5443 | Conf - Supplies | 200 | 200 |
| 5450 | Conf - Facilities | 3,000 | 9,000 |
| 5451 | Conf - Audio Visual Exp. | 1,500 | 1,000 |
| 5452 | Conf - Phone Lines/Internet | 1,000 | 1,500 |
| 5453 | Conf - Banquet/Luncheon | 5,250 | 4,000 |
| 5454 | Conf - Meals other | 3,000 | 3,400 |
| 5455 | Conf - Coffee Breaks | 2,000 | 2,400 |
| 5456 | Conf - Social Exp. | 250 | 500 |
| 5457 | Conf - President's Reception | 3,000 | 3,000 |
| 5458 | Conf – Lunch w/Exhibitors | 8,100 | 4,050 |
| 5460 | Conf - Presenter Travel | 6,000 | 4,400 |
| 5461 | Conf - Presenter Accommodations | 3,000 | 2,000 |
| 5462 | Conf - Presenter Gifts | 500 | 500 |
| 5463 | Conf - Travel | 1,000 | 0 |
| 5464 | Conf – Trade Show Company | 3,000 | 2,300 |
| 5469 | Conf – Visa Expenses | 450 | 450 |
| 5470 | Conf - Other | 500 | 400 |
|  | **TOTAL** | **51150** | **50,400** |
|  |  |  |  |
|  | **REVENUE MINUS EXPENSES** | **7,725** | **3,350** |

**Financial Goal**

The **Financial Goal** is to increase revenues substantially over conference expenses.

**Revenues & Expenses to Consider**

1) Some revenue areas to consider increasing when setting budgets:

* 1. Sponsors
  2. Grants
  3. Registration Fees
  4. Penalty Fees
  5. Foreign Exchange
  6. Exhibits
  7. Determine Per Person Net Cost
  8. Determine Attendance to produce revenue
  9. Determine Registration Fee to produce revenue

1. Some expense areas to consider reducing when setting budgets
   1. Determine Expenses
   2. Consider if they are Fixed or Variable
   3. Consider the following expenses:

|  |  |
| --- | --- |
| Accounting | Meeting Rooms |
| Audio Visual | Pre convention Meeting Expenses |
| Awards | Portage/Couriers/Delivery |
| Committee Expenses | Printing/Photocopying |
| Contests and Raffles | Promotion |
| Decorations | Office Supplies |
| Education Sessions | Presenters fees, travel, accommodations |
| Entertainment | Receptions |
| Facilities | Security |
| Gifts for presenters and guests | Signage and Graphics |
| Gratuities | Technical Costs |
| Hospitality Suite | Tours |
| Hotel Guest Rooms | Translations |
| Insurance | Transportation (Air & Ground) |
| Meals – Refreshment Breaks | Web & Internet Costs |

**Expenditures Include:**

* Session costs –presenters’ fees, travel, accommodations, gifts
* Room rentals for receptions, exhibits, meetings, workshops and entertainment
* Equipment (in particular, audio-visual and computer) rentals
* Janitorial, room set-up, and security services (if applicable)
* Meals and entertainment including the costs of banquets, music, receptions, luncheons, juice and coffee breaks as well as the hospitality suite
* Printing, including the registration and program brochures, photocopying and a daily conference newsletter (if applicable). Printing costs also include the AGM costs.
* Mailing (envelopes and postage) for all committees
* Conference Planning Committee expenses including travel, telephone charges, stationery, per diem meeting expenses and banking charges
* Special needs, such as:

Child care

Translation or interpretive services (e.g. sign language for the hearing impaired)

Computer support services

Insurance

* Complimentary (guest) registration waived (which will include some meals) for the presidents of the:

Provincial Library Associations

Executive Directors of the Provincial Library Associations

President of the Canadian Library Association

Executive Director of the Canadian Library Association

National Librarian

*NOTE: The Association will pay for accommodation only if it can afford it and if the other organizations reciprocate.*

* Complimentary registration (including the banquet) and one night’s accommodation for individuals being presented with an Honorary Life Membership Award.
* Executive expenses, such as:
  1. The registration and accommodation of the Executive Director of the Saskatchewan Library Association, and any additional staff as needed.
  2. The accommodation of the President of the Saskatchewan Library Association.
  3. The accommodation of the Conference Chair(s), if residing outside the host city
  4. The accommodation of the Board Liaison to the Conference (who usually is the Past-President)
* Marketing and registration expenses including conference graphics (logo), badges, signs
* Edition and printing of the conference proceedings
* Small contingency fund to cover unexpected costs

**Expenses Not covered by Conference Revenues**

* Mary Donaldson Memorial Lecture publicity (out of Mary Donaldson Trust)
* Volunteer recognition awards, e.g. Plaque for SLA Frances Morrison
* Award recipient (from SLA Frances Morrison Trust), certificates for honorary members.
* Complimentary registration, meals, and a single night’s accommodation for the presenters of the Mary Donaldson Lecture series, (paid by the Mary Donaldson Memorial Trust Fund).
* Complimentary registration (including the banquet) and one night’s accommodation for individuals being presented with:
  + 1. The SLA Frances Morrison Award (paid by the SLA Frances Morrison Trust Fund)
    2. Saskatchewan Libraries Education Bursary recipients
    3. Mary Donaldson Award of Merit (paid by the Mary Donaldson Memorial Trust Fund)

**Conference Profits**

The SLA Board of Directors shall determine how any conference profits will be used. For example, they may choose to deposit funds into the Mary Donaldson Trust or they may use the funds to underwrite other programs, workshops, future conferences, or for operations of the Association. **30% of Conference revenue is designated to Mary Donaldson Memorial Trust and Saskatchewan Education Libraries Bursary.**

**Advance Cheques**

There are a certain amount of cheques that must be written and signed before the opening day of the conference, according to contracts and other obligations. These include:

* Mary Donaldson Award recipient – to go with the certificate
* Cheques for all entertainment – to be presented after their performances are completed if requested.
* Cheques for any other businesses or persons requesting cheques ahead of time
* Check when payment is due for the Mary Donaldson Memorial Lecturer.

**Conference Budget Timeline**

August/September

* Each committee reviews expenses and possible revenue and suggest recommendations to the conference chair, office staff, etc.
* The Past-President and Executive Director collect the information and adjust the preliminary conference budget as needed
* Conference Fees are established.

October (early)

* Conference budget changes are made and the budget is finalized and presented to the Board of Directors.
* Donations and grants begin to be collected.
* Exhibitor’s fees begin to be collected.

December/January

* Registration fees begin to be collected.

March/April

* Deposits on facilities, equipment, services, etc., are made.
* Cheques for immediate payment (e.g. entertainment, awards etc.) are prepared.
* Approximately three weeks prior to the conference, the early bird registration is cut off.

May - Conference

* Same day (drop-in) registration fees are collected.

May/June/July

* Bills are paid.
* Wrap-up meeting with all the chairs is held and recommendations given for future events.

July/August

* Financial statement is finalized (the books are balanced).

**Section 3**

**CONFERENCE PLANNING MATERIALS**

* 1. Conference Planning Timelines
     1. Deadlines
     2. Basic Monthly Timeline
     3. Timeline Chart
  2. Conference Brochure & Updates
  3. Evaluation Process
  4. Conference Planning Timeline Chart - including deadlines and monthly timeline

| **SLA Timeline** | | | | |
| --- | --- | --- | --- | --- |
| **Month** | **Due** | **Activity** | **Responsible** | **Responsible SLA Office** |
| January | first week | Brochure final draft sent by printer to SLA office for final approval |  | Program Admin |
| January |  | Invitations sent out to special guests - send out with brochure |  | ED |
| January |  | Delegate registrations acknowledged by email as received |  | Program Admin |
| January | Mid January | Brochure printed/mailed out - need extra copies for special guests/AGF application - 350 |  | Program Admin |
| January | first week | Final draft brochure sent to printer |  | Program Admin |
| January | January 15 | Guest speakers/Special guests invited - eg Presidents reception - include brochure if printed |  | ED |
| January | mid January | Delegate Registration opens - Registration deadline Early bird - Mar 31/ Regular April 20 |  | Program Admin |
| January |  | Conference Committee regular meeting | Conference Committee | Program Admin |
| January |  | Exhibitor Registrations - SLA office faxes copies to Exhibit Chair and Tradeshow Company | Exhibit Chair | Program Admin |
| January |  | Exhibit chair contacts Exhibitors as they register | Exhibit Chair | Program Admin |
| January |  | Fundraising continues | Fundraising Chair | Program Admin |
| January |  | Website updates | Public Relations Chair | Program Admin |
| January |  | Review menus for selection for meals and refreshment breaks | Social Chair | Program Admin |
| February |  | Revise/update evaluation forms for delegates/registrants | Conference Committee | Program Admin |
| February |  | Conference Committee regular meeting | Conference Committee | Program Admin |
| February |  | Exhibits Chair contacts vendors who haven't registered | Exhibit Chair | Program Admin |
| February | February 10 | Forum article submitted/conference promotion | Public Relations Chair | Program Admin |
| February |  | Book equipment as needed - screens, projectors, etc | Technical Chair | Program Admin |
| February |  | Volunteer recruitment | Volunteer Chair | Program Admin |
| March | March 31 | Delegate Registration - early bird deadline |  | Program Admin |
| March |  | Conference Committee regular meeting | Conference Committee | Program Admin |
| March |  | Exhibitor Registration - early bird deadline - establish date | Exhibit Chair | Program Admin |
| March |  | Plan on site sponsor recognition/signage | Public Relations Chair | Program Admin |
| March |  | Website updates | Public Relations Chair | Program Admin |
| March |  | Media kits assembled | Public Relations Chair | Program Admin |
| March |  | Prepare equipment allocation schedule for technical sub-committee | Technical Chair | Program Admin |
| March |  | Technical sub-committee established | Technical Chair | Program Admin |
| March |  | Volunteer recruitment continues/duties assigned | Volunteer Chair | Program Admin |
| April | April 26 | Delegate registration deadline - regular rates |  | Program Admin |
| April | beginning | Confirm guest speakers |  | ED |
| April |  | Assemble supply box for exhibit committee |  | Program Admin |
| April |  | Name tags generated - Delegates, Exhibitors, Committee |  | Program Admin |
| April | April 17 | Inserts for kit inclusion due at SLA Office |  | Program Admin |
| April | beginning | Agendas/speaking notes for Pres Reception, Banquet |  | ED |
| April | April/May | Establish Conference Planning Committee | Board | ED |
| April | April 15th | On-site brochure assembly - include new sponsors/updates etc. | Conference Committee | Program Admin |
| April | 10 days before conference | On-site brochure edited/ complete and sent to printers | Conference Committee | Program Admin |
| April |  | Conference Committee regular meeting | Conference Committee | Program Admin |
| April |  | Assign booth locations with Tradeshow Company/develop map | Exhibit Chair | Program Admin |
| April |  | Exhibitor Regular registraion deadline - establish date | Exhibit Chair | Program Admin |
| April | 3 or 4 days before | Send final numbers for meals to hotels/food allergy list - check on procedures re:food allergies | Facilities | Program Admin |
| April |  | Confirm final numbers attending meals - usually 3-4 days before conference - check with venue for exact time | Facilities |  |
| April |  | Finalize space requirements with facility for current conference | Facilities | Program Admin |
| April |  | Conference Committee tours conference venue with convention manager to review details - finalize space and set up requirements | Facilities |  |
| April |  | Website updates | Public Relations Chair | Program Admin |
| April |  | Press releases as required - eg Keynote/Endnote / Mary Donaldson Lecture | Public Relations Chair | Program Admin |
| April |  | Finalize menu selections for meals and refreshment breaks - SLA office contacts facility with selections | Social Chair | Program Admin |
| April |  | All technical equipment needs finalized | Technical Chair | Program Admin |
| April | 1 week before conference | Kit assembly | Volunteer Chair | Program Admin |
| May | First weekend | CONFERENCE | Conference Committee | Program Admin |
| May | 1 week-10 days after conference | Wrap-up meeting | Conference Committee | Program Admin |
| May |  | Evaluate results/ recommend changes for final report/update conference handbook | Facilities |  |
| May | May 10 | Forum article submitted | Public Relations Chair | Program Admin |
| June |  | Hold first Conferernce Planning Committee meeting - in person- set regular monthly meetings | Conference Committee | Program Admin |
| June |  | Begin to establish sub committees | Conference Committee |  |
| June |  | Conference Committee tours conference venue with convention manager - confirm booking | Facilities |  |
| June |  | Conference logo designed by graphic designer | Program Admin |  |
| July | July/Aug | Review past sponsor list/suggest possible sponsors/compare with exhibits list | Conference Committee | Program Admin |
| July | July/Aug | Review Conference Handbook sections/forms related to specific sections | Conference Committee | Program Admin |
| July | July/August | Post Conference information on SLA website | Program Admin |  |
| July |  | Contact SLTA, MLB regarding what sessions they are presenting at the conference | Program Chair | Program Admin |
| July |  | Call for Abstracts - distribute on listserv/other provincial associations/post on website | Program Chair | Program Admin |
| August | weekly | Exhibit Chair meeting /SLA Office | Exhibit Chair | Program Admin |
| August |  | Program sub-committee meeting/SLA Office | Program Chair | Program Admin |
| September |  | Set deadlines for registrations - delegates/exhibits |  | Program Admin |
| September |  | Establish Conference fees - registration, exhibits | Board/ED |  |
| September |  | 2nd Conference Planning Committee Meeting | Conference Chair(s)/Program Admin |  |
| September |  | Final Conference Budget to Committee | ED |  |
| August |  | Arrange/confirm Internet connections and electrical - establish price for Exhibitor registration form | Exhibit Chair | Program Admin |
| September | Sept 1 | Hire tradeshow company - info needed for Exhibitor Prospectus | Exhibit Chair | Program Admin |
| September | weekly | Exhibit Chair meeting/SLA Office | Exhibit Chair | Program Admin |
| September |  | Review /update Exhibitor Prospectus/Registration form/Exhibitor list | Exhibit Chair | Program Admin |
| September |  | Finalize facility booking requirements for next year's conference | Facilities |  |
| September |  | Book hotel room blocks/negotiate block rates - post on website | Facilities |  |
| September |  | Draft Fundraising letters/update sponsorship prospectus/registration form/consult Director for Fundraising | Fundraising Chair | Program Admin |
| September |  | Program sub-committee meeting/SLA Office | Program Chair | Program Admin |
| September | end of Sept | Review abstracts submitteed | Program Chair | Program Admin |
| September |  | 'Save the date' poster designed for distribution - where???? Special events/conference committee/ | Public Relations Chair | Program Admin |
| September |  | Investigate local tour options | Social Chair | Program Admin |
| September |  | Solicit Entertainment | Social Chair | Program Admin |
| September |  | Find source for equipment needed/determine needs | Technical Chair | Program Admin |
| October |  | Develop Conference Schedule |  | Program Admin |
| October |  | Conference Committee regular meeting |  |  |
| October | First week in Oct | Finalize Exhibitor Prospectus and registration form - send to print | Exhibit Chair | Program Admin |
| October | weekly | Exhibit Chair meeting/SLA Office | Exhibit Chair | Program Admin |
| October | 2nd week in Oct | Exhibitor Registration opens | Exhibit Chair | Program Admin |
| October | 2nd week in Oct | Exhibitor/Sponsorship Prospectus and registration posted on website | Exhibit Chair | Program Admin |
| October | First week in Oct | Finalize Sponsorship Prospectus and registration form -send to print | Fundraising Chair | Program Admin |
| October |  | Program sub-committee meeting/SLA Office | Program Chair | Program Admin |
| October |  | Finalize Presenters/develop program outline | Program Chair | Program Admin |
| October | First week in Oct | Arrange tours/transportation costs - for delegate registration and conference brochure | Social Chair | Program Admin |
| November | mid Nov | Delegate registration form finalized |  | Program Admin |
| November | end Nov (1 week) | 1st draft brochure to Conference Committee for editing | Conference Committee | Program Admin |
| November |  | Conference Committee regular meeting | Conference Committee | Program Admin |
| November | First week in Nov | Brochure information submitted to SLA office | Conference Committee | Program Admin |
| November | mid - end of Nov | Brochure information submitted to SLA office | Conference Committee | Program Admin |
| November |  | Check for additional conference space needed at locations outside Conference venue - once sessions/events are confirmed | Facilities |  |
| November |  | Send out personalized sponsor letters - (suited) matched to specific sessions and events | Fundraising Chair | Program Admin |
| November | 1-2 weeks after mailout | Follow-up calls to sponsors | FundraIsing Chair | Program Admin |
| November |  | List potential sponsors - regular and potential matches to conference schedule -eg sessions/keynote/tours/technical, etc. | Fundraising Chair | Program Admin |
| November |  | Program sub-committee meeting/SLA Office | Program Chair | Program Admin |
| November | Nov 10 | Conference article submitted to Forum | Public Relations Chair | Program Admin |
| December | 2nd week in January | 3rd draft brochure revisions/updates completed ready for printer |  | Program Admin |
| December |  | Conference Committee regular meeting | Conference Committee | Program Admin |
| December | 2nd week in Dec (1 week) | 3rd draft brochure revisions/updates completed by SLA office - returned to Conference Committee for editing | Conference Committee | Program Admin |
| December | First week in Dec (1 week) | 2nd draft brochure revisions/updates completed by SLA office - returned to Conference Committee for editing | Conference Committee | Program Admin |
| December | First week in Dec | 1st draft brochure editing complete by Conference Committee/returned to SLA office | Conference Committee | Program Admin |
| December |  | Arrange for transportation (buses) from hotels to conference venue if required - to be included in conference brochure | Facilities |  |
| December | 2nd week in Dec | Sponsors confirmed/logos received for inclusion in brochure | Fundraising Chair | Program Admin |
| December |  | Conference website updated | Public Relations Chair | Program Admin |

**B Conference Brochure & Updates**

***Insert sample of Conference Brochure and update (onsite brochure)***

**C Evaluation Process**

#### Evaluation forms need to be collected and reviewed by each committee chair, with recommendations made for the following year.

