

Wyoming
Library
Association
Conference Planning Manual

Draft: Nov 2004

Introduction

Conferences are fun and exciting! WLA conference is one of the best opportunities for staff from all types of libraries around the state to gather, share challenges, celebrate triumphs, listen, learn, and laugh.

Conference planning can also be stressful, particularly for those who are new to their leadership roles in the association or who have never participated in conference planning. With every conference comes a unique set of challenges – location, theme, agenda, and committee members of varied knowledge and experience.

This manual was developed as a guideline to assist the conference planning team in accomplishing two things: understand what is expected of them and how they might accomplish their part of the planning mission; and avoid, as much as possible, from reinventing the proverbial wheel. It is hoped this manual will not be viewed as a static tool but an evolving product. New thoughts, ideas and tips will be added as each conference planning team adds their collective understanding and expertise to the mix.

Browsing the manual, it is clear that conference committee member responsibilities intertwine and communication between all parties is essential to success. With a project this size, the unexpected or the unusual is bound to happen. Open lines of communication, established early and exercised often, will make the conference run smoother and make the planning less stressful. Tapping into the expertise of past planners will provide a wealth of information and assistance. And following the conference manual guidelines will lay a solid foundation from which to build an exciting, creative and successful conference.

CONSTITUTIONAL STIPULATIONS

ARTICLE VII -- Meetings

Section 1. Meetings

- (A) There shall be an annual meeting of the Association at a place and time determined by the Executive Board.
- (B) The dates of the meeting shall be decided by the Executive Board as determined by WLA By-laws.
- (C) The conclusion of the conference is defined as the conclusion of the last session of the conference.

Section 2. Notification

A notice of each regular and special meeting shall be published at least thirty days before the time of the meeting. In case of special meetings, this notice shall specify the object for which it is called.

CONFERENCE BUDGET

Section 1. General Conference Budget

- (A) A separate budget for conference will be submitted to the WLA Executive Board. All revenue will be credited to this, budget noting whether it came from registration, meals, exhibit fees, grants, donations, etc.
- (B) All expenditures for conference will come out of this budget whether for meals, speaker's honorarium and expenses, set-up expenses, etc.
- (C) Continuing Education Pre and Post Conference are self-supporting. If enough people don't sign up and pay the extra cost for the Continuing Education program, it will be canceled before the conference.
- (D) Sections do not pay for programs they sponsor unless the program is restricted to their section members. All general conference programs are paid from conference revenue.
- (E) If a section wishes to sponsor a program and the conference committee does not approve it within the conference budget, the section may appropriate money from the section to cover the cost of the program. This money would be considered a donation to the conference budget.

- (F) *Any revenue generated by a conference program such as the sale of books is part of the general conference revenue.*

Sections have the option of raising additional revenues through book sales, etc. at conference. Any associated activities are the sole responsibility of that section. WLA can, at its discretion, hold other fund raisers.

- (G) Within 30 days of the end of the conference, all of conference bills should be paid and all of the revenue received and accounted for. Any profit from the conference except \$100 seed money for the next conference will then be credited to the WLA General Budget.

Section 2. Conference Revenue-Attendee Registration

- (A) For all persons attending any annual or special meeting of the Association, there may be a registration fee to be fixed by the Executive Board at its December meeting following the previous conference.
- (B) Different registration fees may be set for different classes of registrants such as: members, non-members, students, trustees, etc.
- (C) For purposes of registration, WLA members are those with paid up dues at the time they register for conference.

Non-members are those not members of the association at the time they register for conference.

Students are individuals with current activity cards or pre-registration confirmation at any high school or college.

- (D) Full registration refunds less \$10 can be made if written notice is received by the registration chair seven days prior to the conference. If notice is received by end of the conference, a 50% refund less \$10 processing fee can be granted.
- (E) The hosting libraries (if we have a hosting library) will share 10 passes for their staff members to use throughout the conference. These transferable passes would allow staff to attend programs without each person having to pay the registration fee. The passes would not apply to meals.
- (F) Persons wishing to hear a single program must register for that day of the conference. Persons wishing to hear a program that is part of a meal function must register for that day of the conference at least and pay for the meal. The exception to this would be programs paid for by a special

grant. Invited Awards Banquet guests may be exempted from the registration fee to attend that one function.

Section 3. Conference Revenue-Exhibitors

- (A) The exhibitors chair will be the Executive Secretary and at the Executive Board meeting in December, the Board will set the fee for exhibits for the upcoming conference.
- (B) All exhibitor fees will be deposited in the conference budget as they are received.
- (C) Exhibitor Refunds. If an exhibitor wished to cancel after his fees have been paid and if written notice is provided to the Executive Secretary at least 60 days prior to the conference, all but \$25.00 of the fee will be refunded. If a written request is received within 60 days prior to the conference, then all but \$50.00 will be refunded. Any telecommunication fees associated with registration will not be refunded. In the event an exhibitor fails to appear or is unable to attend, no refund will be given except as provided above.

