

**ACLCP Tip Sheet
Program Planning Committee
Fall and Spring Conferences**

Conference Location:

As of 2012 Moved location to Holiday Inn Harrisburg East (now Red Lion Hotel Harrisburg East)

Program Committee Chair(s), in consultation with the Executive Committee, will renegotiate the contract on an annual basis.

Dates currently negotiated with Holiday Inn Harrisburg East:

2015 – October 23

2016 – April?

Holiday Inn Contacts:

Ron Hess - Regional Association Sales Manager 717-704-0726 ronhess@hiharrisburg.com

Anne Marie Knorr (Catering): conference specifications (AV needs, room set-up, head count)

- They will provide HIA shuttle service with a 48 hour notice
- They need a final group count 3 Business days prior to the meeting
- Discuss with them AV needs, room needs, roving mic for speaker, 2 registrar’s tables, and podium and head table for lunch

Planning Calendar

About January	Meet to finalize plans for Spring conference and to choose speaker for Fall conference
February	Advertise
March	Conference Date
April	Compile and report feedback
May	Debrief meeting/plan for fall
June	Co-Chairs and members email / set up wiki
July	Committee Member meet to assign duties and touch base
August	Meet to finalize plans for Fall conference and to choose speaker for Spring conference
September	Advertise
October	Conference Date
November	Compile and report feedback
December	Solicit ACLCP members to join programs committee

Committee Member Reimbursement:

Round trip mileage to Committee meetings is reimbursable by submitting receipts to Treasurer.

Typical Schedule:

2015 (Shorey, Hoover) 2012 (Kane, Reeder, Verbit) 2009 (Hyder-Darlington): 06 (Burkholder) 03(Cook)

Spring

9:00 – Registration and Refreshments	12:00 – Lunch
9:30 – Welcome	1:00 – Speaker
9:45 – Speaker	2:00 – Break
10:45 – Break	2:15 – Speaker
11:00 – Speaker	3:30 – Adjournment

Fall

9:00 – Registration and Refreshments	11:00 – Speaker
9:30 – Welcome	12:00 – Lunch and Business Meeting
9:45 – Speaker	1:15 – SIG meetings
10:45 – Break	3:30 – Adjournment

Fall conferences should typically deal with “personal development,” e.g. stress reduction. Spring conferences should deal with “professional development” issues, e.g. digital libraries

Tasks to be completed for each conference:

Set Deadlines:

- Create and send save-the-date
- Food needs info determined
- Create flyer and place on web
- AV and room needs determined
- Cutoff date for registration
- Final headcount

Set Schedule: – See ‘Typical Schedules’

Speaker:

- 6 months before, contact speaker initially to schedule date. Discuss plans and our expectations, audience, stipend, time to speak, breakout rooms, etc.
- Will they have handouts (who duplicates)
- Audiovisual needs
- Clear speaker and stipend with ACLCP Exec Committee before committing. Submit program proposal to executive committee at least 4 weeks prior to conference.
- Any special needs – diet, handicap, etc.
- Send confirmation letter with a copy to Treasurer
- Firm up hotel and travel plans (it is much easier if speaker makes travel and hotel reservations). Give him/her a contact phone number. Ask for their flight and hotel info.
- Need bio for the introduction
- As of today, stipend/honorarium is \$500 plus expenses. Expenses that exceed \$500 need to be brought to Executive Committee.

Food:

Typical menu choices

- Morning break – coffee, yogurt, water, pastries
- Afternoon break – soda, water and cookies
- Lunch

- Soup
- Salad
- Bread/Rolls
- Entrée
- Desserts
- Ice tea/ coffee/ hot tea/ water
- Try to plan a vegetarian/gluten-free entree or option

Rooms:

- Decide on number of rooms needed for speaker and Discussion sessions. Provide a room for each SIG even if the chair will not be present

Flyer and Web Announcement and Web Registration Form:

- After the planning meeting, create a brochure mock-up and show to Program Committee.
- Create a web version of the brochure/announcement and send to ACLCP webmaster.
- Ask ACLCP webmaster to update the online registration form
- Send web announcement and registration form to ACLCP web contact
- E-mail final flyer to ACLCP members and ask Directors to distribute
- Announce when flyer goes out on ACLCP-I and again near registration deadline

Registrar duties:

- Take e-mail registrations
- Take checks which are sent ahead
- Keep a list of registrants and who have paid
- Make nametags (We have purchased plastic holders)
- Provide a list of attendees
- Make signs for the Discussion Rooms
- Send list of persons intending to attend Discussion Group to SIG chairs (Fall only)
- Decide room size based upon SIG attendance
- Add 5 people to the headcount at the deadline before reporting headcount
- OK to allow up to 10 people to register after the deadline. This decision can be passed on to the Program Co-Chairs.
- No refunds after the registration deadline.