NOTE: Please do not present evaluation forms at the Keynote addresses or the Mary Donaldson Memorial Lecture or social events. These are for sessions only.

We need to have evaluation forms for delegates, exhibitors, and look at having one for presenters, as well.

****

5. Comments about the facilities:

6. What sessions did you find to be the most beneficial or valuable?

7. Was there something about this conference that you really enjoyed?

8. Was there something about this conference that you did not like?

9. What topics would interest you for the next conference? Can you suggest suitable speakers?

If you are interested in helping with next year’s conference, please contact the SLA office ([slaexdir@sasktel.net](mailto:slaexdir@sasktel.net))

**DETACH and ENTER to WIN at the Registration Desk**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Prize Draw Ballot

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Section 4**

REGISTRATION INFORMATION

**CONFERENCE REGISTRATION**

**1. Introduction**

The SLA office coordinates registration.

**REGISTRATION (SLA OFFICE)**

1. Prepares, prints and emails/mails registration information including the conference program brochure and publicity from the SLA office.
2. Organizes and processes pre-registrations and on-site registrations.
3. Ensures that nametags for delegates, presenters, exhibitors, conference committee members and executive members are done.
4. Along with the Volunteer Chair, plans and arranges volunteers (4-5 volunteers) to assemble the conference kits for delegates, presenters and exhibitors.
5. Collects and records registration revenue.
6. Maintains an accurate list of delegates.

**2. Registration Brochure**

This publication informs prospective delegates of the planned conference events and should be distributed twelveweeks or more before the actual conference. Previous advance notices would have information about the dates and location of the conference. All the information from the brochure is available on the SLA website.Please note that there should be time scheduled to proof the brochure. The brochure includes: the conference theme; the location, times and brief description of the events; a list of presenters; basic travel and accommodation information, map, and social events. The conference registration form should be included as a separate insert, or easily pulled from the middle of the brochure.

**3. Registration Form**

The registration form should include the following information and should conform to policies approved by the SLA Board. The registration form is also available on the SLA website.

a) information from delegates:

name of the applicant; mailing address; email address, telephone number(s); fax number; name of library institution represented; name as it should appear on tag; member status or other affiliation (SSLA, SLTA, SALT, etc.), library sector, name of library. Re-arrange form so name tag info is first.

* 1. conference information includes:
     1. schedule of fees; an alpha-numeric list of events from which to select, a list of business meetings of the Association and other organizations from which to choose; registration deadlines (and late penalties); fees for extra banquet tickets, etc;
     2. The form must be clear about asking for banquet and other meal designations
  2. payment:

1. The registration form should also advise applicants to make cheques payable to the Saskatchewan Library Association
2. Visa or MasterCard are accepted.
3. PayPal will be introduced in 2010.

**CONFERENCE FEES**

The conference fees should include separate rates for the following:

Individual members

* Full conference, early registration
* Full conference, late registration
* Daily rate (optional)
* Session rate

Non-members

* Full rate (at least the average of a membership fee above members’ fees – approx $60)
* Daily rate (optional)

Students (library school/library technician program)

* Reduced rate (50% of members’ fees)
* Reduced daily rate

Members of the SLTA, SSLA, SALT, SAME, SHLA and any other associate members pay the same fee as SLA members.

Prepaid conference fees are refunded in cases of illness or other personal emergencies; however, a $25.00 handling fee will be levied to cover costs for cancellations after DATE. Delegates may pay with cash, personal cheques, or by Visa or MasterCard. No post-dated cheques are to be accepted as payment.

Optional: A courtesy fee will be charged for each non-conference participant over 18 years of age. This pre-paid fee entitles the person to attend social and recreational functions at the conference but not the workshops.

Fees are not charged to attend business meetings, receptions (President’s Reception, Exhibitor Cocktail hour, etc.) or to attend the Mary Donaldson Memorial Lecture, which is free and open to the public.

The Saskatchewan Library Association is not registered for the Goods and Services Tax, therefore it does not have a GST number. The Association does not charge GST on its publications, nor does it charge tax on conference or seminar fees.

After the conference brochure and registration forms are completed, the SLA Office prepares them for distribution to members of the Association as well as to other interested individuals, associations, and institutions selected by the SLA Board and by the previous and current Conference Committees. All information is posted on the SLA website.

The SLA President sends invitations to the Presidents and Executive Directors of provincial and national library associations according to established policy.( See complete list on page 17.)

The Conference Committees may decide to invite certain people and provide them with free or reduced registration fees. The SLA office & Board should be notified of these changes so that procedures can be adjusted accordingly.

**Conference Kits –** go green as much as possible/eliminate paper waste.

Each delegate, exhibitor and presenter shall receive a Conference Information Kit, which is prepared in advance by the SLA Office and Volunteer Chair. Conference information is assembled in a folder and is given to delegates when they arrive at the Registration Desk at the Conference site.

The kits should include:

* On-site brochure:
  + Complete list of events with times and locations
  + Area maps/building floor plans
  + Conference updates
  + List of sponsors
  + List of exhibitors
  + Exhibit hall map
  + Session updates
  + Session room designates
  + Summary conference "at-a- glance"
  + A list of the Conference Planning Committee members
  + Additional background material for the events to be attended
  + Welcome letters from the President and the Mayor (optional)
* A receipt with appropriate tickets
* A name tag
* Exhibitor door prize draw forms
* Pens or pencils, writing pads, etc. donated by various organizations
* Tourist brochures (optional)
* Evaluation forms – delegate and exhibitor forms in respective kits

**Registration package assembly** about 1 week prior to the Conference (4 volunteers minimum). The number of copies of each item to be included in the conference packages should slightly exceed the number of conference packages to save time during the assembly process. All material for conference packages are collected by SLA office. Assembly is done in the SLA office when conference is in Regina and arranged at a library when the conference is in Saskatoon.

**Registration/Information Desk** requires two people scheduled at all times.

The registration desk should have the schedules for all the volunteers at the conference. This includes the schedules for the registration desk, recorders, convenors and technical volunteers. With these schedules should be contact information for all of the chairs, cell phone numbers for the technical volunteers, and written instructions for the convenors and registration desk volunteers.

**Processing Advance Registrations**

Advance registrations are received in the SLA Office and processed as follows:

* As registrations arrive date stamp each form and indicate whether fees were included

Collect cheques, etc., and issue receipts, receipts will be emailed upon request.

* Add delegates’ names to a master list and to lists of program options, meals, social events and business meetings chosen.
* Issue appropriate nametags for registrants, conference presenters, conference organizers and volunteers, SLA Board members and exhibitors.

Note: Use clear plastic nametags in which a label with the delegates name and institution/organization is inserted. Tags hung around the neck by a string are preferable to ones attached by pins. The Committee should try to use tags that can be reused at future conferences.

* If there is an excess of applications to attend a program that has limited attendance, the SLA Office: 1) may contact the program organizers to see if the program attendance can be expanded if space is available; or, if the session can be repeated at another time; 2) will fill session according to the date the registration is received; 3) may allocate registrants who missed the cut-off date to an alternative session where noted.
* Individual confirmation lists of sessions and events to be attended are to be placed in the conference kits of the respective delegates.
* Information regarding attendance will be noted by the SLA office so that space and equipment can be properly allocated and meal and beverage arrangements can be determined.

**On-Site Registration**

The Registration desk is one of the strategic centres at the Conference site: delegates come to pick up their Conference kits; to register; and, to obtain information about Conference activities.

The Registration desk should be located near the main entrance to the Conference site, and close to a telephone/fax/cell phone, a photocopier, and an area where registration supplies, records and equipment can be securely stored.

The Registration desk should include (In addition to office supplies and equipment):

* Alphabetized lists of delegates, convenors and presenters
* Conference kits - extra kits should be prepared for on-site registrants. Name tags may be filed alphabetically, and all kits can be made generically
* A limited number of extra tickets for social events
* A cash float to make change (refunds will be done after the conference through the SLA Office)
* Container to collect name tags which the delegates will be asked to return at the close of the conference
* Box for evaluation forms

The Registration Desk should also include:

* A membership station to handle new and renewed applications for membership; verifications of memberships and sales of Association publications, conference memorabilia
* A message board for information sharing (situated so that browsers do not block those registering)
* A station to collect tax-deductible donations to the Mary Donaldson Memorial Trust Fund
* A station to handle information questions.

To speed up the process, the registration desk should be organized to handle pre-registered delegates separately from those registering that day at the conference. There should be enough table space for people to complete their registration forms. Try to establish clear traffic patterns to reduce delays, confusion and frustration.

The Registration desk should be adequately staffed, and a schedule prepared in advance (with volunteers in coordination with the Volunteer Committee)

## REGISTRATION CHECK LIST

**Preparation:**

Confirm times, dates and location of registration function. Review supplies and registration needs.

* Blank Registration forms
* Badges/name tags
* (Optional) Ribbons for presenters, committee, board, volunteers, exhibitors
* Special meal/event tickets
* Delegate kits
  + Exhibitor kits
  + Presenter kits
  + Visa machine and forms
  + Telephone numbers of participants and staff
  + Signage
    - Sponsors for individual sessions
    - Sessions room signs
    - Second Chance Draw
    - Evaluation Form box
    - Return name tag box
    - Full sponsor display board
  + Cash box & float ($50-$100)
  + Laptop
  + Location of telephone, fax, photocopier, and electrical services
  + Location of emergency equipment, fire extinguishers, alarm boxes, medical information, etc. - sheet with info at registration desk
  + Receipt book.
  + 2 Supply kits – one for registration and one for exhibit hall: Notepads, pens, pencils, felt markers, staplers, staple remover, thumb tacks, scissors, Paper clips, tape, sticky tack, flip chart markers for presenters,
  + Cell phone (optional)
  + Calculator
  + Bulletin board/flipchart for message centre at reg desk.
  + SaskCulture banner
  + SLA Display board

**Review registration procedures with volunteers:**

* + Presenter handouts
  + Convenor information
  + Extra programs, updates
  + Binder with all the registrants, exhibitors, presenters info
  + Evaluation forms
  + Expense forms for presenters
  + Evaluation box & signs
  + Check that easels/draw barrel are ordered from facility
  + Cheques for anyone requesting cheques ahead of time

**Follow-up:**

* Return furniture, equipment and supplies as required
* Handle return of registration supplies, and forms not used
* Collect used nametags for recycling
* Collect evaluation forms
* Collect banners

# ANCILLARY EVENTS

Second Chance Draw

* Make sure signs are done for the registration table.
* $20.00 of various lottery tickets as a prize in an envelope

**SASKATCHEWAN BOOK AWARDS SILENT AUCTION**

The Saskatchewan Book Awards (SAB) Silent Auction has become a traditional activity at the SLA Conference. They usually hold the silent auction during the SLA Awards Banquet. They require two 8’ tables and a space in the banquet hall to accommodate the books. Arrangements are also necessary for making announcements throughout the evening, and for making sure information is in the conference brochure. Contact the SBA Executive Director to confirm.

**TOURS/EVENTS/ACTIVITIES**

* Schedule

**SLA CONFERENCE**

**REGISTRATION TIMELINE**

|  |  |
| --- | --- |
| 10-11 months prior to event | * Recruit committee members * Draft meeting schedule * Review task outlines, timelines |
| 8-9 months prior to event | * Establish pre-registration and on-site registration procedures * Review fee schedule as per established policy * Set deadlines for advance registration |
| 5-6 months prior to event | * Collect information from Program Committee * Conference fees set * Begin brochure |
| 4-5 months prior to event | * Begin preparing registration application form and brochure |
| 3 months prior to event | * Distribute registration packets |
| 1-2 months prior to event | * Process advance registrations * Confirm registration desk arrangement * Assemble on-site registration team * Prepare conference kits |
| 1 month prior to event | * Assemble supplies * Review on-site procedure during Conference * Draft registration desk schedules |
| 2 weeks prior to event | * Begin preparing final delegates list. * Begin assembling name tags and kits |
| 1 week prior to event | * Close registration list; prepare a master list * Provide final figures |
| 2-7 days prior to event | * Used checklists to organize and pack |
| 1 day prior to event | * Transport supplies and equipment and set up registration desk |
| CONFERENCE | * On-site registrations * Allocating conference kits |
| 1 day after | * Thank volunteers * Rest and recover |
| 2-4 weeks after | * Prepare an evaluation * Submit a final report to the Past-President |



##### Saskatchewan Libraries Conference

**April 30, May 1 and 2, 2009, TCU Place, Saskatoon, SK**

# REGISTRATION FORM

Early Bird Deadline: March 31, 2009

Regular Registration Deadline: April 20, 2009

Name:

(For name tag)

Address:

Town/City: Prov: P.C.:

Email:

Phone: Fax:

Name of Library/Organization (For name tag):

Please circle your membership:

**Members include those belonging to:** SLA , SLTA, SALT, SSLA, SHLA.

❑ **I am interested in volunteering at the conference**

My special dietary requirements are: ❑ Vegetarian ❑ Other - Please indicate

SLA collects photographs at the conference for its publications, the SLA website and other promotions.

Consent to publish photos (print or electronically), which may include my image. Yes No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **SLA Member rate** | | **Non-Member Rate** | **Total** |
| Full conference  (includes Keynote breakfast, Exhibits Hall Lunch & Brunch, Receptions, and Banquet) | \*Earlybird $160  \*Regular $210  \*Student $115 | | ^Earlybird $220  ^Regular $270  ^Student $210 | $ |
| Circle your choice of sessions and social events: (all of these options are included in full registration fee, **BUT please indicate what meals, events and sessions you are attending. Thank you.**)  **Thursday, April 30**  T3 – Coolness Tour - T4 Mary Donaldson Lecture – T5 President’s Reception  **Friday, May 1**  F1 Keynote Breakfast, - F2- F3 - F4 - F5 - F6 SLTA AGM - F7 - F8 - F9 - F10 - F11 - F12 Lunch with Exhibitors, - F12 - F13 - F15 - F16 – F17 SHLA AGM, - F18 SLA AGM, - F19 Cocktails in Exhibit Hall, - F20 Awards Banquet  **Saturday, May 2**  S1 - S2 - S3 - S4 - S5 - S6 Brunch in Exhibit Hall, - S7 - S8 - S9 - S10 - S11 - S12 - S13 - S14 - S15 - S16 - S17 Endnote | | | | |
| Item | SLA Member rate | Non-Member rate | | Total |
| Individual sessions | $45 x \_\_ sessions | $60 x \_\_ sessions | | $ |
| Day rate (banquet not included) | $85 | $110 | | $ |
| Additional banquet tickets | $35 x \_\_ tickets | $40 x \_\_ tickets | | $ |
| Additional Exhibit Hall Luncheon tickets for Friday | $15 x \_\_ tickets | $20 x \_\_ tickets | | $ |
| Additional Exhibit Hall Brunch tickets for Saturday | $15 x \_\_ tickets | $20 x \_\_ tickets | | $ |
|  |  | **Subtotal** | | $ |

\* Postmarked on or before March 31, 2009 ^ Postmarked after March 31, 2009

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional Offerings – worth considering** | | | | |
|  | **SLA**  **Member rate** | **Non-member rate** | **Timeslot** | **Total** |
| **T1-Preconference – Grant Writing** | $50.00 | $70.00 | Thursday April 30  8:30am-12:00 Noon | $ |
| **T2-Preconference – Being Healthy in the Workplace** | $50.00 | $70.00 | Thursday April 30  1:00-4:30pm | $ |
|  |  |  | **Subtotal** | $ |
| **GRAND TOTAL** |  |  |  | $ |

***NOTE****: Refunds are subject to a $25 processing fee. No refunds will be given after April 30, 2009*

*\*Pre-registration is required for the tours and all meals.*

\_\_\_ Cheque Enclosed – Please make cheques payable to the Saskatchewan Library Association

VISA/MasterCard Credit Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please forward all forms and payments to:**

**Saskatchewan Library Association,** #15-2010-7th Avenue, Regina, SK S4R 1C2

For more conference information, please visit our website at [www.saskla.ca/conference](http://www.saskla.ca/conference)

Contact the SLA office: Phone (306)780-9413; Fax (306) 780-9447; Email [slaprograms@sasktel.net](mailto:slaprograms@sasktel.net)

Registration Desk Schedule - Sample

Thursday

|  |  |
| --- | --- |
| Time | Volunteers |
| 2:00 p.m. 4:00 p.m. | SLA Office Staff and 1 volunteer |
| 4:00 p.m. B 5:30 p.m. | SLA Office Staff and 1 volunteer |
| 5:30 p.m. B 7:00 p.m. | SLA Office Staff and 1 volunteer |

**Friday**

|  |  |
| --- | --- |
| Time | Volunteers |
| 7:30 a.m. - 9:30 a.m. | SLA Office Staff and 2 volunteers |
| 12:30 p.m.- 2:00 p.m. | SLA Office Staff and 2 volunteers |

**Saturday**

|  |  |
| --- | --- |
| Time | Volunteers |
| 8:00 a.m. - 9:30 a.m. | SLA Office Staff and 2 volunteers |

Registration Desk Procedures

1. Report to Registration Desk 5 minutes before shift begins.

2. Hand delegates a generic registration package and his/her name tag. Nametags are filed alphabetically by surname. (delegates, exhibitors, presenters separate.)