Section 4. Contracts

- (A) The Vice President shall serve as the chair of the Program Council and in this capacity shall sign all conference contracts. The Vice President MUST sign ALL conference related contracts. NO contract will be honored without this signature.
- (B) The Executive Board has adopted a standard contract format (attached) which must be used for any and all binding agreements between the Association, including its sections and committees, and other parties.
- (C) All contracts must be executed in quadruplicate: one copy for the speaker, one copy for the Vice President, one copy for the WLA Executive Secretary, and one copy for the section chair or committee chair who arranged the program.
- (D) Some activities which may take place at conference are registration and collection of dues, exhibits, general sessions and business meeting of the Association, special sessions and programs, continuing education pre and/or post conference workshops, and entertainment.
- (E) Although WLA members are not eligible for honorariums as presenters, expenses may be paid to member/presenters at the discretion of the conference chair(s).

CONFERENCE COMMITTEE RESPONSIBILITIES

Overview

This section briefly sets out general responsibilities of conference committee chairs and other interested association parties. The lists of responsibilities are intended only as a guide because nearly every conference organizes its tasks based on the committee member experience and interests, the location of the conference and the committee members, and other practical criteria.

Members of the conference planning committee include:

- Vice President, Chair
- Executive Secretary
- Awards Chair
- Communications Chair
- Section Chairs (or their designees)
- Local Arrangements Chair
- Recording Secretary

Other interested parties include:

- Intellectual Freedom Committee Chair
- Legislative Committee Chair
- Wyoming State Library liaison

Association President and Executive Board responsibilities include:

- The Executive Board
 - Determine the time and place of the conference and announce it in the WLA Newsletter.
 - Set registration and exhibit fees.
 - Negotiate contracts with other organizations.
 - Approve general budget including the conference budget.
- President
 - Write the agenda and presides at all general sessions and business meetings.
 - Present an annual report and submits it to the Recording Secretary at a general session.
 - May preside at programs of general interest to the membership.
 - Install the new officers.

Program Council responsibilities include:

- Select the conference theme and arranges programs of general interest.
- Schedule the conference programs and events.
- Recommend a conference budget, including registration and exhibit fees, to the Executive Board.
- Provide the Local Arrangements Committee with a final conference schedule to be printed in the program.

- Provide the Local Arrangements Committee with a list of approved guests and the necessary arrangements of each.
- Design convention program evaluations, tabulates them and passes them along to the next VP.
- Compile names, addresses and contributions of all persons who should receive letters of appreciation and forward these to the Recording Secretary.

Conference Chair – Incoming Vice President

The Annual Conference Planning Committee Chair is the in-coming library association Vice President. This person attends executive board meetings to submit budget, theme, logo, and plans; and to make progress reports. Responsibilities include:

- Appoints conference committee members, establishes timelines and agendas, and chairs meetings of the committee.
- Solicits ideas for conference programs from Section Chair-Elect, Committee Chairs, and the general membership at least six months prior to the conference date.
- Presents initial budget request to WLA Board as well as the theme and logo for approval.
- Plans, implements, and evaluates the conference with the assistance of the appointed conference committee, insuring that consideration is given to achieving a balance of all sections and committee interests, the time slots available, and the anticipated revenue.
- Works with conference committee to select pre-conference proposals.
- Assures that pre-conference planners are knowledgeable of conference policies and procedures and that they receive assistance.
- Coordinates with local arrangements to plan for meals, breaks, equipment needs, and hospitality.
- Provides information to the Registrar for the registration form and to the Communications Chair for program text.
- Assists in identifying keynote and other major speakers funded by the conference.
- Inspects conference facilities and provides the Local Arrangements Committee Chair with information concerning room size and arrangement, equipment, refreshments, etc.
- Determines seating arrangements, head table protocols, etc. with assistance of committee members and Local Arrangements Meals Sub-committee.
- Assigns presentation times for all conference programs and activities in coordination with the conference committee. Coordinates with Local Arrangements Chair to assign meeting rooms that meet the speaker equipment and other needs.
- Provides speaker information to other conference committee chairs in order to register the speaker, arrange for publicity, hospitality, etc.
- Assures that the board receives regular fiscal and conference committee status reports.

- Assures that WLA fiscal policies are followed, consulting with the executive secretary concerning questions about handling of conference revenues or expenditures.
- Assists in negotiating agreements for fees, travel, lodging, etc., that will appear in the contract.
- Assures that contractual obligations are met and that the WLA President approves and signs all contracts with fiscal implications.
- Coordinates conference committee activities, establishing a high level of communication between and among the committee.
- Assures that deadlines are met.
- Initiates and maintains close communications with WLA President, Executive Secretary, the Conference Committee and the hotel or convention center.
- Submits final conference report to the WLA Board.

Section Chair-Elects

Section chairs are responsible for all section activities at the conference. They may also help develop other programs and work with local arrangements and other committee members as needed.