Folders, handouts, etc.:

- We have purchased folders and pens. Good idea to provide writing paper for notes if there are no handouts
- Door signs for meetings if SIG groups are meeting
- Agenda for the day should go in folder
- Evaluation form should also go in the folder
- List of attendees
- Pen, etc.
- Make a sign for registration organized alphabetically by **name of individual**, not institution [or see below on Day of Conf]
- Ensure that signs have arrows directed correctly

2 weeks before conference:

- Put out last call on ACLCP-L

1 week before conference:

- Stuff folders
- Contact Holiday Inn with headcount
- Contact SIG chairs with list of attendees
- Decide breakout rooms for SIGs
- ID 1st-timers on name tag

Day of conference:

- Registrar - Place nametags on table and collect last minute money
- Registrar – have notation of who still owes money
- Chair – MC and introduce speaker
- Chair – Touch base with hotel contact to make sure that all is OK. Check rooms.
- Chair – make sure speaker is happy
- Someone needs to be at the registration table to answer questions and direct people
- Put up breakout room signs
- Candy on tables
- Technology check
- Hand out name tag while checking them off list (more personal and efficient)

Same day:

- *Collect nametags (announce the collection at lunch?)*
- *Bin for recycled paper*

After the conference:

- Compile online evaluation information and send a one-page summary to ACLCP-L
- Make sure that speaker gets paid
- Send thank you note to speaker and give him/her opportunity to feedback.
- Keep track of problems/difficulties
- Transfer all materials relating to meeting to ACLCP archives

Past Speakers:

- Spring 2015 – People and Place: The Evolving Academic Library. Speakers: Sheila Corral – “The Evolving Academic Library and the Library Professions,” M. Lynn Breyfogle – “X, Y, and Now Z: Beyond Millennials,” Danuta Nitecki – “Exploring Assessment of Library Spaces for Learning.”
 - Fall 2014 – The Library as Partner: Building Bridges & Collaborations with Staff, Campus and Community.
 - Spring 2014 – Bryan Alexander – “Caught Between Two Waves: Teaching, Technology, and Libraries in 2014.”
 - Fall 2013 – Megan Oakleaf – “Academic Library Impact: Engaging Stakeholders, Building Partnerships, and Telling the Story.”
 - Spring 2013 – Steven Bell – “Unbundled and Rebooted: Alt-Librarians for Disrupted Higher Ed,” Michael Gorman – “Service and Stewardship in a Digital Age,” Stacey Aldrich – State Librarian
 - Fall 2012 – “The Changing Academic Library: Endings and New Beginnings,” presented by Karen S. Calhoun, Asst. Librarian for Organizational Development & Assessment in the University Library System of the University of Pittsburgh
 - Spring 2012 (March 16, 2012) Embracing the Customs and Culture of the Digital Native – Michelle Manafy and Heidi Gautschi, editors and contributor, Jami L. Carlacio; Tasha Bergson-Michelson, MLIS, Google Search Educator
 - Fall 2011 (October 7, 2011) The Library and the Customer: Discovering Positive Relationship Strategies – Dennis E. Gilbert, President of Appreciative Strategies, LLC
 - Spring 2011 (April 8, 2011) Digitization and Emerging Technologies – Scott Anderson, Millersville University; William Fee, State Library of PA; Samantha Slade, Archives and Web Consultant; Sue Kellerman, Penn State University Park; Ronalee Ciocco & Jessica Howard, Gettysburg College; Dolores Fidishun, Ed. D., Penn State University Libraries, Head Librarian Penn State Great Valley and Penn State Abington Libraries; Ron Musoleno, Ph.D., Assistant Professor, Education Division, Penn State Great Valley.
 - Spring 2010 (April 30, 2010) Copyright Laws and Digital Issues Lolly Gasaway, Associate Dean for Academic Affairs and Professor of Law, University of North Carolina School of Law
 - Fall 2010 (October 8, 2010) Communications Among Library Staff: When NOT to be Quiet in the Library – Tricia Richards, MS, The PR Dept., LLC.
 - Spring 2009 (March 27, 2009)-Changing the games libraries play, innovation and appreciative inquiry: Kathryn Deiss , ACRL content strategist and Gene Spencer, consultant (free book given to attendees, Thin Book of AI)
 - Fall 2009 (October 9, 2009) Reaching out Intentionally: the Mentoring Challenge: Georgie Donovan, Appalachian State University
 - Fall 2008 (October 10, 2008)-Organizational change, Strategies for Success: Sue Baughman Univ of Maryland Libraries.
 - Spring 2008 (March 14, 2008)-Assumption Busters (making today’s trends work for you): Judy Beiden Univ. of Rochester, Joe Lucia Villanova and Stanley Wilder, Univ of Rochester.
 - Fall 2007 (Oct.12,2007)-Manage your email before it manages you: Mike Song CEO Cohesive Knowledge Solutions (free book was given to each attendee)
 - Spring 2007- Embedded librarians, Steve Abrams SIRSI/Dynix
 - Fall 2006 – Tom Claeson - disaster planning
 - Spring 2006 – Matt Goldner, Gregg Silvas – future of the local library catalog
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03(Cook)

- Fall 2005 – Bob Edwards - 40th Anniversary
- Spring 2005 – ACLCP/ACRL joint program - Dynamic Digitization: local ideas, global applications
- Fall 2004 – Kathy Dempsey – library marketing
- Spring 2004 – Marjorie Warmkessel – new Middle States guidelines
- Fall 2003 – John Morreall – humor in the workplace
- Spring 2003 – Laverna Saunders, Sam Demas, Hal Shill – Libraries in the 20th century
- Fall 2002 – Stephen Merritt – Generation Y
- Spring 2002 – Diane Kresh – Digital Reference – plus a showcase of ACLCP technology projects
- Fall 2001 – Rita Miller www.millerspeak.com – stress reduction
- Spring 2001 – Julie Todaro – Customer Service
- Fall 2000 – Copyright – Lawyer
- Spring 2000 – cross-cultural communication
- Fall 1999 – Information Literacy