4. Encourage delegates to fill out contest ballots.

5. All membership and conference fee payments should be referred to the SLA office staff.

**NOTE:** The Registration Desk also functions as an Information Desk and a Message Centre.

* Pamphlets and other information about the host city are included in the registration packages or be available at the registration desk.
* Paper, pens and push-pins are available at the Registration Desk so that delegates can leave messages for each other on the Message Board.

**SALE OF NON-SLA ITEMS AT THE REGISTRATION DESK**

In addition to the SLA items (e.g. shirts, mugs, posters, books) that usually are sold at the registration desk, the conference Planning Committee may permit the sale of similar items by libraries and other related organizations, if space is available.

Non-SLA members may be charged a small administration fee.

Those library organizations wishing to sell items at the registration desk must arrange and confirm space on or before a date set by the Conference Planning Committee. A notice should be placed in ‘Forum’ well in advance.

**Section 5**

FACILITIES (SLA Office)

**FACILITIES (SLA Office)**

**1. Introduction**

SLA Office is responsible for overseeing the facility space for the conference. This includes: accommodations for presenters and special guests, session rooms, exhibit hall, social events, and non-session space registration, and the hospitality room as per the hotel/venue contract. Equipment (podiums and mikes) is arranged in

conjunction with the Technical Chair so there is no overlap. Provides facility report at conference committee meetings. At the time of the conference, ensures all room set-ups are as requested on the venue contract.

**2. General Information**

Facilities works in conjunction with the Social Committee, who is responsible for all conference related meal planning/refreshments and organization of social events, both at the conference venue and off site. The Social Committee may request to confer with the Facilities to book the meals and refreshment breaks as part of the overall Facilities needs. Facilities is the main contact with the conference venue, often at their request. Any facility related questions must come through the SLA office, who will then contact the venue.

**3. Booking the Conference Facility**

As the conference facility must be pre-booked at least a year in advance, this is done by the SLA office before the conference committee convenes. A standard contract is signed by the Executive Director, using the following guidelines for meeting, exhibit, and event space:

**3.1 Meeting Space:**

* Exhibit hall – to accommodate 35-40 vendors, plus refreshment breaks, door prize corner, and lunch breaks with several tables
* 3-4 break-out rooms for each day of sessions – to accommodate small, medium and larger audiences
* Social function and special event rooms – lectures, receptions, AGM, and awards banquet, etc.
* Registration space, headquarters/hospitality room/storage

**3.2 Accommodations**

Accommodations are booked for blocks of rooms for attendees, guest rooms on master bill for staff, special guests and presenters.)

* Reserve a block of rooms for the appropriate number of guest rooms based on expected attendance of delegates and participants at a guaranteed rate.
* Presenters are responsible to book their own accommodations.
* When conference is held in Saskatoon, accommodations are booked for the office staff and president (3 rooms)
* Obtain confirmation of room bookings in writing
* Try to have the conference hotel handle all room reservations at a guaranteed room rate; establish a mutually agreed upon deadline for reservations.

**4. Facilities Pre-Conference Tasks**

**4.1 Main Facility/Venue**

1. How attendees and committees access communications services (phone/fax/postage/photocopying), this information can be included in the Conference brochure. (Need to know where the services are located, times available, procedures to use them and the cost).
2. Determines what service the conference facility will provide and what charges will be levied for their use, such as extra tables, etc.
3. Gets floor plans from hotel.
4. Gets venue logo
5. Negotiates/makes parking arrangements, if necessary
6. Arranges for the control of:
   * + - 1. Lights
         2. Temperature
         3. Ventilation
         4. P.A. system/music
         5. Recording equipment
7. Arrange special props:
   1. Signage if needed for conference – make sure the venue has the location information of the conference prominently displayed near .
   2. Hanging banners – check with the venue as to where and how banners may be hung
   3. Acquiring easels for signage – Check with venue.
   4. Draw drum - Coordinate the draw drum with the Exhibits Committee (They will also need a mike and sound system to announce the draws
   5. **Guest Room Accommodation**  Check with the hotels **prior to 90 days** before the conference regarding the contract and whether we are meeting our obligations and whether or not we need to adjust our room bookings. Provide accommodation information for pre-registration package.

**Other Venues/Accommodations**

1. Secures any session or meeting space outside the conference venue, such as at a library
2. Arrange additional or alternate accommodation in other locations near the main conference site. Ask for a block of rooms and a guaranteed rate.
3. Ensure that information on alternative accommodation is available for delegates

**Other Areas to Consider:**

**Technical**

1. Coordinate all session room set-ups for Technical needs with the Technical Committee.
2. Coordinate all technical needs with the Technical Committee for special events. (Mary Donaldson Memorial Lecture and special social events.)

**Social**

The following will need to be coordinated with the Social Committee:

1. Coordinate room set-ups to accommodate meals.
2. Coordinate room set-ups for special functions (receptions, lectures, etc.)
3. Arrange podium, head table, risers for entertainment, special events, AGM, etc.

**Exhibits**

1. Coordinate additional room set-ups beyond the usual vendor booths in the Exhibit Hall. Work with the Exhibits Committee for arranging skirted tables for door prize draws, lunches, refreshments, and seating within the hall that must come through the conference venue. This may also include poster sessions or other special activities.
2. If tradeshow company cannot provide storage for exhibitors, arrange for vendor storage for displays that come early or must stay until the following Monday to be transported. Forward this information to the Exhibits Chair.
3. Find out where and when exhibitors can unload their displays and forward to the Exhibit Chair.

**Fundraising**

The Fundraising Committee usually takes care of their volunteer needs through their sub-committee, but they may need assistance with set up for fundraising activities.

**Programming**

Coordinate the SK Book Awards Silent Auction table requirements.

**Volunteers**

Let the Volunteers Committee know if you require additional volunteers to assist during the conference.

**5. Facilities (SLA Office) Responsibilities at the Conference:**

The basic and most important task at the conference is to ensure all facilities are set up as requested and according to the contract between SLA and the venue.

Each day make sure that meeting and event rooms that were booked are accurate and set up with the same basic layout, as follows:

* All meeting rooms are set up **theatre style**, unless otherwise requested for a special workshop. Make sure chairs are set up appropriately for audience and there is an adequate number as requested
* Screens go at the front of the room
* A table for the presenter goes to the side of the screen (1 to 3 chairs may be behind the table to accommodate panels, where needed)
* The projector table (a small sturdy one) goes in the front in the aisle down the middle of the chairs – Ensure the projector is set up so that presenter can easily access for PowerPoint presentations.
* Water is available for the presenter on their table
* A floor standing podium and mike are set up at the front in close proximity to the speakers table (The Technical Committee is to ensure the mike and other technical equipment is in working order)
* Flip charts and markers are available
* Meeting Rooms have any special equipment as ordered (coordinate with Technical Chair)
* Sponsor signage and session signage is in place (Signage is the responsibility of the Volunteer Committee, but can be checked by the SLA Office staff to make sure everything is in place.)

**3. Conference Site**

* Check the space and cost of program, exhibits, and banquet facilities both at the conference site and at surrounding locations. Compile an inventory of available space.
* Consider the selection and cost of food and beverage services in conjunction with the Social Committee requirements.
* Do not overlook the possibility of obtaining donated (i.e. free) space often from library institutions in the community where the conference is to take place.

NOTE: If a certain number of hotel rooms are booked for the conference delegates, rental rates for meeting rooms and banquet facilities may be reduced significantly. Also note that you can have meals in rooms, sometimes the rental is waived for the rooms. These rooms can then also be used for sessions throughout the day, provided careful planning is done.

* Ensure that there is adequate, accessible, and secure space available to store conference materials and equipment. Also, that the facility has the means to receive and store exhibitors’ materials in conjunction with the Exhibits Chair.
* Check that the appropriate program and display rooms have the special requirements requested (e.g. Light dimmer, telephone jacks, internet accommodations, etc.)
* Make sure that activities in each room do not disturb the activities in other rooms. (Check with venue to ensure noisy sessions are not going on next to our conference sessions.)
* Check that the conference venue can accommodate people with disabilities.
* Check that the hotel and convention centres can accommodate people with special dietary needs.

**4. SESSIONS ROOMS**

* + The contract with the chosen facility will likely have to be signed well in advance of any program planning. Check on the facility’s policy re discounted prices under the contract, and full prices for late additional bookings. It may be cheaper to book too much space initially, rather than add more meeting rooms later.

**Three weeks in advance:**

* + When the Program Committee has made their final plans and the early registrations have been counted, finalize the locations of each event based on anticipated attendance, technical needs, costs, meals, etc.
  + Floor plans of chairs, tables, etc., should be provided for hotel staff to consult when setting up rooms well in advance of the actual conference
  + Let the venue know what technical equipment (from their sources and outside sources) will be in the rooms so they may set up appropriately.
  + Make sure there is adequate space for extra participants in each session. The only exceptions is for meal planning when we need to know exact numbers no later than three to five days in advance.
  + Sessions are all to be set up in **Theatre Style** (the only exception is if a presenter makes special arrangements through the SLA office.)
  + Session rooms will have 1 table at the front for 1 or 2 presenters, plus two chairs, a podium, mike, and water.
  + It there are panels, then two or three tables with appropriate number of chairs will be needed.

**5. Equipment** – follow-up with the Technical Chair, who will be doing the main ordering

* Receive all requests for audio-visual equipment and room set-ups from Program Committee and Exhibitor, including exhibitors’ requests, and detailed lists of needs for each event that are available at the venue. Include equipment and set-up needs for non-session events such as Opening/Closing Remarks; Books Awards table at the banquet; and the Exhibitors’ Prize draw. Indicate the availability and source of the appropriate equipment.

**6. Transportation**

* Arrange for bus transportation between facilities as necessary for delegates, and presenters.
* Compile information on parking close to the conference site and forward it for inclusion in the conference package. When contacting parking lot owners, inquire about reduced rates for conference goers.
* Arrange for off-site social events and tours

**7. Other Considerations**

**One week in advance:**

* One week prior to the conference, meet the hotel management to finalize arrangements for facility space, including numbers/costs for meals and coffee breaks.

| **SLA Timeline Facilities - SLA Office** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Due** | **Activity** | | **Category** | **Responsible** |
| April |  | Finalize space requirements with facility for current conference | | Conference | Facilities |
| April |  | Confirm final numbers attending meals - usually 3-4 days before conference - check with venue for exact time | | Conference | Facilities |
| April |  | Conference Committee tours conference venue with convention manager to review details - finalize space and set up requirements | | Conference | Facilities |
| April | 3 or 4 days before | Send final numbers for meals to venue/food allergy list – check on procedures re: food allergies | Conference | | Facilities |
| May |  | Evaluate results/ recommend changes for final report/update conference handbook | Conference | | Facilities |
| June |  | Conference Committee tours conference venue with convention manager - confirm booking | Conference | | Facilities |
| September |  | Book hotel room blocks/negotiate block rates - post on website | Conference | | Facilities |
| September |  | Finalize facility booking requirements for next year's conference | Conference | | Facilities |
| November |  | Check for additional conference space needed at locations outside Conference venue - once sessions/events are confirmed | Conference | | Facilities |
| December |  | Arrange for transportation (buses) from hotels to conference venue if required - to be included in conference brochure | Conference | | Facilities |

**CONFERENCE WEEK ACTIVITIES OF FACILITIES**

Accommodation

Check with hotel manager(s) to regarding status of bookings.

Program/Display Areas

Confirm with venue site manager that staff is available (a) for moving and setting up equipment (including sound system) and (b) for adjusting lighting and room temperature.

Check that all equipment is in the right place at the right time and that each room is ready.

Set up or ensure that signage is in place.

Equipment/Supplies

With Technical Chair, ensure that the necessary equipment is available and operational.

With Technical Chair, ensure that the equipment and supplies are placed in the proper room at the proper time; prepare an equipment allocation schedule for the set-up crew.

Emergencies

Be prepared for last minute changes in room allocation.

Act as liaison with the conference site staff to prevent and reduce emergency situations.

**POST-CONFERENCE DUTIES**

Prepare report noting problems and recommending improvements/update facilities section in handbook.

### SITE LOCATION CHECKLIST

\_\_\_\_ Do facilities at or near the site have accommodation for a least 200 people?

Are there sufficient rooms for:

\_\_\_\_ programs/workshops

\_\_\_\_ social events

\_\_\_\_ exhibits

\_\_\_\_ banquets

\_\_\_\_ registration

\_\_\_\_Is the conference site accessible to persons with disabilities?

Does the site have sufficient:

\_\_\_\_electrical outlets

\_\_\_\_ Internet access

\_\_\_\_ Can equipment be readily moved and stored on site?

\_\_\_\_ Are the rooms secure?

\_\_\_\_ Is the geographical location convenient and accessible?

\_\_\_\_ Is there convenient parking?

\_\_\_\_ Is public transportation available?

\_\_\_\_ What are recreational opportunities in or near the site?

\_\_\_\_ Does the site have adequate and available audio-visual, office equipment and technical support?

\_\_\_\_ Does the site have a photocopy centre?

Does the site have enough:

\_\_\_\_ public washrooms

\_\_\_\_ water fountains

\_\_\_\_ public telephones

**Section 6**

EXHIBITS COMMITTEE

**THE EXHIBITS COMMITTEE**

**1. Introduction**

The Exhibits Chair is responsible for coordinating all aspects of the conference exhibit hall. This includes contacting vendors with details of the conference (date, location, theme, cost, etc.), and working with the conference venue staff, display companies, Internet providers, and audio-visual companies as needed. The Exhibits Chair must also work closely with the SLA office staff during all stages of the conference planning period and the conference weekend. Working closely with Fundraising Chair is also essential.

Most of the work for this committee occurs at the beginning of the conference planning process and then just before and during the conference weekend. Even with the most smoothly running conference there will be immediate and last minute details to work out. Time for attending conference sessions is minimal, and responsible and reliable volunteers are essential. Along with attending conference planning meetings and exhibit committee meetings, time should be set aside to meet with the SLA Office staff and the Fundraising Chair during the planning process. Establish a exhibit sub-committee and contact Volunteer Chair if volunteers are needed for exhibit hall.

**EXHIBITS COMMITTEE**

1. Invites publishers, media vendors, library computer and supply businesses to display their products and services at the conference. SLA office has form letters and lists, and will do mail out.
2. Collects pertinent information on the facilities to make available to the exhibitors.
3. Prepares display information and registration packages for distribution to prospective exhibitors. SLA office will do mail out.
4. Coordinates the time and location of exhibits as well as the promotional events associated with/or sponsored by the exhibitors in conjunction with programming committee and SLA staff.
5. Solicits door prizes from exhibitors.
6. Recommends an appropriate exhibit fee, based on past conferences to the Conference Planning Committee, which is finalized by the conference committee and SLA staff.

**The Exhibit Hall**

The facility space for the Exhibit Hall is determined well in advance of the conference planning - venues are booked 2 years in advance.

The Exhibit Hall must accommodate 35-45 exhibits, plus an area for refreshment breaks with seating, and a prize table with a door prize drum and a microphone. This is about 2-3,000 sq feet.

The Exhibit Hall accommodates corporations, non-profit organizations, and non-profits with sales at varying rates. Generally, the higher paying corporate exhibitors are given the choice locations, followed by the non-profits with sales, and then the non-profit display only organizations.

2009 Exhibitor rates:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exhibitor category and cost per booth:** | **Early bird rates**  **(by March 20, 2009)** | **** | Regular rates **(by April 17, 2009)** | **** |
| Non-profit display only | $105.00 |  | $125.00 |  |
| Non-profit with sales | $125.00 |  | $155.00 |  |
| Corporate vendors | $385.00 |  | $435.00 |  |

**Assigning Vendor Booths**

A preliminary floor plan in cooperation with display show company and SLA office is designed by the Exhibits Committee

Considerations include:

* Even though vendors are asked to indicate proximity problems, they don’t always do this as often the forms are filled out by a head office, not the person attending the conference.
* Use common sense to determine if similar companies are too close to one another
* Try to group those that need Internet connections in the same area
* Also try to group those who need electrical services together

**Technical Requirements:**

The technical requirements for the Exhibit Hall are the responsibility of the Exhibits Committee and must be planned in consultation with the Technical Committee and SLA office and conference venue. This includes making arrangements for:

* Electrical hook-ups for those vendors needing them
* Internet services for those vendors needing them
* Microphone and sound system for the Door Prize table and announcements
* Arranging the Internet Café if planned and if located in Exhibit Hall.

**Exhibit Hall Lunches**

Arranging the food for the lunches is the responsibility of Social Committee; organizing the space is the Exhibit Hall Chairs responsibility in consultation with the SLA Office.

**Exhibitors**

Exhibitors are charged a fee to have a display at the conference. The fee, which is included in the conference budget, should cover the costs of all expenses associated with hosting an exhibit hall (e.g. room rental, trade show display company costs). Exhibitor fees are also an important contribution to the conference budget.

Exhibitors are traditionally responsible for:

* 1. setting up, supervising and taking down their own displays;
  2. arranging for the shipment of their display material; and
  3. accommodation and meals arrangements

They are welcome and invited to the MD Memorial Lecture, & President's reception, and the Awards Banquet.

Name tags and kits are provided by the SLA office.

SLA must also provide booth numbers for them well in advance of the show.

**3. Exhibitor Package**

Exhibitor packages are sent out to all previous and potential vendors. The SLA office will provide a list of previous exhibitors. A template package has been designed and just needs to be updated each year.