- Arranges section programs and meetings and submits any plans to the Program Council for final authorization and scheduling.
- If there are speakers, prepares contracts and submits them to the VP for signature.
- Provides Conference Chair with the information on what is needed for the section's program speaker such as hotel accommodations, meals and transportation.
- Provides the Conference Chair with information concerning room size and arrangements, equipment, etc. that is needed for section meetings and programs.
- Assists Conference Committee in developing theme, logos, additional programming, keynote speakers and pre-conference workshops.
- May assist local arrangements and other committees as requested.
- Submits conference vouchers to the Executive Secretary within two weeks of the close for the conference.
- Provides the outgoing Section Secretary with the names and addresses of persons who should receive letters of appreciation and signs the letters.

Committees or Special Groups

Any WLA committee or special interest group may request time during or in conjunction with the conference for meetings or programs.

- The Program Council will determine the feasibility and scheduling of such requests. For any approved program, the committee chair(s) or group representative has the same responsibilities as a section chair-elect.

Communications Chair

- Depending on circumstances, either designs and implements or arranges for the design and implementation of all conference communications. If the chair has access to in-library graphics and printing capabilities the chair may be able to work with library staff. Most frequently they will contract for design and printing services.
- Responsible for designing the conference logo, printing stationery and envelopes, designing and printing the registration booklet/brochure, designing and printing the conference program, and incidental printing ranging from meal tickets to posters thanking vendors for sponsoring conference programs and activities.
- Publicizes the conference to WLA members as well as to the library community via press releases, e-mails, WLA website, articles in the *Outrider* and *Wyoming Library Roundup* and other means.
- Working with the conference chair(s), section chairs and committee chairs, make certain that have accurate information for press releases.
- Prepares and submits publicity for local newspapers, television, radio, and internet sites.
- Sends press releases to Wyoming Libraries for local release as appropriate.
- Arranges for local coverage of the conference.
- Coordinates interviews, photographs, etc as necessary.
- Works closely with Conference chair, chairs of Meeting Rooms, Exhibits, Meals, and Hospitality and Transportation committees in determine signage needs and wording.
- Produces signs.
- Works with the Program Council to be certain that sufficient information is received from sections, committees, etc. to prepare the conference program and press release.
- Prepares publicity for local newspapers, television and radio stations and send press releases to libraries in Wyoming for local release as appropriate.
- Arranges for local coverage of the conference.
- Coordinates interviews, photographs, etc. as deemed necessary.

Local Arrangements Committee

This committee, composed of a chair and the members of the conference subcommittees, is responsible for conference arrangements. The local arrangements committees may meet separately from the conference committee with the Chair setting the agenda and conducting the meeting.

****Local Arrangements Chair**

This chair is the official liaison with the hotel or convention center concerning use of meeting and exhibitor facilities, food and beverage services, guest sleeping rooms, complimentary meeting and guest rooms, hotel equipment, and any other contractual or special arrangements and obligations. Although others will meet with the conference hotel staff, the Local Arrangements Chair is ultimately responsible for the operations and approving decisions. Responsibilities include:

- Reports to the Conference Chair

- Serves as the official liaison with the conference hotel and other location functions.
- Appoints subcommittees for meeting rooms, hospitality and transportation, publicity, exhibits, meals, transportation, packets, etc. Coordinates the work of subcommittees including equipment, meals, hospitality, gifts, entertainment and other social events as well as evaluations and monitoring.
- Coordinates the work of local arrangements subcommittee.
- Communicates regularly with hotel/convention center providing schedules, meeting room assignments, catering arrangements, ADA access, and agreeing upon the full complement of services that the hotel will provide.
- Communicates regularly with all conference committee members concerning hotel arrangements, conference site requirements, special arrangements, decisions of hotel staff that impact the conference.
- With Equipment and Technology Chair and Exhibits Chair, assures that program presenters and exhibitors have communications lines and other equipment. Requires extensive coordination between and among the hotel, exhibitors, presenters and the conference committee and rental or other services.
- Coordinates with Program Chair to assign programs to appropriate meeting rooms.
- Provides information to Registrar and to Communications chair for registration packet/brochure as well as for conference program publication.
- Also provides information to conference website concerning location, driving directions, etc.
- Arranges for printing of the conference handbook.
- Gives the conference chair the names and addresses of the individuals who should receive letters of appreciation.
- Submits conference expense Vouchers to the Executive Secretary within two weeks of the close of the conference and advises the Executive Secretary if any voucher will be delayed.
- Makes sure that there is an all conference reception.
- Coordinates with subcommittee to prepare final conference report

****Local Arrangements Subcommittees**

Meeting Rooms

- Responsible for checking the physical arrangements of the meeting rooms prior to each meeting.
- Works with Equipment / Technology to insure that AV needs are met.
- Works with Publicity committee to develop and produce signage.
- Places all necessary signage
- Arranges with Equipment / Technology for security of rooms when meetings are not in session.

Equipment and Technology [Formerly AV]

- As a member of the Local Arrangements Committee, plans for and provides audiovisual and technology capabilities at conference.
- Obtains information about audiovisual and equipment needs from Program Chair.
- Works within the established conference budget.
- Sets up equipment and troubleshoots problems during conference in coordination with conference site staff, Meeting Rooms Committee and the conference “Technology Squad.”
- Works with exhibit chair to assure that exhibitor’s communications needs are met.
- With approval from Conference chair, may rent equipment from the hotel or a local supplier as well as supply equipment from local libraries.
- Provides for security of equipment and return of equipment.
- Prepares a final report including suggestions for future conferences and submits to the Local Arrangements Chair after the close of conference.

Hospitality, Transportation, Packets and Gifts

- It is the responsibility of this committee to do everything possible to provide an enjoyable conference atmosphere.
- The Hospitality Chair is a member of the Local Arrangements Committee.
- The chair appoints hospitality committee members, prepares an information sheet for hosts and assigns responsibilities to each host.
- Gathers information about the local area for use of conference registrants such as lists of recommended restaurants, maps, local attractions, and activities. Works with the Communications Chair to have brochures, lists, etc., included in the conference program packet.
- Work with Exhibits chair to obtain packet container from vendor and assists in preparing packets.
- Solicits gifts for the conference program packet or prizes to be awarded throughout the conference.
- Solicit local business for advertising in Conference Handbook.
- Coordinates with Exhibits Chair and Corporate Donations Chair to assure that solicitation activities do not overlap.
- Assists Program Council members if they are unable to meet their speakers at airport or provide other assistance to speakers until the Program Council host arrives at the conference site.
- Works with Program Council and Conference Chair to make sure social activities are appropriate and do not conflict with the conference schedule.
- Provides amenities to thank speakers for their participation
- Prepares a final report at close of conference for the Local Arrangements Chair.

*****Special Events and Entertainment***

- This committee may be part of the Hospitality and Gifts Committee or a separate committee.
- Plans both fee and non-fee entertainment or events occurring before, during, and after conferences.

- Activities may be for conference attendees as well as activities for families of attendees.

Meals and Catering

- Meals Chair is a member of the Local Arrangements Committee of the annual conference and works under the guidance of the Local Arrangements Chair.
- Recommends menus for all conference and pre-conference meals as well as receptions.
- Provides meal choice and cost information to the Executive Secretary and Conference Chair.
- Works with hotel catering or other vendors to supply meals, receptions, and other meal events.
- Arranges with hotel catering to handle special dietary requirements and provides special diet information to the Conference Registrar for registration form.
- Arranges with Evaluation and Monitoring Chair for counts to be recorded at each meal event.
- Works with Communications Chair to define text for meal tickets.
- Provide estimates and final numbers for each catering event to the hotel contact, meeting catering deadlines.
- Provides time schedules for delivery of food and beverages to breaks and receptions.
- Consults with Conference Chair concerning table decorations and floral arrangements. Arrange for table decorations for regular and head tables.
- Arranges for place cards on head tables with Communications Chair if needed.
- Arranges for liquor license if needed.
- Forward information to Conference chair for inclusion in registration form and conference handbook.
- Obtains meal count from Registration Committee and forwards to hotel within designated time frame.
- Arranges for collection of meal tickets, counts people at each meal, verifies count with Local Arrangements chair, forwards count to hotel and WLA Executive Secretary, and assists in reconciling any discrepancies.
- Works with appropriate committee chair(s), including those for Conference, and Hospitality and Transportation, to arrange for head table seating, signs, decorations, etc., as requested.
- May, at the direction of the Program Council, select locations, plan menus, and determine costs for meals and coffee/juice breaks.
- Prepares a final report including suggestions for future conferences and submits to the Local Arrangements Chair after the close of conference.

ADDITION: Evaluation and Monitoring

- Develops, distributes, and compiles results of the conference evaluation.

- Makes sure that the evaluation is distributed to all conference attendees as well as available on the conference website.
- Arranges to have monitors available at all programs to assure smooth running of the conference.
- Collects attendance statistics for all programs, meetings and pre-conferences.

ADDITION: Corporate Contributions/Gifts

- Seeks financial support for conference events such as receptions, and for operations such as program printing. The Hospitality Chair of the Local Arrangements Committee usually seeks material gifts that may be used for prizes, or donations that will be included in the registration packet.
- Works closely with the Executive Secretary and the Local Arrangements Chair to eliminate overlap in requests.
- Works with the conference committee to establish a list of the conference programs or operations that need financial support and then contacts potential donors.
- The committee also should review other solicitations for vendor or local merchant gifts.
- Submits final report to Local Arrangements Chair and sends letters of appreciation to all donors.

CONFERENCE THEMES

The conference planning team develops the conference theme and logo.

The Conference Planning Chair proposes the conference theme and logo to the WLA Board for approval.

Questions to consider when developing the conference theme

- Will the theme encourage program topics that will relate to public, academic, special and school libraries?
- Will it support the gamut of library interests, including librarians, library technicians, other paraprofessionals, trustees and friends, both new and experienced?
- Will it provide for a balance between pragmatic learning, intellectual stimulation, controversial subjects, as well as opportunities for social opportunities?
- Does it allow for a variety of formats including panels, lectures, and audience participation?
- Does it present opportunities to involve both local and national speakers?
- Can exhibitors use the theme to showcase their services or products?