* Letter/brochure outlining benefits of participation
  + Include a quick reference sheet of key details (see sample brochure)
  + Sponsorship information and options
* Booth application form
  + Ask for appropriate contact information, complete contact info, including URL's and logos
  + Be sure to have name tag information provided at the top of the form
  + Be sure to highlight their acceptance of the gratis banquet tickets so that we may have accurate number counts.

**4. Trade Show Display Company**

* Use the company that conference hotel recommends if possible, as they already have established working relationships and are familiar with the space.
* The Display Company can provide layout suggestions and give the best estimate of the total number of booths needed
* Finalize the contract including table size, booth size, skirting and drapery, as well as electrical outlet and phone/cable hook-up for Internet.
* Know the details of how, or if, the display company will deal with vendor display boxes shipped prior to the conference. Some conference venues will not accept these items, but require the display company to handle the receiving and shipping of such items. Inform exhibitors.
* As exhibitors register, SLA office contacts display company, who generally contacts exhibitors themselves for their extra requirements. SLA Office to check with the display company on what their procedures are, as they vary from year-to-year.
* Be present when the Display Company arrives to begin set-up. Confirm booth size, table size, layout, etc. with onsite staff.

**5. Door Prizes**

* Need microphone and sound system to announce prizes, etc.
* The vendors provide door prizes to the Exhibits Chair or SLA office prior to the conference or are brought to the exhibit chair at the conference. Make arrangements for a door prize table and the appropriate decoration and labelling. Include a sign for the table.
* Clarify with conference planning committee and all volunteers, who is eligible to enter the draw and when the draw will be made.
* Two volunteers are sufficient to arrange prize table and make draws.
* Prizes – need to have a mike in the exhibit hall – designated time.
* Draw drum for entries (check with conference venue for draw drum.)

**Prize Table:**

The prize table needs good signage and perhaps a colourful or interesting backdrop.

 If all prizes are not available when the prize table is set up, a sign saying something like “More wonderful prizes to come”, ”Check back later today” could be posted.

 An information sheet should be available at the Prize Table that lists the steps to participate in the draws.

 Ready-made tags highlighting the donor’s name/company could be developed to attach to prize donations. (prizes are often already labelled by the donor.)

 Presentation of gifts/prizes could include a card that has information about the prize (e.g. what it is B book title, author, etc.), who donated the prize, and some information about the donor/company. (donor often includes this with their prize donation.)

 There was confusion over whether or not it was appropriate for volunteers who were not delegates to enter prize draws. This needs to be clarified**.**

* Prize Table
  + Take inventory of prizes
  + set up display for draw table
  + Do draws for prizes, keep track of who won what from which vendor/donor
  + Making sure there is someone to check on table/booth set ups for vendors and for beverage breaks, lunches, and prize tables
  + Making sure exhibit hall signage and sponsors are posted
  + Making sure extra tables for author signings, poster sessions, etc. are in place with proper signage

**6. Internet Access/Electrical**

* Internet access is arranged by the conference venue – sometimes the venue directly deals with exhibitors to make arrangements (and bills them directly) or it is handled through the SLA office. Need to check what procedure is for current year.
* Technical committee may not have to work in exhibit hall if conference venue is making arrangements.
* Internet hook-up is optional for the exhibitors.
* Electrical hook-up can be optional with a separate charge or all booths can have electrical hook-up and all exhibitors electrical costs are included in booth fees. Needs to be decided for current year.

**7. Exhibitor Relations**

* It is important to maintain positive relationships with Exhibitors. They are key sponsors of our annual conference. The relationship should be a mutually beneficial for SLA and Exhibitors.
* Keep them informed and interested in the conference arrangements.
* Allow times for them to participate in socials and network in settings other than the exhibit hall.
* Consider the best use of exhibitor time as well as attendee time when arranging exhibit hall hours. Include in exhibit hall visits into the program schedule.
* Include ways to bring registrants into hall, e.g. coffee, brunch/lunch breaks, cocktails in exhibits hall, draws, announcements etc.
* Thank exhibitors publicly and personally. This should be done by the Exhibits Chair, Conference Chair, SLA President and ED.
* Write thank you letters to vendors following conference, SLA office will do mail out.

**8. Odds and ends**

* A cell phone is an essential tool to make sure you can be reached at all times during the conference.
* Having exhibit hall hosts allows vendors to locate a staff person at anytime if needed and can also help registrants move through the hall.
* Listen to vendor comments and act on their suggestions whenever possible

**Evaluations:** The Exhibit Chair is responsible for collecting and writing a report of the results of the Exhibit evaluation forms.

| **SLA Timeline – Exhibits summary** | | |
| --- | --- | --- |
| **Month** | **Due** | **Activity** |
| January |  | Exhibit chair contacts Exhibitors as they register |
| January |  | Exhibitor Registrations - SLA office faxes copies to Exhibit Chair and Tradeshow Company |
| February |  | Exhibits Chair contacts vendors who haven't registered |
| March |  | Exhibitor Registration - early bird deadline – establish date |
| April |  | Exhibitor Regular registration deadline - establish date |
| April |  | Assign booth locations with Tradeshow Company/develop map |
| August | weekly | Exhibit Chair meeting /SLA Office |
| August |  | Arrange/confirm Internet connections and electrical - establish price for Exhibitor registration form |
| September | Sept 1 | Hire tradeshow company - info needed for Exhibitor Prospectus |
| September |  | Review /update Exhibitor Prospectus/Registration form/Exhibitor list |
| September | weekly | Exhibit Chair meeting/SLA Office |
| October | 2nd week in Oct | Exhibitor/Sponsorship Prospectus and registration posted on website |
| October | 2nd week in Oct | Exhibitor Registration opens |
| October | First week in Oct | Finalize Exhibitor Prospectus and registration form - send to print |
| October | weekly | Exhibit Chair meeting/SLA Office |

**Exhibits Committee Timeline – detailed**

June/July

* Prepare list of possible vendors; include vendor’s list from previous years, and gather contact information for other potential vendors. Be creative in approaching new vendors and address conference theme. The SLA office has a master list of participating and contacted vendors from the previous conferences.
* Revise registration forms as needed, including any changes in cost exhibiting, deadlines, etc.
* Confirm booth capcity at conference venue. Find out which display company the hotel usually deals using this company will make planning much easier for everyone.
* Contact local display companies and discuss types of booth set-up and costs
* Confirm Internet/electrical connections
* Once conference theme is decided prepare a letter and exhibitor’s package outlining the benefits of participating in the conference. Packages to potential vendors should also include sponsorship information. Many exhbitiors who are unable to attend the conference, choose to provide financial support. Be creative with cultivating new sponsorship relationship.

September -October -November

* Finalize contract with display company, including set-up times and take down times.
* Begin to gather e-mail contact information from registered exhbitors
* Make initial email contact with exhibitors signed on so far.
* Prepare the exhibitors evaluation form.
* Prepare the exhibit hall draw form.
* Send numbers of vendors, names, contact info, etc to display company todate.
* Determine the number of volunteers required for conference weekend. Outline duties and pass information on to Volunteer Chair.

January - February

* Start regular email contact with registered exhibitors to keep them interested and informed.
* Make follow-up calls to remind exhibitors of registration deadline. Ask why an exhibitor is unable to attend. Confirm registration information with SLA office prior to phoning. Most registrations will not arrive until February.
* Receive (SLA Office) any materials to be included in conference package and any items to be provided as door prizes.
* Send out info on where to have display material delivered (courier info and hotel location)

March - April

* Confirm with display company the number of booths to set-up.
* Assign both locations to exhbitors (send out a map with assigned booth numbers so that vendors will receive the information prior to arriving).
* Confirm hook-up numbers and technical needs for Internet access if being arranged by Exhibits Chair.

April/May

* CONFERENCE

June

* Redistribute electronic evaluation forms if necessary
* Process evaluation form information and write a report of the results
* Compose thank you letter for participating exhibitors
* Thank those sponsors including exhibitors and those who provided services for the exhibit hall.
* Write Exhibit Chair’s report including suggestions for future conferences.
* Up-date Exhibitor section of Conference Handbook

**Exhibit Hall Hosts Schedule (accordingly with current conference set times)**

Friday

|  |  |
| --- | --- |
| Time | Volunteers |
| 11:00 a.m. B 1:15 p.m. |  |
| 1:15 p.m. B 3:15 p.m. |  |
| 3:15 p.m. 5:30 p.m. |  |

Saturday

|  |  |
| --- | --- |
| Time | Volunteers |
| 10:00 a.m. B 11:45 a.m. |  |
| 11:45 a.m. B 1:30 p.m. |  |

**Exhibits Draw Checklist**

**Prior to Conference:**

 Record which exhibitor donated which prize on master sheet, leaving space to record winner's name and contact information

 Make donator labels

 Make draw box

Friday morning:

 Set up the draw table display in exhibit hall.

 Place labels of donating exhibitor with each prize.

 Place draw box and extra draw forms near or on table.

Saturday:

 Arrive at draw table by 10:30 am (draws begin at 11:00 am). (or time set for exhibit hall hours.)

 Make a last call for visitors to submit their draw forms.

 Begin draws at 11:00 am.

 Select a prize, announce what the prize is, and thank the company/person who donated the prize.

 Draw a name and announce the winner. **Winners do not have to be**

**present to receive a Prize.**

 Give three repeats of the name, with pauses in between, before you draw the next name.

 Record the name, address, and library of each winner on the master sheet.

 Discretely remind each winner to thank the exhibitor/donor who generously donated the gift.

 When all the prizes have been awarded, congratulate all the winners and thank all the donors again.

 Return the master list of prizes donated and winners to the Exhibits/Volunteers binder.

**SLA CONFERENCE DISPLAY AREA CHECKLIST**

1. Is there a floor plan (with dimensions) of the display area? Yes\_\_\_ No\_\_\_
2. electrical outlets arrangments? \_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Internet hook-ups? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How many tables are available other than display show company arrangements?

Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are table cloths provided free \_\_\_\_\_or for a fee?\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is there a freight elevator? Is there a charge and what are hours of operation?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Is there a storage area for pre and post delivery and pick ups of exhibitor’s booths or has this been arranged through display company?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the location?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is the contact?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the street address for deliveries?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



April 30, May 1, and 2, 2009 – TCU Place, Saskatoon, SK

**Visit our website at www.saskla.ca/conference**

##### Exhibitor Registration

Early Bird Deadline: March 20, 2009. Final Deadline: April 17, 2009

**Representative’s Name: (for nametag)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City/Town:** **Province:**  **Postal code:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Booth fees:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exhibitor category and cost per booth:** | **Early bird rates**  **(by March 20, 2009)** | **** | Regular rates **(by April 17, 2009)** | **** |
| Non-profit display only | $105.00 |  | $125.00 |  |
| Non-profit with sales | $125.00 |  | $155.00 |  |
| Corporate vendors | $385.00 |  | $435.00 |  |

*All booth fees include electricity.*

**\_\_\_Number of booths \_\_\_\_\_ x Cost per booth $\_\_\_\_\_\_\_\_\_\_\_**

### Total booth cost $\_\_\_\_\_\_\_\_\_\_\_\_

###### Promotional Materials

\_\_\_ Yes, I’d like to include promotional material (insert) in the conference packages

(Approx. 300) for a fee of $40.00 per insert

**Number of inserts \_\_\_\_\_ x $40 = $\_\_\_\_\_\_\_\_\_\_\_**

**Please forward 300 copies of each insert to the SLA office by April 17th 2009.**

**\_\_\_\_Yes, I would like to contribute a prize(s) for exhibit hall draws**

**Banquet Tickets – Friday, May 1, 2009, 6:30pm**

One complimentary ticket is available for each exhibiting organization.

\_\_\_ Yes, I want one complimentary ticket

\_\_\_ Yes, I’d like \_\_\_ additional tickets @ $35.00 each

**Total ticket cost $\_\_\_\_\_\_\_**

**TOTAL PAYMENT $ \_\_\_\_\_\_\_\_\_\_**

**Method of Payment:**

*(Please note: This is your invoice)*

* Cheque enclosed - Please make cheques payable to: Saskatchewan Library Association, #15, 2010 – 7th Ave., Regina, SK S4R 1C2
* VISA / MasterCard

VISA / MasterCard #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please note: Exhibiting organization registration fees must be paid before the conference date and before set up time)*

We do not wish to be located next to or across from: *(We will do our best to honour your request)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# Type of Exhibit: Publisher/distributor of: Print \_\_\_ Multi-media \_\_\_ A/V \_\_\_

# Electronic \_\_\_ Hardware/software \_\_\_ Library supplies \_\_\_ Non-profit organization \_\_\_ Other \_\_\_

**Please return registration form with payment to:**

**Saskatchewan Library Association, # 15 – 2010 7th Ave., Regina, SK S4R 1C2**

**Phone (306) 780-9413; Fax (306) 780-9447; Email: slaprograms@sasktel.net**

***Thank you for your participation at the 2009 Saskatchewan Libraries Conference***



EXHIBITOR DOOR PRIZE ENTRY FORM

Chat with an exhibitor, and have your entry form signed. When you have collected five signatures, drop the completed entry at the draw table to win great prizes! Draws will be made Friday and Saturday.

Entrants do not need to be present to win.

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Name ……………………………………………… Telephone ……………………….

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INSERT SAMPLE OF PROSPECTUS

**Exhibitor Layout for Conference SAMPLE**

**List by Company name -- booth number & alphabetical by vendor name**

|  |  |
| --- | --- |
| **Company name** | **Booth number** |
| The Gale Group | 1 |
| 3M Canada Company | 21 |
| A.G. Canada Ltd. | 35 |
| Andornot Consulting | 8 |
| Aurora Bar Code Technologies | 3 |
| Canadian Library Association | 20 |
| Carr Mclean Ltd. | 17 |
| Centre for the Study of Cooperatives, UofS | 9 |
| CISTI - National Research Council Canada | 32 |
| Docucom Imaging Solutions | 16 |
| Ebsco Canada | 24 |
| Epixtech | 31 |
| Health Knowledge Network (UofAB) | 33 |
| Innovative Data Solutions Ltd. | 15 |
| Kelowna Software Ltd. | 28 |
| People Patterns Consulting | 29 |
| Sagebrush Corporation | 4 |
| Sask Publishers Group | 7 |
| Sask Queen's Printer | 34 |
| Saskatchewan Assoc of Library Technicians | 12 |
| Saskatchewan Indian Culture Centre | 30 |
| Saskatchewan Literacy Network | 14 |
| SIAST - Library & Information Technology Program | 6 |
| Statistics Canada, Advisory Services | 2 |
| Tower Ventures (Gale Group) | 13 |
| United Library Services | 22 |
| WIL-Tech Software | 23 |
| World Book Educational Products | 5 |

**Thank you notes** need to be sent out after the conference.

**Section 7**

FUNDRAISING COMMITTEE

**Fundraising Committee**

**1. Introduction**

The work of the Fundraising Chair is coordinated closely with the SLA Fundraising Director and the SLA Executive Director. The Committee consults the list of potential sponsors that was created based on information from previous years and the location of the conference. They identify new sponsors and have them added to the database in the SLA office. The Fundraising Chair works closely with the Chairs of the Program, Exhibits and Facilities Committees to provide information to the sponsors on the theme of the Conference, the events and exhibits planned. The SLA staff does detailed follow-up and coordination.

* Research possible sponsors and create a list of potential sponsors
* Coordinate with the Exhibits Chair, who can contact the same companies as vendors and as sponsors
* Revise fundraising letter form previous year, if it is needed
* Revise the sponsorship package (prospectus), if needed
* Take the package to the Conference Committee and SLA Staff for approval, comments, if needed
* Determine deadline by which sponsors need to tell you that they are going to give us money
* Have the SLA office send out the packages
* Follow-up with potential sponsors
* The SLA office will keep track of sponsors, and report the revenues to the Fundraising chair
* Fundraising should be done early and sponsors in place to be included in conference brochure.
* Plan sponsor recognition before and during the conference – eg rotating sponsor logos at social events/verbal recognition needs to be given at the end of the sessions, especially the plenary – have convenors do this.
* Need to know the program as early as possible for ideas for potential sponsors may be increased by knowing themes, potential presenters, etc.

**2. General Fundraising Tips**

* Plan ahead .
* Know what your fundraising goal is (what was raised in past years?). Your fundraising goal depends on what sorts of activities the Conference Committee has planned, and how expensive those activities are
* Keep the writing short, clear, and to the point. People do not want to read long, complicated stuff. If they give money, they either give it to SLA repeatedly, or they give it all the time to many different organizations - they know how the process works - keep your request short, attractive, and to the point
* Never send photocopied letters, addressed “To Whom It May Concern”. Send your letter/package to the right person in the company/organization. Don’t forget to call, if in your letter you have said that you would
* Put a price tag on everything! e.g. sponsor a coffee break, sponsor a wine and cheese, sponsor a session, etc.
* Don’t forget to mention how the potential funder or the community will benefit from your conference.
* Promise them stuff! e.g., your company’s logo on the conference program, in exchange for $???
* Never assume the grantor knows about your organization, or about your conference. (Include an SLA brochure)
* It’s a good idea to cultivate a relationship with sponsors - let them know what we’re doing throughout the year, instead of only talking to them when we want money (the Fundraising Director on the Board of SLA should do this)

Rules of Fundraising

* Ask the right people/organization/company. Target your appeal.
* Ask for a specific amount. Be specific, don’t be vague.
* Ask for something to achieve a specific goal. Be precise. Tie the donation to the results (e.g. “Your $500 donation will sponsor a session”).
* Ask with for a human-interest story. People give for people (not organizations). Giving gives them a warm feeling. People give with their heart, not their head.
* Make it easy for people to give - clear instructions, clear process for sponsoring.