Past conference themes

- 1991 Libraries: People Pleasing Places [Casper]
- 1993 Unity In Diversity [Rock Springs]
- 1994 Working Together To Meet the Future [Gillette]
- 1995 Sharing Leadership& Resources for a Strong Tomorrow [Riverton]
- 1996 Seize the Opportunities of Change [Casper]
- 1997 Libraries: Local Touch-Global Reach [Sheridan]
- 1998 Libraries: An American Value [Jackson]
- 1999 American Libraries: Embracing the Future, Preserving the Past [Cheyenne]
- 2000 Rendevous in Riverton: Return the Relationships [Riverton]
- 2001 It's Time to Tell Our Story [Cody]
- 2002 The World @ Your Wyoming Library [Casper]
- 2003 Everyone a Leader: Libraries in Challenging Times [Sheridan]
- 2004 Get Jazzed @ WLA [Rock Springs]
- 2005 MPLA Joint Conference – Beyond Borders – Imagination, Innovation, Inspiration [Jackson]
- 2006 Re-Energize @ WLA [Gillette]
- 2007

SECTION CHAIR PROGRAM ACTIVITIES

Responsibilities /Section Chair-Elects

- Are responsible for section activities at the conference.
- Arranges section programs and meetings and submits any plans to the Program Council for final authorization and scheduling.
- If there are speakers, prepares contracts and submits them to the Conference Chair for signature.
- Provides Conference Chair with the information on what is needed for the section's program speaker such as hotel accommodations, meals and transportation.
- Provides the Conference Chair with information concerning room size and arrangements, equipment, etc. that is needed for section meetings and programs.
- Assists Conference Committee in developing theme, logos, additional programming, keynote speakers and pre-conference workshops.
- May assist local arrangements and other committees as requested.
- Submits conference vouchers to the Executive Secretary within two weeks of the close for the conference.
- Provides the outgoing Section Secretary with the names and addresses of persons who should receive letters of appreciation and signs the letters.

**Tips for Making Conference Easier
WILL BE FORTHCOMING**

COMMUNICATIONS ACTIVITIES

Responsibilities

- The Communications Chair is a member of the conference committee and with the Conference Chair, is responsible for developing budget and expending communications funds to achieve the conference communications goals.
- Depending on circumstances, either designs and implements or arranges for the design and implementation of all conference communications. If the chair has access to in-library graphics and printing capabilities the chair may be able to work with library staff. Most frequently they will contract for design and printing services.
- Assures that all conference communications and graphics are well designed, in a manner that presents the professional image of the WLA.
- Responsible for designing the conference logo, printing stationery and envelopes, designing and printing the registration booklet/brochure, designing and printing the conference program, and incidental printing ranging from meal tickets to posters thanking vendors for sponsoring conference programs and activities. Coordinates with appropriate people to review materials.
- Assures that the logo appears on all conference communications.
- Establishes a firm communications schedule for the conference committee, identifying deadlines for receipt of information as well as anticipated dates for media releases, etc. In order to assure that content is complete and accurate, coordinates with all committee members, Association Coordinator, and others.
- Work with WLA webmaster to design conference website.
- Produces, or provides for, large signs, poster boards, bulletin boards, etc.
- Assures that WLA members, library trustees, Friends of the Library, and others receive a variety of communications publicizing the program and the benefits of attending conference.
- Works with the Program Council to be certain that sufficient information is received from sections, committees, etc. to prepare the conference programs and press releases.
- Provides information about the conference, key speakers, award winners, and special events to local media as well as the library press. Prepares publicity for local newspapers, television and radio stations and send press releases to libraries in Wyoming for local release as appropriate.
- Manages arrangements for media photographers, reporters, etc., who may attend conference presentations, or may wish to interview speakers.
- Works closely with Conference chair, chairs of Meeting Rooms, Exhibits, Meals, and Hospitality and Transportation committees in determine signage needs and wording.
- Prepares a final report to Conference Chair at close of conference.

Tips to Make Conference Easier

Logos

- Logo must be effective in print and electronically
- The logo must be designed to be effective on everything from conference stationery to the conference website.
- Test the logo to be sure that it will fax, photocopy, and download clearly.
- Use the Logo/theme on all conference communications
- All conference committee communications should include the logo and conference theme. Conference communications might include:
 - Correspondence
 - WLA website
 - Press releases
 - Conference posters: for library bulletin boards, meetings of other associations
 - Forms: memos, report forms, reimbursement request form
 - Contracts: paid and volunteer speakers
 - Conference and pre-conference registration mailing, brochures
 - Notepads advertising the up-coming conference
 - Logo and theme printed on registration packet or tote bag
 - Conference program
 - Annual conference at-a-glance program planner
 - Conference handouts
 - Rules / agenda for WLA business meeting
 - Name badges
 - Ribbons, or text on badges that identifies speakers, guests, exhibitors, and others
 - Signage:
 - Posters listing meeting room schedules if not supplied by hotel
 - Place cards for head table and guest tables
 - Conference office identification if not supplied by hotel
 - Registration desk identification if not supplied by exhibits decorator
 - Exhibits vendor map and alphabetical list of exhibitors
 - Recognition of vendors who are sustaining members
 - Special events
 - Recognition of vendors sponsoring events or donating services

Tickets

- Work with the Meals and Catering Chair, Local Arrangements Chair, the Executive Secretary, and other appropriate Program Council members to develop tickets for all meals and social events.

Website and Electronic Communication

- Establish conference website. After the WLA board adopts the theme and logo, work with the WLA Webmaster to establish the conference website.

- Update the site often, announcing speakers, adding new information about events, etc.
- Send E-mail updates to Library Community. Keep the library community aware of conference and pre-conference programs, progress, registration dates, and other information via e-mail. In order to broadcast messages, contact the WLA Webmaster, the State Library, and associations such as MPLA when appropriate.

Contracting vs. In-house Design and Production

- The conference design and printing requirements represent a major workload if the work is done in-house. Sometimes two or three libraries have agreed to divide the responsibilities in order to spread the workload. Design and printing costs are billed to the conference.
- Some conferences have used a meld of in-house and local designers and printers to produce materials.
- Other conferences have contracted for all design and print jobs.
- Print early! Start as soon as pre-registration closes because that gives the best indication of numbers of meals tickets and other pieces that will be needed.
- Exercise quality control over all printed matter having to do with promoting the conference.
- Start early and communicate firm deadlines.
- Check the proposed printing schedule with the printer to assure timeliness

Other Considerations

- Duplicate registration and other basic information in print and on website. Many potential conference attendees do not have easy Internet access, so it is important to supply identical registration and program information in print as well as electronically.
- Generally avoid unusual mailing sizes. Be sure to evaluate whether an unusual size or format for the registration packet will result in additional postage or printing costs.
- Review the conference contract that sets out what they will provide for program and other meeting room signage, whether they included easels to post conference schedules or lists of exhibitors, and whether they will provide directional signs. Some hotels will provide all meeting room signage. Others assume the conference will post meeting room schedules.
- Donors who sponsor events, speakers, or provide services such as printing, need to be listed in the conference program. In addition to the listing, highlight sponsorship in the program descriptions.
- Provide posters at sponsored events recognizing and thanking the donor. Work with the Corporate Contributions/Gifts Chair on exact wording for donor text. The Hospitality Committee and the Executive secretary might also provide an additional list of donors.
- Publicize the conference to WLA members as well as to the library community via press releases, e-mails, WLA website, articles in the *Outrider* and *Wyoming Library Roundup* and other means.

LOCAL ARRANGEMENTS ACTIVITIES

COMMITTEE CHAIR

The Local Arrangements Chair is the official liaison for the hotel or conference center concerning use of meeting and exhibitor facilities, food and beverage service, sleeping rooms, hotel equipment and other contractual or special obligations. Although others from the conference committee will meet with the site staff, the Local Arrangements Chair and the Conference Chair are ultimately responsible for the operational decisions. The Chair establishes Local Arrangements Committee in coordination with Conference Chair.

Responsibilities

- Delegates responsibilities, sets schedules, and oversees committee activities. These subcommittees usually include:
 - Meeting Rooms
 - Equipment and Technology
 - Hospitality, Transportation, Packets and Gifts
 - Social Events and Entertainment
 - Meals and Catering
 - Other, as needed for conference
- Acts as prime contact with other sites and services used by the conference. During conference, handles emergencies and questions from registrants, conference committee members, and hotel staff in coordination with Conference Chair.
- Attends all Conference Committee meetings, assuring that members are aware of hotel/conference center requirements, capabilities, and costs. Communicates with conference chair and others as needed between committee meetings.
- Sets meeting dates, agendas, and chairs Local Arrangements Committee meetings.
- Sets Local Arrangements schedule, oversees activities, and provides assistance as needed.
- Reviews the *Conference Manual* sections related to local arrangements with the committee. Agrees upon different or new responsibilities that may result from the conference site and committee arrangements.
- Acts as the primary contact for all arrangements with hotel, convention center, or other sites used by conference, promptly communicating schedules, meeting room assignments, catering arrangements, new or revised decisions, and creating in coordination with the conference hotel staff the master list of services which will be the basis for the hotel/convention center billing to the WLA.
- Promptly communicates general and specific information about the conference site, meeting schedules, revisions, and special needs to conference committee.
- Coordinates with Program Chair to assign programs to meeting rooms, and with the Equipment and Technology chair to assure that equipment and special needs are met.
- Reviews agreements for equipment rentals or other similar costs for Conference Chair approval.

- Orders communications lines for exhibits and meetings in coordination with Conference Chair, Equipment Chair, Exhibits Chair, and or hotel/conference center.
- Coordinates with Pre-Conference Chair to plan meeting rooms, equipment, communications, and meals.
- Coordinates with Registrar, providing information for registration form and making arrangements for the registration facility at the conference.
- Assures that all conference programs and events meet ADA requirements.
- Assures that requests to WLA for ADA accommodations are contracted for and meet attendee needs.
- Provides for pre- and post- conference tours or entertainment as decided by the conference committee.
- Assures that information is available for spouses or about services the attendee may need. For example, lists of day care centers that will take drop-ins, tours or activities of interest to spouses, etc.
- Reviews conference hotel/center master billing for payment, corrects errors, negotiates revisions, and forwards to conference chair for approval.
- Prepares final Local Arrangements narrative report that incorporates reports from Local Arrangement Committee members.