**3. Specific Tasks**

**3.1 Creating a List of Potential Sponsors**

1. Ask yourself these questions

* Who gave in the past, esp. in the community where the conference is being held?
* Who gives every year?
* Who might be interested in supporting a library conference? (libraries, exhibitors, businesses with family relations to librarians/library workers, etc.)
* Talk to the SLA Executive Director about which companies already sponsor SLA we don’t want to ‘double ask’ , which could jeopardize other SLA areas requiring sponsorship.

2. Research the contact information for your potential sponsors

3. Have the SLA office create a database of potential sponsors

* Name of company/organization
* Name of contact person
* Address
* Phone number
* Fax number
* E-mail address
* Website of company/organization

4. Contact the companies/organizations on your list

* Introduce yourself and say that you are in charge of fundraising for this years Saskatchewan Libraries conference
* Ask for the name of the person in charge of sponsorships (correct spelling), so that you may send them a letter requesting sponsorship
* Verify that you have the right phone number, fax number, and address

5. Make corrections to what you have and pass it along to the SLA office to correct the database

6. Make sure the database is available to pass on to next year’s Fundraising Chair

* It is good to keep the companies who refused you in there (this will help the next Chair learn as much as the names of the companies who did give you money)

**3.2 Deciding What to Ask For**

Ask yourself these questions

* What events will be held at the Conference that could be sponsored?
* More money = more prestige. What events are big (you can ask for more money) and what events are small (you can ask for small amounts)?
* Are there other things that can be sponsored, other than events? What are they worth (how much should you ask for)?
* \*\*\*\* There is no need to fundraise for the Mary Donaldson Memorial Lecture - the Mary Donaldson Trust Fund covers that event
* Tie the dollar amount to an event - predetermined in prospectus.

**3.3 Creating the Sponsorship Package and Sending It Out**

You can do the background work (decide what money amounts to ask for, create a list of potential sponsors) for this, but you cannot create the final package until you know these things:

* Conference theme
* Events planned (how many refreshment breaks? banquet when? any lunches planned? Pre-conference?)
* Dates and location of Conference

Create a draft of the package (package means sponsorship package plus sponsorship form the funder can fill out and return), including these things:

* Date and location of the conference
* How much each event/item can be sponsored for
* What the sponsor can expect in return for their money (what will SLA do for them)
* Conference theme
* How to contact you
* What is SLA
* SLA conference website
* How to advertise in the conference program brochure
* Short, newsy description of the conference
* Saskatchewan Lotteries and SaskCulture logos - these have to be on every formal piece of paper that comes out of SLA because they are our major year-round sponsor
* SLA logo

Run the drafts past the SLA Executive Director and past the Conference Planning Committee for their feedback. Give it to someone who has nothing to do with the Conference - does it make sense?

Make any changes that need to be made.

Write a cover letter to go with your sponsorship package:

* Introduce yourself and the conference
* Describe the attached package
* Give them a deadline by which to respond
* Tell them you will follow the letter with a phone call (give estimated time of call - 2 weeks? - 1 week?)
* Ask them to call you with any questions
* Give contact information for yourself
* \*\*\* you may need to write a special letter to the Universities (they traditionally sponsor the Keynote Presenter), and a special letter to the Regional Libraries (they traditionally give $100 per year to a conference)

Have the SLA office make copies, assemble envelopes, and mail:

* sponsorship package
* sponsorship form
* include package with exhibitor mail out
* Make sure to keep copies of your cover letters, sponsorship package, and sponsorship form for next year’s Fundraising Chair to refer to.

**3.4 Follow-up Calls**

\*\*check with the Office before calling anyone, in case they have already sent in their cheque

When you make the call:

* Identify yourself
* Ask if they got the package; if they have not, then offer to send them another package
* Offer to answer any questions that they may have about the conference
* Be perky and positive
* Thank them for their consideration of your proposal whether they give you money or not (maybe they’ll change their mind in the future)

**4. Common Practices/Traditions re: Conference Fundraising**

* Regional and Municipal Libraries are asked for sponsorship each year and a separate letter is sent to them along with a prospectus.
* The University Libraries receive a specialized letter of request.
* The MLB sponsors sessions each year and requires a separate letter of request.

**5. Co-ordination with Other Parties**

SLA Office

You need to keep in contact with the SLA office, so they know whom you are asking for money and so they can tell you who has sent money. The SLA office can do many things for you to that will support your efforts (write and send letters, make signage, photocopy, etc.).

Exhibits Chair

You will be trying to get money from library exhibitors, and the Exhibits person will be trying to get the same exhibitors to come and have a booth at the conference. Send out sponsorship and exhibit prospectus in the same package.

**Director for Fundraising, SLA Board**

* Needs to be aware of all fundraising activities and plans for the conference.

| **SLA Timeline Fundraising Summary** | | |
| --- | --- | --- |
| **Month** | **Due** | **Activity** |
| January |  | Fundraising continues |
| September |  | Draft Fundraising letters/update sponsorship prospectus/registration form/consult Director for Fundraising |
| October | First week in Oct | Finalize Sponsorship Prospectus and registration form -send to print |
| November | 1-2 weeks after mailout | Follow-up calls to sponsors |
| November |  | Send out personalized sponsor letters - (suited) matched to specific sessions and events |
| November |  | List potential sponsors - regular and potential matches to conference schedule -eg sessions/keynote/tours/technical, etc. |
| December | 2nd week in Dec | Sponsors confirmed/logos received for inclusion in brochure |

##### Fundraising Timeline – Detailed

8-10 Months Ahead

* Learn about fundraising (read, talk to people who do it, talk to past Fundraising Chair.
* Research possible sponsors and create a list of potential sponsors
* Coordinate with the Exhibits Chair, who can contact the same companies as vendors and as sponsors
* Write your fundraising letter
* Create the sponsorship package
* Take the package to the Conference Committee and SLA Staff for approval, comments
* Determine deadline by which sponsors need to tell you that they are going to give us money
* Send out the package

7 Months Ahead

* Make initial calls to potential sponsors remaining on your list (not already covered by Exhibits Chair)
* Make follow-up calls
* \*\*\*\* Make sure you check with the SLA Office before you make any follow-up calls. Make sure the Office notifies you every time someone sends in a sponsorship pledge

5–6 Months Ahead

* Sponsorship pledge deadline (hopefully most sponsors will have pledged their cash by now)
* Collect company/organization logos of all confirmed sponsors, and send to SLA Office for inclusion in conference program and on SLA website
* Assign sponsors to certain sessions/refreshment breaks (e.g. OCLC will sponsor coffee on Friday a.m.) and tell SLA Office for inclusion in conference program
* Do initial sponsorship budget total and report to Conference Planning Committee

6 Weeks to 1 Month Ahead

* Review what you promised each sponsor and ensure that you are delivering
* Plan on-site sponsor recognition (tell SLA Office what signage needed, when, where)

1-2 Weeks Ahead

* Organize staff/volunteer to make sure that sponsor signage is present at each sponsored event
* Organize the public thanking of sponsors at events. Who will do? What should they say? Which organization to be thanked when?

At the Conference

* Make sure all last-minute sponsors are mentioned in the public thanks
* Make sure all sponsor signage is present and displayed
* Personally thank all sponsors you come across

After the Conference

* **Send thank you letters** and receipts to each sponsor (or direct the SLA Office to do this)
* Fill out any sponsorship evaluation forms given to you by sponsors (e.g. SaskTel demands that organizations fill out a reporting form after the event SaskTel gave money to)
* Update the Fundraising Handbook to include any changes
* Tell the Fundraising Director on the SLA Board about your experience
* Make sure sponsors get thanked again in the next issue of Forum

INSERT SAMPLE OF PROSPECTUS

**Section 8**

PROGRAM COMMITTEE

**PROGRAM COMMITTEE**

1. **Introduction**

The Program Committee is responsible for planning all of the activities and events that will occur during the conference, including the pre-conference workshops with special groups. The majority of the work is done in the late summer and early fall.

The conference theme is chosen by the Conference Planning Committee, and the Program Committee is responsible for choosing suitable topics, presenters, and session formats to fit with the theme. They contact the presenters, make arrangements with them, and ensure all appropriate information is provided to the SLA office for inclusion in the conference brochure. The committee also proof reads and approves the conference brochure in conjunction with the entire Conference Planning Committee.

The Director for Education represents the Board’s continuing education interests on the Program Committee and provides suggestions on the SLA Pre-Conference Workshops. The Program Committee is responsible for arranging Pre-Conference workshops. The Mary Donaldson Trust Committee selects the lecturer for the Mary Donaldson Memorial Lecture and provides this information to the Program Committee. The Volunteer Committee recruits volunteers and assists in assigning duties in conjunction with the programmed sessions.

The Program Committee must work closely with the Technical, Publicity, Social Committees and SLA Office to ensure that:

* early publicity for the conference is available to members (e.g. posting to the website)
* sessions are the proper length
* sessions are located conveniently and scheduled at appropriate times
* all necessary equipment is available and set up appropriately
* a balanced combination of organized social/recreation events and unstructured free time be incorporated into the program
* delegates are invited to serve as session recorders and prepare a report for the conference issue of *Forum.*

**2.0 Committee Membership**

To ensure that the interests of all library sectors are addressed, the Program Committee must be composed of representation from the following library sectors and associations, where volunteers are willing to serve on the committee:

* SLA office
* Academic libraries
* Public libraries
* Special libraries
* Aboriginal library services
* School libraries (SSLA)
* Trustees (SLTA)
* Technicians (SALT)
* Provincial Library
* Multitype Library Board (MLB)
* SLA Director for Education

**3.0 Deadlines**

The conference schedule and complete session information must be sent to the SLA office no later than **November 15th** for the purposes of finalizing and printing the conference brochure.

**4.0 Program Content**

The Annual conference is a combination of business meetings, workshops, keynote speeches, social events, exhibitions, award celebrations and networking time. Conference sessions may be organized as lectures, panel discussions, demonstrations, group workshops etc.

The Program Committee is responsible for scheduling activities based on the Planning Committee’s decisions concerning the overall layout of the conference. The Program Committee is also responsible for the selection of topics; coordinating schedules and scheduling the sessions; and deciding session formats, styles, and numbers.

*4.1 Standing Events*

There are a number of activities that occur each year during the conference, which must be accommodated in the programming:

*Thursday*

* Pre-Conference Workshops – Workshops are sponsored by SLA and sometimes other associations Planning pre-conference workshops are generally the responsibility of the Program Committee and are usually all day affairs with lunch provided. Consider snacks at both morning and afternoon refreshment breaks for full day sessions. Usually there are no more than two pre-conference workshops planned at any given conference.
* Tours – Tours are coordinated by the Social Committee.
* Special Receptions – Special Receptions are coordinated by the Social Committee
* Mary Donaldson Memorial Lecture – The lecture is coordinated by the Mary Donaldson Trust Committee. The Mary Donaldson Memorial Lecture is a public lecture to which the media are invited. As it is open to the public it needs to be scheduled at a time in the conference program that allows for public access. Coordinate the selection of the Mary Donaldson Memorial Lecturer with the Mary Donaldson Trust Committee to ensure there is not duplication of presenters with the keynote and endnote addresses, although all may be drawn from the same list. The MDT committee makes the selection and follows-up with the arrangements for the Mary Donaldson Lecturer.
* President’s Reception - Follows the Mary Donaldson Lecture, and is coordinated by the Social Committee and SLA office. This is traditionally held on the opening night and is hosted by the President of SLA. This involves delivering a message of welcome to conference delegates and introducing any invited guests such as the Minister for Education and Post-Secondary education and the Mayor of the host city.

*Friday*

* Keynote Address – Friday morning. Sometimes breakfast is included.
* Awards Banquet – usually on the Friday evening, although sometimes it has been done as a Saturday luncheon. If it is in the evening, it is usually followed by some kind of entertainment.
* The Saskatchewan Book Awards (SBA) Silent Auction is usually held in conjunction with the Exhibit Hall and Awards Banquet. Coordinated by SLA office.
* SLA AGM – The SLA AGM is always in a late Friday afternoon timeslot

*Saturday*

* Endnote Address – usually on the Saturday afternoon
* SLTA AGM - The SLTA AGM is always on Saturday

Other activities that take place throughout the conference include:

* Exhibit Hall / Poster viewing time / Refreshment breaks – mid-morning and mid-afternoon for 1/2 hour each
* Meal breaks - lunch and brunch have been offered in the past.
* Second Chance Draw - ongoing throughout conference – draw made at Awards Banquet.

* Other Association AGMs and special meetings (example: SLTA, SHLA)

*4.2 Standing Sessions*

Since 2005, the SLTA have chosen to offer their AGM and multiple sessions on Saturday (Saturday is the day most of their members are available to attend). Occasionally they contribute financially towards bringing in special speakers. Depending on the situation, SLA does not usually charge them for facilities. Please consult the SLA office.

It is has been customary to include a session for SYRCA (Willow Awards).

*4.3 Call for Abstracts*

In addition to the standing programming and events, a call is issued to the SLA membership from the SLA office requesting proposals for conference sessions. Due consideration is also given to the suggestions provided by the membership from evaluation forms and other processes of input from previous years or resources.

The sessions selected generally reflect the theme and purpose of the conference, as well as the general goals of the Saskatchewan Library Association. Topics and speakers should appeal to a wide range of sectors - Academic, Public, Special, Aboriginal, Municipal, Rural, Trustees, Technicians, and other library staff - some of which may appeal to more than one sector at a time.

*4.4 Session logistics:*

The number of sessions depends on the facilities available, and the response to the call for proposals.

Regular sessions are **one hour** long. Some sessions require more than one time slot and may be planned accordingly to follow one another. All-day sessions are usually only considered for Pre-Conference workshops.

Poster sessions should be set up in a high traffic area that is large enough to accommodate all the presenters and delegates visiting the posters. Small tables should be provided beside each poster to accommodate handouts.

*4.5 Presenter Guidelines*

All presenters must receive presenter guidelines outlining their responsibilities and the “perks” that come with being a presenter. See the sample presenter guidelines included at the end of this section.

Presenter “Perks”

Please note that the following costs are a consideration when securing presenters. If presenters are brought in from out of province, ask them to do more than one session.

*4.5.1 Oral Presentations*

Registration fees are waived for presenters for the day(s) that they are presenting. The SLA will reimburse oral presenters who are traveling from out of town. Meals are covered for the period beginning with the day of their first presentation and ending with the day of their last presentation, unless preauthorized travel plans necessitate an earlier arrival or later departure. As most meals are available at the conference, SLA will only reimburse those meals not available at the conference. The banquet is not included in the meals provided. No meal receipts need to be submitted.

SLA reimbursement rates are:

* Hotel accommodations $125/night (includes tax)
* Per diems to $35
* Breakfast to $7.50
* Lunch to $10
* Supper to $17.50
* Mileage changed to $.35/km

All presenters are responsible for making their own travel arrangements, and booking their own accommodations.

Presenters from Saskatchewan:

Generally, Saskatchewan presenters within local driving distances, presenting one session in a morning or afternoon, are provided meals for the day of their session(s), but not accommodations. Those presenters from Saskatchewan travelling distances from outside the host city that require overnight stay(s) receive transportation costs, one night accommodation and one day’s per diem relevant to the day of their session(s) at the standard SLA rates.

Out of Province Presenters:

Out-of-province presenters receive reimbursements for travel costs, one night accommodation, and one day’s per diem

**NOTE: In cases where a session has more than one presenter traveling from out of town, SLA will only reimburse up to 3 presenters.**

*4.5.2 Poster Presenters & Spotlight On Presenters*

Registration fees are waived for poster presenters for the day that they are presenting.

Poster presenters are not reimbursed for their travel expenses.

*4.5.3 Keynote Speakers*

Registration fees are waived for keynote speakers for the day that they are presenting, and travel expenses are reimbursed. An additional speaking fee may be paid, but must be authorized by the SLA office in advance.

*4.5.4 Honoraria*

As a matter of SLA policy, speakers within a library-related profession, no matter where they are from, do not receive an honorarium as they are considered to be contributing towards the support of their library community.

Speakers from outside the library community, no matter where they are from, receive an

honorarium of $200. (They may choose to waive their honorarium and get a tax receipt.)

**5. Liaising with Presenters**

The responsibility for liaising with presenters is distributed amongst Program Committee members. Once a presenter has agreed to be part of the conference:

1. Send them the presenter guidelines and an information form that must be sent back to the SLA office. The form will request their contact information; a short bio and photograph; a description and title for their session and any special equipment needed.
2. Follow-up with the SLA office to see that presenters have sent in their information. If not, contact them and encourage them to submit their information as quickly as possible.
3. Contact presenters and confirm arrangements a week or two before the conference. Relay any room set up or technical needs for each presenter, especially those secured by outside associations (SALT, SLTA, LSSAP, etc.), to the SLA office and the Technical Committee.

Sample forms and information sheets are available at the end of this section.

**6. Scheduling & Conference Brochure**

The committee devises the schedule and room assignments for the conference sessions for inclusion in the early registration packages by early November. **All sessions and speakers must be confirmed by November 1st and final information sent to the SLA office by November 15.** The office should be advised of any program or presenter changes immediately as they occur.

The following points need to be observed where possible when scheduling sessions:

* balance sessions in any one timeslot to represent cross-sectoral interests, as well as rural and municipal, single and multi-staffed libraries, and the library sectors
* accommodate the time requirements of presenters
* consider social and special events, and tours
* Make sure times coincide properly in the brochure and registration form
* Make sure that times for each day and within each day are consistent, rather than having a hodgepodge of times (E.g. When you look at the chart the sessions start at the same time across the rows, as do coffee breaks, etc. This makes for ease of scheduling.)

The SLA Office is responsible for preparing all the final conference literature, including the early registration package with the preliminary conference brochure, the conference-at-a-glance planning sheet and the program up-date. The Programming Committee proofreads all drafts of the program. The chairs of each committee, including the Conference Chairs should look at the final program before it goes to print and is published on the Web site to make sure everything is included and congruent.

**7. Handouts & the Conference Website**

The SLA will no longer provide copies of handouts for the presenters. Presenters are encouraged to make any handout materials available on the conference website for delegates to download as they see fit.

\*\* in 2009, there were problems with presenters not following through with posting materials to the website, resulting in disappointed and frustrated delegates. In 2010, memory keys could be purchased by the SLA office for conveners to gather materials for the website at the session. This material could then be posted by either the Programming Committee or the SLA office in a timely manor.

**8. Session Volunteers**

The Program Committee liaises with the Volunteers Coordinator to fill volunteer roles at each session, and the Volunteer Committee makes the arrangements. Checklists of responsibilities and duties for convenors are distributed to each once they have agreed to serve in this capacity.

Conveners are responsible for introducing and thanking presenters, reminding delegates to fill in their evaluations, and make other announcements. A suggestion was made that the 2010 conveners also obtain copies of any material the presenter wish to have posted to the website, using a memory key obtained from the registration desk.

Reporters write items for publication in *SLA Forum* to give readers an opportunity to read about the content presented in sessions they were unable to attend at the conference. *These reports summarize a conference session, they do not critique the session or the presenter.*

A volunteer is also needed to assist poster presenters with poster set up.

**9. Evaluations**

In 2010 individual sessions will be evaluated in addition to the general conference evaluation. Evaluation sheets for sessions will be included in the delegate packages. Evaluation feedback should be compiled, and forwarded on to the appropriate presenters, and to the Conference planning committee. A suggestion was made to have a draw at the closing keynote to encourage delegates to hand in their evaluation forms.

Program committee members need to pay particular attention to the evaluation comments related to ideas and suggestions for the following year. At the conference hand-over meeting, any suggestions for future conference sessions/presenters are passed on to the incoming Program Committee.

**10. Thank you notes**

Thank you notes are sent out to all presenters, along with their payments for fees, travel, accommodations, per diems, where applicable by the SLA staff. However if more personal notes need to be attached, these may be done by the Programming Committee members.

**Program Committee Timelines**

|  |  |
| --- | --- |
| mid-May | meet/review roles, all materials, budgets |
|  | determine theme/ arrange for logo to be designed |
|  | Review timelines and budgets |
|  | Examine conference venue |
|  | Form sub-committee/review duties |
| June |  |
|  | recruit committee members, allocate duties, explore program ideas |
|  | review program suggestions from other years, evaluation forms, and those ideas recruited |
|  |  |
| July |  |
|  |  |
| August |  |
|  | Send out call for abstracts and begin recruiting presenters |
|  | review/revise presenter information sheets and forms with staff |
| Sept |  |
|  | contact presenters and confirm sessions |
|  | send contracts, get bios, session descriptions and photos |
| Oct |  |
|  | schedule sessions and assign rooms |
| Nov |  |
|  | confirm all session info, bios, session descriptions and photos are into SLA office –follow up as necessary |
|  |  |
| **Nov 15** | ALL PROGRAMMING MUST BE COMPLETE/SENT TO SLA |
|  |  |
| Dec 1st | proof & edit brochure |
|  |  |
| Jan |  |
|  | revise evaluation forms for presenters and delegates |
| Feb |  |
|  | send presenters further info |
|  | submit volunteer needs to Volunteer committee |
| March |  |
| April |  |
|  | pursue any replacement presenters and program changes as necessary |
|  | Follow-up with Presenters and confirm arrangements / send update info to SLA |
|  | pre-conference meeting with hotel staff |
|  |  |
| May 3-5 | Conference |
|  |  |
| May |  |
|  | send thank you's |
| June |  |
|  | write report/ review handbook/ revise |
|  | Wrap up meeting |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONFERENCE PROGRAM PLANNING CHECKLIST** | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Session Topic** | **Presenter's Name** | **Initial contact done** | **Day available** | **Attendance Confirmed** | **Presenter's info received for brochure** | **Contract Sent** | **Committee Contact Person** | **Convenor** |
|  |  |  |  |  |  |  |  |  |
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**Call for abstracts**

**Branching Out - Saskatchewan Libraries Conference 2009**

The Programming Committee for the 2009 Saskatchewan Libraries Annual Conference invites you to submit a presentation proposal for the 2009 conference *Branching Out*, to be held at TCU Place in Saskatoon SK, from April 30 to May 2, 2009.

In keeping with the theme of *Branching Out*, we aim to offer a programming mix that appeals to library workers from all sectors. Topics could include community development and outreach, research methods, business practices, adult education, multiculturalism and diversity, genealogy, preservation methods – anything that can be tied to our theme!

Another way we are branching out this year is by offering more presentation formats.

**Oral presentations** are one hour long. Sessions that are practical and interactive in nature are preferred.

**“Spotlight On” sessions** feature ten minute talks by a group of individual presenters. No PowerPoint slides: just you, a microphone, and your audience.

**Poster presentations** are a new addition to the Saskatchewan Libraries Conference. Authors are required to staff their poster during a scheduled portion of the conference. Posters are allotted a display area suitable for a 3‘ x 4’ poster. A table will be available at the entrance of the poster area for any presenters who wish to supply handouts.

To be considered, please complete the attached submission form and e-mail it to Christine Neilson, Programming Chair, at [christine.neilson@usask.ca](mailto:christine.neilson@usask.ca) on or before September 15, 2008.

We hope to hear from you soon!





Dear Presenter,

Thank you for agreeing to present at the 2009 Saskatchewan Libraries Conference being held April 30, May 1 and 3rd, 2009 at TCU Place in Saskatoon. We look forward to having you join us.

Please complete the attached presenter forms and return them to the SLA office before October 31st, 2008. Conference information is available and continually updated on the SLA Web site at: <http://www.lib.sk.ca/sla/conference.html>. If you have any questions, please contact the SLA office.

Thank you and I look forward to hearing from you.

Christie Neilson

Conference Program Committee

Saskatchewan Library Association

#15-2010 - 7th Ave.

Regina, SK. S4R 1C2

Phone: 306.780.9413 Fax: 306.780.9447

E-mail: [slaprograms@sasktel.net](mailto:slaprograms@sasktel.net)

URL: <http://www.lib.sk.ca/sla/>

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# SLA logo med



Saskatchewan Libraries Conference

TCU Place, Saskatoon SK

# April 30 – May 2, 2009

Presenter Guidelines (Oral Presentations)

**Conference Location:**

The 2009 Saskatchewan Libraries Conference is being held at TCU Place, formally known as the Centennial Auditorium and Convention Centre, in downtown Saskatoon.

The Conference Registration Desk is located on the main floor in Gallery Suite II.

**Presenter Packages:** You will be provided with a presenter’s package at the Conference Registration Desk, which will have your expense form and any other necessary materials. Continually updated Conference information and all presenter information is also available on our Web site in early 2009 at: <http://www.saskla.ca/conference/>

**Conference Registration:** We are pleased to offer complimentary conference registration for the day(s) you are presenting, which includes the meals offered on those days, however, we do ask that you complete a registration form indicating the sessions and events you will attend. Your registration form needs to be submitted at least two weeks prior to the conference.

**Handouts:** Presentation slides and handouts can be uploaded to the conference website for delegates to print off. Presenters are also welcome to provide handouts to conference delegates. We will not be able to provide accurate numbers of registrants for a particular presenter’s session until a week before the conference.

**Technical and Meeting Room Set Up:**

Presenters are requested to be present in their designated meeting spaces 15 minutes ahead of time to allow for set-up and testing of equipment.

Please refer to the Conference Brochure available on our Web site <http://www.saskla.ca/conference/> for confirmation of your session date and time. The conference update in your presenter’s package will include confirmation of your session room number and location. Each conference session room will be set up in classroom style and will have an LCD Projector, screen, and Internet hook up, as well as electrical outlets and a podium and mike, which will be set up at the front in close proximity to the speakers table. Please note we DO NOT supply laptops. If you require any additional equipment or set up needs please contact the SLA office by April 2, 2009.

**Expenses:**

*Presenters from Saskatchewan:*

Generally, Saskatchewan presenters within local driving distances, presenting one session in a morning or afternoon, are provided meals for the day of their session(s), but not accommodations. Those presenters from Saskatchewan travelling distances from outside the host city that require overnight stay(s) receive transportation costs, one night accommodation and one day’s per diem relevant to the day of their session(s) at the standard SLA rates.

*Out of Province Presenters:*

Out-of-province presenters receive reimbursements for travel costs, one night accommodation, and one day’s per diem relevant to the number of days of their session(s) at the standard SLA rates.

Accommodations

For those presenters requiring accommodations, a block of rooms has been reserved at

Hilton Garden Inn

[www.saskatoon.gardeninn.com](http://www.saskatoon.gardeninn.com)

$154 for single or double – book prior to March 30, 2009

Radisson Hotel

<http://www.radisson.com/saskatoonca>

$135 Queen/ single or double - book prior to March 30, 2009

Delta Bessborough Hotel

<http://www.deltahotels.com/hotels/hotels.php?hotelId=8>

$154  -  book prior to March 27, 2009

Please ask for the Saskatchewan Libraries Conference block rate when you book your accommodations.

Meals:Meals are covered during your authorized stay, which begins with the day of your first presentation and ends with the day of your last presentation unless pre-authorized travel plans necessitate an earlier arrival or later departure. As most meals are available at the conference for the day of your presentation, SLA will only reimburse for those meals not available at the conference, according to the SLA standard rates. No meal receipts need to be submitted. Please indicate your preference to attend meals on your forms.

Mileage: SLA pays a flat fee for mileage based upon past calculations at the rate of $.35/km.

Transportation:Please make your own travel arrangements, including the booking of flights, taxis, buses, etc. We expect that you will fly economy, and encourage you to book your flights early to take advantage of reduced rates.

**Honoraria:**

As a matter of SLA policy, speakers within a library-related profession, no matter where they are from, do not receive an honorarium as they are considered to be contributing towards the support of their library community.

Speakers outside the library community, no matter where they are from, receive an honorarium of $200. (They may choose to waive their honorarium and get a tax receipt.)

**Payments/Reimbursements:**

You will be reimbursed for your expenses as outlined above following the conference upon submission of the expense claim form included in your conference package. Submissions for expenses must be received within fourteen (14) days of the last conference day. You may leave your form and receipts with the staff at the registration or forward them to the SLA office at:

## Saskatchewan Library Association

#15 –2010-7th Ave,

Regina, SK S4R 1C2

OR by E-mail: [slaprograms@sasktel.net](mailto:slaprograms@sasktel.net)

**If you have any questions, please contact the SLA office:**

Phone: (306) 780-9413 \* Fax: (306) 780-9447

*Thank you for your participation! Your presence is appreciated.*





Saskatchewan Libraries Conference

TCU Place, Saskatoon SK

# April 30 – May 2, 2009

Presenter Guidelines (Poster Presentations)

**Conference Location:**

The 2009 Saskatchewan Libraries Conference is being held at TCU Place, formally known as the Centennial Auditorium and Convention Centre, in downtown Saskatoon. Continually updated Conference information and presenter information is available on our Web site:  [http://www.lib.sk.ca/sla/conf.htm](http://www.lib.sk.ca/sla/)

The Conference Registration Desk is located on the first floor in Gallery Suite II.

**Poster Set Up:**

Poster set up is scheduled during the 10:30 coffee break on Friday May 1st. A conference volunteer will be present to provide any assistance you may need. Posters are allotted a display area suitable for a 3’ x 4’ poster. Poster take down is scheduled for 11:30 on Saturday May 2nd.

**Viewing Time:**

All poster presenters must be stationed at their poster to chat with conference delegates from 1:00 – 1:30, and 2:30 – 3:00 coffee break on Friday May 1st.

**Handouts:**

Presenters are welcome to supply handouts to conference delegates. A shared table will be available for handouts at the entrance of the poster area.

**If you have any questions, please contact the SLA office:**

Phone: (306) 780-9413 \* Fax: (306) 780-9447*Thank you for your participation! Your presence is appreciated!*

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SASKATCHEWAN LIBRARIES CONFERENCE

April 30 - May 2, 2009

TCU Place, Saskatoon SK

Presenter Information Form

Please e-mail completed form to [slaprograms@sasktel.net](mailto:slaprograms@sasktel.net) on or before Nov 15th.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Session Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Please provide a short description of your session for our brochure *(2-3 sentences)*

B. Each room is set up classroom style and will have an LCD projector, screen and Internet available. We do not supply laptops. Is there any other equipment/set up you require?

C. Please provide a biography for all authors *(2-3 sentences each on education and personal experience and background to be used for our brochure and as your introduction at the conference)*

D. Please forward a head and shoulders photo electronically in a jpg format

|  |
| --- |
| branching_colour  Good afternoon,  The Saskatchewan Libraries Conference has come and gone, and I would like to thank you for participating. By all accounts the conference was a success, and it’s all because of our fabulous presenters!  There have been a few technical problems with uploading conference materials to the website, but we’ve made adjustments and now it should be smooth sailing for those of you who have not yet uploaded your materials. To upload your slides, handouts and what-not, you will need to create an account at the following URL:  [http://saskla.org/conferences/index.php/sla2009/sla2009/user/account?source=%2Fconferences%](http://saskla.org/conferences/index.php/sla2009/sla2009/user/account?source=%2Fconferences%25)  Once you’ve created the account, you will be able to upload your materials. Uploading is a four step process. If you have any problems with uploading your materials, or if you have any questions, please don’t hesitate to be in touch.  We are also interested in getting your feedback about your experience as a presenter. If you have any comments for us about what needs improvement for next year, or what went well and should be repeated, please let us know.  Thanks again for being part of our event,  Christine Neilson  Conference Program Committee, Saskatchewan Library Association  Phone: 306.966.1291  E-mail: [christine.neilson@usask.ca](mailto:christine.neilson@usask.ca) |

**Section 9**

PUBLIC RELATIONS COMMITTEE

**PUBLIC RELATIONS COMMITTEE**

**1. Introduction**

The Public Relations Committee is responsible for making the conference known to as many potential delegates as possible. It is also the voice of the Association’s Conference Planning Committee to the media, library systems and other interested organizations. Once the theme, dates and location of the conference have been determined, the Chair plans and prepares communications related to the conference, including media releases and kits, information for *Forum* and the SLA website, registration packages and posters. The Chair works with the Planning Committee to decide on packages for conference delegates and other conference related publicity.

Responsibilities:

1. Plans and prepares communications related to the conference for potential delegates, library institutions associations and the relevant media. (this could include posters/handbills for distribution/press releases, etc.)
2. Provides the Director of Communication (through Executive Director) with information about the conference on a regular basis for use in *Forum* and on the SLA website.
3. Reviews publicity budget with Executive Director and makes recommendations as needed.
4. Prepares announcement posters for library institutions (optional).
5. Prepares media releases on the conference site, the presenters and workshop participants, as well as special events.
6. Reviews registration package prepared by the SLA office and Program Committee.
7. Works with appropriate individuals and groups to prepare media releases for any related pre-conference programs.
8. Prepares paid advertising, if necessary. (not done very often.)
9. Prepares media kits, if necessary.
10. Prepares media releases and posters for the Mary Donaldson Memorial Lecture, which is an event open to the general public. Works with Mary Donaldson Trust Committee on promotion of Lecture.
11. Works with the SLA Office/ Program Committee to prepare and publish the conference program.
12. Arranges, if necessary, interview and photograph sessions of conference participants with the local media.
13. During the conference:
    1. Organizes conference photographers for sessions and events to provide material for the Conference Proceedings for *Forum*. Volunteer chair can help with finding photographers if needed.
    2. Prepares announcements of upcoming events and last-minute program changes if needed.
14. After the conference:
    1. In consultation with the SLA office , prepares and distributes media releases on the conference including items on the recipients of awards, elections, and notable decisions make at the business meetings of the Association
    2. Evaluates efforts and suggests changes or improvements, if necessary, and submits a closing report to the Conference Chair. Revises Public Relations section of the conference handbook.

**2. Media Releases**

The Publicity Chair can prepare and distribute media releases announcing the event and the conference people to contact. Contacts for media, libraries and other interested organizations can be obtained from the SLA Office. The SLA office can send them out for you. Media releases may also be prepared and distributed after the conference including items on the recipients of awards, elections and notable decisions made at the Association business meeting.

Note: The Conference Chair and the Executive Director should clear all media releases.

**3. Budget**

The Chair should be aware of the budget outlining the anticipated expenditures. Suggestions/requests can be made in consultation with the Executive Director.

**4. Conference Designs**

Public Relations is responsible for preparing publicity for the Mary Donaldson Memorial lecture and as such, may be requested to design and distribute a conference poster and a poster to advertise the Mary Donaldson Memorial Lecture (which is free and open to the public). The Public Relations chair should meet with the MD committee to discuss promotion.

Conference posters/flyers can be designed for distribution.

**5. Information Packages**

A series of information packages/flyers on conference events and presenters and on the conference site should be assembled for scheduled release to appropriate media and for potential participants of the conference.

The Public Relations Committee should work with the SLA Office and the Program Committee to prepare and publish the Conference program.