Local Arrangements Chair Relationship to Conference Hotel or Convention Center

- Assures that hotel and/or conference site contractual agreements are met by WLA.
- Assures that liability insurance is provided (if needed), working with Association Coordinator and Association Treasurer.
- Assures ADA accessibility for all conference meetings and events.
- Promptly communicates general and specific information, meeting schedules, revisions, and special needs to hotel conference and catering staff. Signs off after review of master list of arrangements, meals, and services.
- Coordinates with hotel conference staff for placing registration desk, conference office, association exhibits, social events, making arrangements for special events, as well as program setups throughout the conference schedule.
- The Conference Chair and Local Arrangements Chair review all conference arrangements with hotel and/or convention site staff and sign off on the master list during the week prior to conference.
- Changes after the review will usually be charged to the WLA. The review usually includes the following:
 - Scheduled uses for all meeting rooms for every day and timeslot during conference.
 - Every room setup seating style, speaker podiums, tables, etc.
 - Equipment provided at each meeting without cost, rental agreements, and equipment placement within the rooms.
 - Meal and beverage set ups, final menu selections, and guaranteed plate numbers.
 - Social event arrangements including placement of bars, number of bartenders.

- Sleeping room block numbers current and anticipated.
- Identification of complimentary suites and meeting rooms based on sleeping room block numbers.
- List of guests and guest room dates that will be charged to conference master billing.
- Liquor, fire marshal, or other required licenses.
- Security arrangements related to exhibitors, other equipment, etc.
- Communications or other fees that will be charged to conference.
- Decision whether master billings will be reviewed daily or following conference.

Tour Conference Site

- Visit the conference site as early as possible to view the facilities, meet the site staff, review the contract, collect information, and begin to identify and negotiate conference arrangements. If possible, bring along the Conference Chair, Program Council and Executive Secretary, arranging a tour for the entire conference committee at a later date.

Collect Information about Conference Site

- In addition to a complete tour of the facility, the initial visit is helpful to review the contract and collect basic information about the capabilities, procedures, and expectations of the hotel or convention center.
- Collect information such as the following with enough copies for subcommittee chairs and other conference committee chairs.
 - Physical facility – Floor plan with actual dimensions and number of people each meeting room or exhibits area will hold using different set ups. Identify potential sites and requirements for a registration area, conference office, exhibits arrangements, storage, association membership tables, etc.
 - Sleeping guest rooms – Rates, reservation deadlines, availability of reservation cards to include in registration packet, number of rooms blocked for each night of conference. Arrangements with other hotels if hotel is overbooked.
 - Complimentary rooms – Formula for identifying complimentary rooms including suite for WLA President, meeting rooms, registration area, exhibits hall, reception areas, etc.
 - Charges for access or services – Identify upfront any charges that might be imposed such as access to telephone lines, Internet, operational costs for use of special facilities, or other services such as draping registration tables, etc.
 - Meals and beverage services – List of banquet menus and costs, information about meal guarantees and dates for reporting number of plates ordered. Menus and costs for beverage and snack services during breaks. No-host bar services, costs and minimums required. Choices for banquet table draping, and basic decorations provided.

- Equipment and facility capabilities – List of items provided without charge, list of costs for renting equipment. Include names of local equipment providers. Status of wiring that will ensure Internet access. Determine cost schedule for photocopying, faxing, or secretarial services.
- ADA access - Assure ADA access exists for all meeting rooms and exhibits areas.
- Security arrangements – Determine security arrangements for hotel as well as exhibitor materials and equipment. Determine availability of hotel safe for registration moneys if needed, etc.
- Miscellaneous – Does the hotel or convention center have other obligations that might impact the conference? For example, is another major convention sharing the space during WLA? Is hotel remodeling planned? What accommodations will the site make for WLA?
- Follow up with written confirmation of significant changes or agreements such as sleeping room block numbers, room rates, and deadlines.

Planning, Scheduling, and Decisions for Conference

- Local Arrangements Chair will need to meet frequently with the hotel/conference center site staff as the program plans begin to solidify. Discuss the draft schedule and room assignments for programs, meals, and social activities so catering staff can make suggestions based on their experience. Make sure to give catering staff all revisions. Check and double-check to be sure that communications and agreements are clear.
- Every conference will be different, but the Local Arrangements Chair and Committee are key to a successful conference. Some of the arrangements decisions will neither make, nor break, a conference. Other arrangements are critical to success. For example, if the registration table is tucked away in a narrow corridor, or the schedule doesn't allow adequate time between meetings to reset room seating, or the speakers don't have the equipment that they needed for their program, then attendees and speakers will rightfully register their discontent and complaints.
- Planning overkill is a virtue on the local arrangements committee. Smoothly running conferences will show the result of very careful planning for all possible details and contingencies. Track the programs and decisions carefully and use the conference group e-mail to make sure that everyone stays up-to-date. Ask multiple questions of hotel/convention site staff and recheck status even though you think that you've made everything perfectly clear. For example, if you call the banquet catering with a verbal plate guarantee, follow up with a fax, and then call later to double check the numbers on the plate guarantee.
- There will always be emergencies, or unexpected glitches to handle during conference but careful planning lays a solid foundation for the conference.