SLA Director of Communication and Executive Director may be consulted regarding information about the Conference (pre and post) for use in *Forum* and on the website.

### 6. Special Program Sheets

In addition to the general conference brochure, the Publicity Committee may be asked to prepare program sheets for specific events such as:

1. The President’s Reception:

A program with the agenda outlined, presenters briefly described and sponsors acknowledged

1. Mary Donaldson Memorial Lecture:

A program with a brief description of the lecture topic, a short biography of the presenter and a selected bibliography

1. Conference Banquet:

A sheet outlining the agenda for the evening, the menu, and the entertainment

### 7. Conference Awareness Flyer

The Publicity Committee might wish to design a letter-sized broad sheet to announce the conference and attract possible delegates (see sample).

This flyer should:

1. briefly describe the Association
2. list who should attend or who would be interested
3. outline the goals of the conference, and
4. list the issues to be covered

The flyer also should provide registration information (including fees) as well as information about the dates, location, accommodation, and sponsors.

**9. Media**

One month before the conference, the Committee should arrange for guest interviews or conference presenters by the local media, if appropriate. Follow-up to confirm arrangement immediately prior to the conference. Delegate someone to be the media liaison at the conference. Provide press kits and nametags for the media.

Note: Be mindful of the presenters’ ideas and wishes concerning the publicity.

**10. Conference Signs, Posters**

The SLA Office designs and arranges to have signage made for the conference and to have a SaskCulture Banner displayed at the conference.

SLA actively promotes Saskatchewan Lotteries and advertising how lottery money supports the Association.

11. Photographers Guidelines

Another responsibility of the Public Relations Committee is to arrange for a photographer or photographers and to outline what needs to be taken and when. This can be done in conjunction with the SLA office.

As photographs are needed of every event and most sessions, as well as special meetings and social activities, at least one official photographer is needed, although a second one is preferred, given the strenuous timelines. An alternative would be to have 1 or 2 roving photographers to assist the one official photographer.

The official photographer needs to have some experience with shooting events, people, and posing people for awards and presentations.

**Financial**

The SLA office will reimburse related expenses to photography.

The photographer is allowed to go to each and every event at no cost in order to have full access to all photo opportunities.

**Post-Conference:**

If using a digital camera, please burn the photos onto a disc for the SLA Office or send via email.

**Photographer Instructions**

Please note that photographs are to be used in our newsletter and on the website, so please ensure that people’s faces are clear and that you have people cropped closely.

* attend all the keynote speeches and social events to photograph attendees and speakers.
* Please take as many semi-posed photographs as you can straight on, so that we see people’s faces clearly when doing any crowd or group shots.
* We need photos of all speakers at sessions, or the majority of them as available
* Take several photos of each keynote presenter as they talk, and also aim for a posed photograph
* Please pose people for the special presentations or presenters. We will have people to assist you with this so that we can take our subjects off to the side to take proper pictures that are useable in our newsletter, etc.
* We do not need photos at any meetings, except the SLA AGM as noted in list that follows
* Throughout Friday and Saturday at the sessions, please capture each presenter at their session posing them before or after their sessions so that we get clear photographs of them, as much as possible. The convenors and/or monitors can assist with this.

**Photographers List**

(Public Relations responsibility, but may ask for Volunteers)

## Thursday

**During the day – Pre-Conference Sessions**

**Mary Donaldson Memorial Lecture**

1. Guest lecturer
2. MC -introduces and thanks/presents with a gift

**President’s Reception**

MC – SLA President

SLTA President

Provincial Minister

Municipal representative

SaskCulture representative

Guests mingling

**Friday**

**Sessions:**

1. Each presenter at their sessions as the At-a-Glance list in on-site brochure.
2. Poster sessions

**Exhibit hall**

1. People mingling during breaks and at lunch, and of vendors
2. A few shots of the crowds with the exhibitors, some of the booths, etc.
3. Some door prize draws

**Candid Shots**

1. Registration table – volunteers at table
2. SLA Booth and Activities at Registration/Information Desk
3. People relaxing and chatting

**SLA AGM**

1. Candid shots of board members speaking.
2. After AGM, we’d like head and shoulder shots of new board members, if possible, but we might not be able to arrange this.

**6:30 Cocktails** – candid shots

**7:00 p.m. Banquet**

1) MC – President - Welcome and Introductions to guest presenters

* + - Special guest speakers if any.

2) Awards to be presented:

* SLTA Life time Achievement Award
* Mary Donaldson Award of Merit
* SLA Frances Morrison Award
* Saskatchewan Libraries Education Bursary
* Second Chance Lottery Draw
* Presentations to the Conference Committee

3) SBA Silent Auction

4) Other special activities

5) Entertainment

* Performers
* Crowds enjoying the entertainment

### Saturday

1. Each presenter at their session as on attached the At-a-Glance list in on-site brochure.
2. Endnote Speaker, if applicable
3. Any other special activities

| **SLA Timeline – Public Relations Summary** | | | |
| --- | --- | --- | --- |
| **Number** | **Month** | **Due** | **Activity** |
| 1 | January |  | Website updates |
| 2 | February | February 10 | Forum article submitted/conference promotion |
| 3 | March |  | Website updates |
| 3 | March |  | Media kits assembled |
| 3 | March |  | Plan on site sponsor recognition/signage |
| 4 | April |  | Website updates |
| 4 | April |  | Press releases as required - eg Keynote/Endnote/ Mary Donaldson Lecture |
| 5 | May | May 10 | Forum article submitted |
| 9 | September |  | 'Save the date' poster designed for distribution - where???? Special events/conference committee/ |
| 11 | November | Nov 10 | Conference article submitted to Forum |
| 12 | December |  | Conference website updated |

**Section 10**

SOCIAL COMMITTEE

**SOCIAL & LOCAL ARRANGEMENTS COMMITTEE**

INTRODUCTION

The Social Committee in coordination with the SLA office staff is responsible for organizing all social events, meals, and refreshment breaks during the conference. These duties include review conference venue menus and selecting meals for breakfasts, lunches and or brunches, refreshments breaks and the main banquet that will be part of the conference program and in accordance with the conference budget.

The Social Committee also plans, in conjunction with the SLA office staff, the social and entertainment events of the conference, and selects and organizes recreational and cultural events during the conference. They work closely with the SLA Office to coordinate plans and contracts with the hotel, and they must also work closely with the Program Committee to determine the appropriate social gatherings and entertainment as well as the time for these events.

Arrangements for these tours, entertainment and other special activities arranged must be finalized to be included in conference brochure and registration form by Nov.

The Social Committee is responsible to organize these possibilities:

1) Plans the social and entertainment events of the conference.

1. Selects and organizes recreational and cultural events during the conference.
2. selects menus for breakfasts, lunches/brunches, refreshment breaks and the main banquet (in conjunction with the SLA staff).
3. Arranges local entertainment, activities, and events.
4. Some Conferences include the mentoring portion and the Newcomers’ Reception. A segment on this follows the main outline of responsibilities for the Social Committee.
5. Tours/Events/Activities

These must be arranged well in advance of the conference and be included in the first conference brochure. The Social Committee is responsible for organizing and overseeing this area, including arranging for transportation. Make sure other sessions or meetings don’t conflict with departure times.

1. The Social committee works closely with the Program Committee to determine the Social events might include:
   1. an informal opening night gathering
   2. an author reading
   3. a film/video showcase
   4. the President's reception
   5. a dance
   6. other receptions
   7. tours & transportation

8) Once the date and location of the conference has been set the social Committee can begin: (a) searching for entertainment; and (b) estimating the possible cost of food and beverages, (referring to conference budget).

#### Entertainment includes background music for President’s Reception and sometimes before the banquet and entertainment following the banquet.

* Send letters of confirmation to entertainers including date, time, location, performance content, and the agreed-upon fee.
* In both cases, a deposit may be required with the balance to be paid upon completion of the program.

*Note:  Cheques should be prepared ahead of time for presentation at the end of the performance. Please advise the SLA office if this is requirement two weeks before the conference.*

* The Social Committee should investigate local recreation spots (e.g. golf courses, swimming pools, riding stables, parks, nature walks, historic sites, museums, galleries) to arrange for their use by delegates. This might involve planning special group visits or obtaining special discounts for delegates. (Optional)

#### Meals and Refreshments

* When the program schedule has been more or less determined the Social Committee will have to plan food and beverage requirements to be covered by the conference registration fee.
  + Menus and prices of available breakfasts, lunches, banquet meal, snacks and refreshments should be obtained from the conference convention centre. (usually available on website)
  + Type of service to be determined – sit down/buffet
  + Catering contracts are signed by the SLA office: *If conference venue is not near restaurants- all meals should be arranged.*
  + The SLA office will obtain written confirmation from the banquet coordinator or caterer on the meals to be served, the type of service (e.g. buffet or banquet style), the space to be used, and the precise costs. (The hotel sends confirmations to the SLA office along with the facilities confirmation.)
  + One week before the conference confirm the final number of registrants with the SLA office. Review/confirm the schedule and .
  + The following suggestions will be helpful in planning food and drink for the conference.
    - include food that will be nourishing for vegetarians and diabetics too
    - all events involving alcohol should also include non-alcoholic beverages
    - include a variety of fruits at meals (especially breakfast) or snack breaks
    - Refreshment breaks should include juice, water as well as coffee and tea
    - There should be some provision for people with special diets
  + When estimating costs of meals and refreshments be sure to include sales tax, gratuities (15%) and corkage fees.
  + The committee should determine what centre pieces will be provided for banquet tables, if any.
  + Usually tickets are issued with the conference kit for those meals covered by the conference registration. A limited number of extra tickets can be purchased ahead of time. (We must give the venue our confirmed numbers three days in advance, so only exchanged tickets may be handled at the registration desk.)

**Conference Banquet**

This is the main social event of the conference and on occasion has ended with a dance, but more frequently with some kind of entertainment. 2009 had ‘Library Olympics’ game arranged. Facilities (SLA office) makes arrangements for seating of special guests. Background music may be played before.

The Master of Ceremonies (banquet) shall:

* Make whatever announcements are required throughout the banquet
* Ask the appointed person to make the invocation
* Introduce the special guests
* Announce how the banquet meal will be served
* Call upon the presenters of awards
* Announce the Saskatchewan Book Awards Silent Auction (if there is one)

Note: The following awards usually are presented at the banquet:

* SLA Frances Morrison Award
* Mary Donaldson Memorial Award of Merit
* SLA Honourary Life Memberships
* Saskatchewan Libraries Education Bursary
* Saskatchewan Library Trustees Association Lifetime Achievement Award

#### Breakfasts/Brunches/Lunches

Some breakfasts/brunches/lunches may be arranged in conjunction with Keynote address (breakfast) or planned in the exhibit hall (brunch/lunch).

#### President's Reception

The President’s Reception is hosted by the SLA President as an informal gathering of delegates, usually held after the Mary Donaldson Memorial Lecture. There is sometimes complementary glass of wine followed by a cash bar. The reception is an opportunity to meet the Board of Directors of the Association. Appetizers are usually arranged.

#### Refreshment Breaks

The Social Committee shall work with the Program Committee to determine the number of refreshment breaks needed throughout the conference. Usually coffee (regular and decaffeinated), tea, fruit juices and water are provided.

Once the costs have been determined (with assistance from the caterer) the expenditure is incorporated into the conference budget and is calculated into the registration fee.

#### Hospitality Suite (optional)

The Past President and the Executive Director are responsible for organizing a hospitality suite, if this is needed.

The hospitality suite may be used as:

* A place to assemble program presenters;
* A meeting place for session convenors and their presenters prior to a program: and
* A social venue for the Conference Committee or Board of Directors and their guests.

**Tours/Events/Activities**

These must be arranged well in advance of the conference and be included in the first conference brochure. The Social Committee is responsible for organizing and overseeing this area, including arranging for transportation and activities at the registration desk. Make sure other sessions or meetings don’t conflict with departure times. Tours with added cost will be passed onto the registrants and listed on the registration form.

Please check with host cities to see what arrangements can be made with local tour companies, which will charge a fee. However, this fee is then offered to our conference goers, and simplifies our organizational activities, and may well be worth it.

When tours are booked, make sure there is a cut off date well ahead of time. It is recommended to arrange bus transportation rather than volunteer drivers

Make sure the tours are featured on the registration form. Note, if the brochure and registration form have already been finalized, do not add tours, or other events.

**Mentoring/Partnering Program - Optional**

A mentoring program initiative occurred in at the 2002 and 2004 SLA conference. It was coordinated from the conference planning committee and partners were matched based on their expressed wishes for a conference partner. Most of those interested were new librarians to our province.

The initiative was promoted in the conference brochure, on the conference registration form, in our mailings to the membership and in targeted mailings to to non-members who could be interested in the conference and in the mentoring program (past bursary applicants, new librarians to the province who are not Association members, etc.).

The committee worked to find matches based on people's wishes. Their wishes ranged from finding a match in a specific library sector (e.g., small special library) to finding another library technician, etc.

Be sure that the conference registration form has been set up to capture the following information:

* An indication that this is their first conference.
* Their desire for a conference partner.
* Their desire to serve as a conference partner.
* Their indication of intention to attend the newcomers' reception.

Get regular updates from the SLA Office regarding each of the above as the conference registrations are received. Troll the registration list for those new to Saskatchewan or the profession. Contact them prior to the conference to offer to match them in the Conference Partners' programme.

A copy of the current membership list is essential to enable your contacts with potential mentors and to allow you to direct market to individuals. The membership list should be provided to you with the following fields: last name; first name; affiliation; institution; delegate last name; delegate first name; work phone; e-mail; library type. If it were possible to capture "member since" that would also be great.

Get the list of bursary applicants from previous years and draft a message to remind them of the conference and the conference partner’s initiative. The sending of this message will be facilitated through the SLA Office.

**Newcomer’s Reception – Optional**

This was a social event presented one year to welcome those new to the province, the profession, and to the Saskatchewan Libraries Conference. This event is well timed when it is held before the first event (this year it was before the Mary Donaldson Lecture). This way, newcomers find each other and their conference partners before the conference starts. Introduce partners to one another at this event and make introductions to those who do not know each other. Along with appetizers, red and white wine as well as non-alcoholic beverages were served. Have all newcomers wear a special indication on their conference badges so that everyone can spot them and welcome them.

| **SLA Timeline – Social Chair - summary** | | |
| --- | --- | --- |
| **Month** | **Due** | **Activity** |
| January |  | Review menus for selection for meals and refreshment breaks |
| April |  | Finalize menu selections for meals and refreshment breaks - SLA office contacts facility with selections |
| May | Post conference | Revise Social Section of conference handbook |
| September |  | Investigate local tour options |
| September |  | Solicit Entertainment |
| October | First week in Oct | Arrange tours/transportation costs - for delegate registration and conference brochure |
| November |  | Tours, Entertainment information complete for brochure |

**Section 11**

### TECHNICAL COMMITTEE Technical Committee

**1. Introduction**

The Technical Committee is responsible for technical equipment for all aspects of the conference, with the exception of the Exhibits Hall. The SLA office will provide technical needs of each presenter to Technical chair. The Chair (in conjunction with the SLA office) checks the conference site for adequate space and equipment in conjunction and ensures that they are confirmed in writing. The Chair and SLA Office determine what equipment is available from the conference venue and the costs. Prepare a budgetary report (estimate) outlining the costs of equipment rental and set up. The Technical Committee arranges with local suppliers and institutions for the rental or borrowing of equipment.

* Find out if there are any equipment set-up fees. Try to use volunteers if possible, but do not skimp on technical support.
* Arrange to have access to quick servicing and repairs if needed. (The conference centre often has in-house tech support .)
* Confer with facility/hotel and A/V supplier re security considerations and determine whether a temporary insurance policy on conference equipment may be necessary.
* Confirm if Internet connections are available in session rooms.
* Confirm equipment needs with the A/V supplier (if A/V supplier is being used). If they are doing set-up, provide them with an equipment allocation schedule.
* Coordinate needs of presenters with Program Chairs and SLA office.
* Ideally all three or four sessions rooms will be equipped with screens, data projectors, high speed Internet hook-ups, and flip charts. (The idea is to have consistent set-ups in each of the rooms so that a juggling of equipment is not required.
* Ensure that rooms are set up well ahead of time and equipment is working.
* Assist presenters if necessary for hook-up of laptops. (Presenters are asked to bring their own, but it is a good idea to have an extra laptop in case of problems or presenter is unable to bring a laptop)

**2. Equipment/Supplies**

With Technical Chair, Exhibits Chair (if something special is required, like setting up an Internet Café), and Program Chair ensure that the necessary equipment is available and operational.

The SLA Office has some equipment/supplies for the Technical Chair, such projector, extension cords, phone lines, etc. If any other supplies are required, contact SLA office to see if these could be purchased.

With Technical Chair and Program Chair, ensure that the equipment and supplies are placed in the proper room at the proper time; prepare an equipment allocation schedule for the set-up crew.

At the end of each day, ensure equipment is secure and in a locked room. A room may be provided at the hotel for Conference office/storage that may be used or you may be asked to remove equipment from the building at the end of each day.

**3. Emergencies**

Be prepared for last minute changes in room allocation.

Act as liaison with the conference site staff to prevent and reduce emergency situations.

##### 4. Post-Conference Duties

Ensure that rented and borrowed equipment is returned.

Prepare a report for wrap-up meeting

Update Technical section of the handbook.

**5. Timeline**

| **SLA Timeline – Technical** | | |
| --- | --- | --- |
| **Month** | **Due** | **Activity** |
| February |  | Book equipment as needed - screens, projectors, etc |
| March |  | Technical sub-committee established - contact Volunteer Chair if more volunteers needed |
| March |  | Prepare equipment allocation schedule for technical sub-committee |
| April |  | All technical equipment needs finalized |
| May |  | Post conference - provide report and update technical section of conference handbook |
| August |  | Conference venue tour - check what tech services/equipment are available/determine costs |
| September |  | Begin to find sources for equipment that can be borrowed |

Check the program schedule and arrange volunteers to be there at key times, such as the beginning of sessions to make sure all equipment is set up and in working order.

Section 12

VOLUNTEER COMMITTEE

**Volunteer Committee**

**Introduction**

The Volunteer Committee is responsible for finding and coordinating volunteers for all aspects of the conference in conjunction with the Committee Chairs. The volunteer committee must make sure there are enough volunteers to fill the needs everywhere.

The role of the Volunteer Chair is to work closely with other Conference Committee Chairs to identify needs for and to recruit **on-site** volunteers as needed. The Chair may also be required to find some volunteers to help with work just before the conference begins (such as for stuffing conference kits). The types of duties and the number of volunteers needed may vary from conference to conference.

Each Chair has their own committee to help them with the work leading up to the conference, and these people are recruited by the individual Conference Chairs, but may contact Volunteer Chair for assistance in finding volunteers.

**Volunteer Committee**

The Volunteer Chair does not usually form a committee because most of the work before the conference can be done by the Chair. However, the Volunteer Committee Chair may form a committee to help recruit volunteers for various areas of the conference to disperse the work load.

**Recruiting Volunteers**

Once the conference schedule is finalized, the Volunteer Chair can make up the master schedule for the volunteers, and figure out how many volunteers are needed in total to run the conference.

The Conference Chair/SLA office sends out a call for committee and on-site and other volunteers to the SLA membership in January of each year. The Conference Chair composes the message for the SLA office, which includes the categories and number of hours needed and other relevant information.

The Volunteer Chair also sends out a call for volunteers to the Universities and Colleges that offer library studies courses in about March of each year. This call should also highlight the discounted student rate to attend the conference. This can be done by faxing a poster to the schools.

When the conference is in Saskatoon, particular focus should be on asked the SIAST Kelsey Institute library technician students to work as volunteers. (Note: The conference may conflict with end of term exams.)

Retired library staff may also be asked for assistance.

Volunteers can indicate their preferred activities and availability during the conference, but specific on-site responsibilities can’t be assigned until the conference schedule is finalized.

Ideally, all convenors and other volunteers are secured at least two weeks in advance of the conference, although this is not always possible. Delegates registered for particular sessions can be contacted to be Convenors/Recorders. If possible, convenors could be matched with presenters that they know, although that is not always possible.

**General Information**

E-mail helps facilitate ongoing communication with volunteers and enables the Coordinator to more easily keep all volunteers up to date on pre-conference developments. It is suggested that the Chair create separate e-mail lists for the recorders, convenors, registration desk volunteers, and other key areas, and send out instructions about a week before the conference.

Once volunteers are assigned to specific roles, instructions need to be sent out by e-mail to the volunteers specifying their duties a week ahead of time. This includes convenors, recorders, and registration desk volunteers, and any other jobs that need to be performed.

A list of volunteers and their schedules are submitted to the SLA office prior to the conference and a copy is used at the registration/information desk.

Templates for volunteer activities and activity checklists are located at the end of this section.

###### Volunteer Committee Responsibilities

###### The Volunteer Committee is entirely responsible for recruiting volunteers for the following key areas:

* 1. **Registration**
     1. Registration package stuffing (4 volunteers). This task is done about 5 days to one week prior to the conference in the SLA office when conference is in Regina or a library in Saskatoon, as arranged by the Volunteer Chair.

###### All materials for conference packages are shipped to the SLA office, and the Volunteer Coordinator arranges for 4 volunteers on the designated day. (See the Registration Section for more information)

* + 1. Registration/Information Desk - The registration/information desk requires two people there at all times for on-site registration. (Two people for each shift ) During peak times an additional volunteer might be required. Please check with the SLA office.

The following duties need to be covered:

* check in registrants, presenters and special guests and provide name tags and registration kits
* hand out packages to convenors for their specific sessions.
* handle payments and receipts and answer questions, and take memberships as necessary (SLA Office staff will handle)
* direct people to locations, enter Second Chance Draw, and any extra duties
* Also needed at the beginning of each day is one person to place signage at all sessions and events. (Please see the **Registration Section** in this handbook section for full details.)
  + 1. Session Signage: SLA Office will prepare door signs for each session (Each room can have all the sessions for the entire conference listed on it.) One person is assigned to post these signs at the conference

**Program/Sessions**

Convenors - Securing convenors for each of the sessions is very important. After registration is near completion the SLA office will give the Chair a list of registrants for each session, and convenors can be recruited from this list.

Prepare bios for each session for each convenor. (Make one of these for each session, and save it as one document. Print it off to have at the registration desk, but also e-mail a copy of it and the convenor checklist to all the convenors before the conference so that they will have time to review it.)

NB: Please see the **Convenor Instructions** at the end of this section for a full list of duties, as well as samples of bio forms, etc.

Recorders – Recorders write summaries to be included in post-conference issue of *Forum.* It is not necessary to have a recorder for every session, but we need at least 10.

NB: Please see the **Recorder Instructions** at the end of this section for full information.)

Photographer is arranged by Public Relations, but may ask volunteer chair to find volunteers

* Find at least one official photographer for the sessions/events
* Roving Photographers
* Videographer for sessions (optional)

NB: Please see the **Photographer/Videographer Instructions** in Public Relations section.

**Additional Volunteer Committee Responsibilities**

The Volunteer Committee may also be required to find volunteers for these areas:

**Exhibit Hall**

The Exhibit Committee usually takes care of their volunteer needs through their sub-committee, but the Volunteer Committee needs to check with them to make sure they have everyone they need.

**Facilities**

The Facilities Committee usually takes care of their volunteer needs through their sub-committee, but the Volunteer Committee needs to check with them to make sure they have everyone they need.

**Fundraising**

The Fundraising Committee usually takes care of their volunteer needs through their sub-committee, but the Volunteer Committee needs to check with them to make sure they have everyone they need. They may need assistance with set up and running of fundraising activities.

**Social Events**

The Social Committee usually takes care of their volunteer needs through their sub-committee, but the Volunteer Committee needs to check with them to make sure they have everyone they need. In particular they may need assistance with:

* ticket taking, ticket checking, or ticket selling at social events or with tours.
* Tours - The Social Committee handles the organization for tours, but it the Volunteer Committee needs to check with them to make sure they have everyone they need. They may need help to load people in vehicles, take tickets, etc.

**Technical**

The Technical Committee usually takes care of their volunteer needs through their sub-committee, but the Volunteer Committee needs to check with them to make sure they have everyone they need. They may need volunteers to help during the conference to set up rooms and make sure all equipment is running properly.

**Post-Conference Duties**

* Once the conference is finished, the Volunteer Chair needs to provide an entire list of volunteers recruited so that they may be properly acknowledged.
* The Volunteer Chair also needs to update the Volunteer Section of the SLA Conference Planning Handbook and make recommendations for future years.
* Thank you letters/notes need to go out to all volunteers. This can be done via e-mail, although a proper letter needs to be written, not just a little thank you note in the body of the e-mail- this can be done in consultation with the Conference Chair.

**Financial Information**

Generally speaking the Volunteer Committee does not need to worry about any aspects of the finances during the conference. As they are recruiting volunteers to carry out the work, there are no honorariums due. However, they do need to consider from time to time and make recommendations for acknowledging the volunteers, which may result in an outlay of cash.

**Registration for Volunteers - Fee Structure 2009**

In order to obtain accurate attendance numbers for all conference activities, the people who perform the following roles should complete and submit a Registration Form if they are attending the conference. Depending on the role, the fees are reduced or waived as outlined below:

Conference Planning Committee

* who work at the Conference - typically includes Conference Chair(s), Exhibit Chair, Volunteer Chair, and Technical Chair
  + registration fees are waived
* who may be called upon as needed during the Conference - typically includes the Conference planning chairs not mentioned above
  + 50% off the registration fee
* who do not work at the Conference - typically includes the Conference Planning Sub-Committee members
  + 25% off the registration fee

Conference Volunteers –

* For every 2 hrs worked, volunteers receive one session free. Volunteer time cannot be used towards meals.

**Volunteer Recognition**

Please consult the SLA office staff to have volunteer nametags made for all the volunteers. Besides the volunteer’s name, the nametags should include the individual’s place of work or affiliation.

**Volunteer Timeline**

September-June

* Volunteer Chair attends conference planning meetings to learn about overall plans that may require volunteers, and contributes to the general planning of the conference.

January/February

* Once the conference schedule is finalized, the Volunteer Chair prepares the master schedule for the volunteers, and figures out how many volunteers are needed in total to run the conference.
* The Conference Chair composes and directs the SLA office to send out a call for on-site volunteers.

March

* The Volunteer Chair sends out a call for volunteers to the Universities and Colleges that offer library studies courses, especially SIAST Kelsey Campus in Saskatoon. (through the SLA Office.)

Early April

* The Volunteer Chair follows up on calls, and sends out additional calls if necessary

April /May

* Volunteers are assigned to specific duties
* Instructions are sent out to the convenors, recorders, and registration desk volunteers specifying their duties at least one week in advance of the conference.
* Conference package stuffing is done a few days before the Conference.
* A list of volunteers and their schedules is submitted to the SLA office and a copy is used at the registration/information desk.

May/Conference

* Assign one volunteer person to post signs on doors for sessions
* Make sure sponsor signage is in place for each session and activity (in conjunction with SLA Office.)
* Ensure all convenors have their instructions and packages.
* Make sure all the lists of volunteers and schedules are available at the registration desk
* Make sure volunteers have their name tags and ribbons (or some indication that they are volunteers)

June/Post-Conference

* Once the conference is finished, the Volunteer Chair needs to provide an entire list of volunteers recruited so that they may be properly acknowledged and thanked.
* The Volunteer Chair updates the Volunteer Section of the SLA Conference Planning Handbook and make recommendations for future years.

| **SLA Timeline – Volunteer section summary** | | |
| --- | --- | --- |
| **Month** | **Due** | **Activity** |
| February |  | Send call for volunteers through SLA Office |
| February |  | Volunteer recruitment |
| March |  | Send volunteer call to SIAST (Kelsey) and Universities through SLA Office |
| March |  | Volunteer recruitment continues/duties assigned |
| April | 1 week before conference | Volunteers assigned duties, instructions sent out to conveners, recorders and registration volunteers |
| April | 1 week before conference | Kit assembly |
| May |  | Post Conference - write report and update Volunteer section of handbook |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROPOSED VOLUNTEERS NEEDED** | |  |  |
| (Note this is only a rough estimate based on basic needs, and must be confirmed with each committee and the SLA office) | | |  |
|  |  |  |  |
| **Areas** | **Volunteer Type** | **Number Base** | **Estimated Total** |
| Programming | Convenors | x # of sessions | 20 |
|  | Prepare bios (can be from brochure unless otherwise specified | 1-2 | 2 |
|  |  |  |  |
| Programming | Recorders | approx. 10 | 10 |
|  |  |  |  |
| Programming/PR | Photographers (Public Relations Chair) | 2-3 | 2 |
|  | Assistant for awards events | 1 | 1 |
| Registration | Stuffing kits | 4 | 4 |
|  | Registration desk | 2 x each shift (approx 10) | 20 |
|  | Session signage - one to hang signs each day | 2-3 | 2 |
| **POTENTIAL TOTAL** |  |  | **61** |
|  |  |  |  |
| **Possible Others** |  |  |  |
| Social | ticket taking, checking, selling | 1-2 | 2 |
|  | hospitality | 1-2 | 2 |
|  | tour assistance | 1 | 1 |
|  |  |  |  |
| Exhibits | help with draws | 1-2 | 2 |
|  |  |  |  |
| Facilities | check on room setups | 1 | 1 |
|  |  |  |  |
| Fundraising | assist with draws and games | 2 | 2 |
|  |  |  |  |
| Technical | assist with equipment set up | 1-2 | 2 |

**Session Convenor’s Checklist**

1. Report to conference registration desk 15 minutes ahead of session to collect pkg and check for any conference announcements that may need to be made in the session.

2. Meet the presenter(s) for your session outside the session meeting room 10 minutes before session time.

3. Verify presenter’s biographical details and title of presentation.

4. Introduce presenter to any other presenters in the same session.

5. Check room to ensure it is properly arranged and equipped. Assist with room set up if required.

6. Ensure water and glasses are available at presenter’s table.

7. Distribute any handouts to delegates.

8. Welcome delegates to session and deliver any conference announcements.

9. Introduce presenter(s), and ask that everyone to please turn off their cell phones.

10. Help seat latecomers. If needed, close doors at start of session. Ensure doors are **NOT** locked, so people can still enter discreetly.

11. Assist official photographer to take a posed photo of the presenter.

12. Count number of delegates present.

13. Invite questions from the floor at conclusion of presentation.

14. Conclude session by thanking presenter(s) and presenting gift.

1. Thank session’s sponsors.
2. Encourage delegates to complete conference evaluation forms before the conference is over.
3. Collect any unclaimed session handouts and return to presenter(s).

## Bios for Convenors – information is available in the Conference Brochure

Session Number: Session Name

Presenter:

Bio: (from conference brochure unless otherwise specified)

Sponsor of Session:

Special Announcements: (ask registration desk if there are any announcements)

Convenor:

# of Participants (to be completed at the conclusion of the session):

Notes from Convenor:

**Guidelines for Conference Session Recorders**

Catch the highlights of the session and write an article about it, conveying important information.

**Length of article:** no set length, but would appreciate at least 250 words as the bare minimum. 500 to 1,000 is a nice size.

**Style:** fairly open (e.g. can be article style, interview style, synopsis, point-form); makes for a more interesting Forum if recorders use a variety of writing styles

Please sign your articles with your name, position and library/place of work

**Where to send the articles:** submit online to Forum <http://www.slaforum.sk.ca/index.php/slaforum> and click on ‘Submissions’ for guidelines. Please contact the SLA office if you have any questions [slaprograms@sasktel.net](mailto:slaprograms@sasktel.net)

**Deadline:** 10-14 days after the conference

**Sample Master Schedule**

**Registration Desk:**

|  |  |  |
| --- | --- | --- |
| Day | Time | Volunteer |
| Thursday, May 4 | 2:00 - 4:30 |  |
|  | 4:30 - 7:00 |  |
|  | 7:30 – 8:00 ticket taking for event |  |
| Friday, May 5 | 7:00-9:00 |  |
|  | 9:00-10:30 |  |
|  | 10:30-12:00 |  |
|  | 12:00-1:30 |  |
|  | 1:30-3:00 |  |
|  | 3:00-5:00 |  |
| **Saturday, May 6** | 8:00-10:30 |  |
|  | 10:30-12:00 |  |
|  | 12:00-2:30 |  |

**Recorder/Convener Schedule**:

|  |  |  |
| --- | --- | --- |
| Thursday | Session | Volunteers |
| 8:30-4:30 | Session number: session name | Convenor:  Recorder: |
| 9:00am-4:00 pm |  | Convenor:  Recorder: |
| 8:00 pm |  |  |
| Friday |  |  |
| 7:45-8:45 am |  | Convenor:  Recorder: |
| 9-10:15 |  | Convener:  Recorder: |
| 9-10:15 |  | Convener:  Recorder: |
| 9-10:15 |  | Convener:  Recorder: |
| 10:45-12 |  | Convener:  Recorder: |
| 10:45-12 |  | Convener:  Recorder: |
| 10:45-12 |  | Convener:  Recorder: |
| 10:45 – 12 |  | Convener:  Recorder: |
| 1:30-2:45 |  | Convener:  Recorder: |
| 1:30-2:45 |  | Convener:  Recorder: |
| 1:30-2:45 |  | Convener:  Recorder: |
| 8-8:45 |  | Convener:  Recorder: |
| Saturday |  |  |
| 9-10:15 |  | Convener:  Recorder: |
| 9-10:15 |  | Convener:  Recorder: |
| 9-10:15 |  | Convener:  Recorder: |
| 9-10:15 |  | Convener:  Recorder: |
| 10:45-12 |  | Convener:  Recorder: |
| 10:45-12 |  | Convener:  Recorder: |
| 10:45-12 |  | Convener:  Recorder: |
| 10:45-12 |  | Convener:  Recorder: |
| 1:30-2:45 |  | Convener:  Recorder: |
| 1:30-2:45 |  | Convener:  Recorder: |
| 1:30-2:45 |  | Convener:  Recorder: |
| 3-4 |  | Convenor:  Recorder: |

**Exhibit Hall Hosts Schedule - Sample**

**Friday**

|  |  |
| --- | --- |
| Time | Volunteers |
| 11:00 a.m. - 1:15 p.m. |  |
| 1:15 p.m. -3:15 p.m. |  |
| 3:15 p.m. - 5:30 p.m. |  |

**Saturday**

|  |  |
| --- | --- |
| Time | Volunteers |
| 10:00 a.m. - 11:45 a.m. |  |
| 11:45 a.m. - 1:30 p.m. |  |

**Technical Support Schedule - Sample**

|  |  |
| --- | --- |
| Time | Volunteers |
| 7:00 a.m. B 11:00 a.m.  Exhibit Hall set-up | All tech support people |
| 9:00 a.m. B F4 | 1 person |

Note: The Exhibit Hall and Technical Support schedules are organized by the Exhibit Chair and Technical Chair, but the Volunteer Chair checks with them to see if they need additional assistance with volunteers.