Provide Information for Registration Packet

- The Local Arrangements Committee needs to be ready to provide information to the Conference Chair, the Communications Chair and the Executive Secretary for to be included in the Association newsletter. Include:

- Hotel reservations information including costs, hotel reservation card if available, telephone, internet address.
- Conference meal choices and costs.
- Descriptions of special events or tours and their costs.
- Special instructions including driving instructions.
- Other, depending on the site.

Provide Information for Conference Website

- Work with Program Chair and Webmaster to provide information online. In addition to the above information, identify appropriate links to the hotel, convention center, or local resources.
- Update Web information as appropriate with new or revised information.

Provide information and Materials for the Conference Packet and Program

- Provide information to the Communications Committee for inclusion in the program. Collect items for insertion in the conference tote bag or packet and deliver to the Registrar. Materials may include:
 - Maps of hotel/convention center meeting rooms, exhibits area, etc.
 - In-depth information about special events.
 - Information about bus or other transportation to special events.
 - Brochures, coupons, gifts etc., from local area businesses and attractions.

Activities During the Week Before Conference

- Meet with catering staff to review and approve the master list of scheduled rooms, meals, and contracted services.
- Provide meal guarantee numbers to the hotel, usually 72 hours before conference.
- Review equipment contracts for accuracy if not included in the hotel master list.
- Schedule rooms for the inevitable last minute programs or meetings and assure that information is available in a flyer for registrants. Also make sure that flyers or other inserts are available if programs are moved to a different meeting room.
- Work with others, such as the Information School staff, who may be using the conference site for their receptions or workshops to assure that their billings and arrangements are clearly separated from WLA.
- Complete room and activity signage in coordination with Communications Committee.
- Prepare list of hotel contacts, telephone numbers on disk and conference member room numbers so the Registration Desk can make emergency contacts.
- Schedule at least two small rooms that can be used by informal groups that want a place to meet during conference. The Registration Desk can keep a sign up schedule for these rooms.

Responsibilities During Conference

- During conference the Conference Chair and Local Arrangements Chair are usually the only two decision makers who approve emergency arrangements and their associated costs.

- The Local Arrangements Chair needs to be available at all times to answer questions, handle emergencies, work out solutions to problems with the hotel, etc.
- The Equipment and Technology Chair also needs to be immediately available to handle equipment problems.
- Check program rooms, check set ups, check equipment, check room temperatures, check for things that are not working right, check exhibitors arrangements. In short, actively look for problems so they can be solved before they can impact the conference attendees!

Post-conference Activities

- Collect conference equipment or materials, signage, etc. and return to owners, to Association Coordinator, or to next year's conference chair.
- Review the master charge billing from the hotel/convention center for accuracy.
- Negotiate with hotel to correct inaccuracies.
- Collect conference evaluations for compilation and distribution.
- Submit Local Arrangements Report, highlighting conference statistics as well as changes made in process, what worked, what didn't work, with suggestions for coming years conferences.

LOCAL ARRANGEMENTS ACTIVITIES

MEETING ROOMS

Responsibilities

- Responsible for checking the physical arrangements of the meeting rooms prior to each meeting.
- Works with Equipment / Technology to insure that AV needs are met.
- Works with Publicity committee to develop and produce signage.
- Places all necessary signage
- Arranges with Equipment / Technology for security of rooms when meetings are not in session.

Tips for making conference easier:

- Create a master chart of the physical arrangement of the each meeting room as has been specified for each program. This will give you an easy reference tool during conference.
- Make a checklist of items to be checked or restocked in each room. This may include:
 - Replenish water and glasses for speaker / audience
 - Check AV equipment is appropriate and working
 - Check that microphone is working
 - Double check set up of podium, tables, seating, etc.
- Develop a good working relationship with the Equipment / Technology Chair to insure that AV needs are met and rooms are secured when not in use. Good communication is the key to reducing snafus.
- Work with Publicity committee to develop and produce signage.
- Label all signage by conference day, time and room and put into order. This will make placing the signs much easier during conference. Signage to consider includes:
 - Sessions
 - Meetings
 - Programs
 - Exhibit area
 - Registration
 - Directions, etc

LOCAL ARRANGEMENTS ACTIVITIES

EQUIPMENT AND TECHNOLOGY

Responsibilities

- As a member of the Local Arrangements Committee, plans for and provides audiovisual and technology capabilities at conference.
- Obtains information about audiovisual and equipment needs from Program Chair.
- Works within the established conference budget.
- Sets up equipment and troubleshoots problems during conference in coordination with conference site staff, Meeting Rooms Committee and the conference “Technology Squad.”
- Works with exhibit chair to assure that exhibitor’s communications needs are met.
- With approval from Conference chair, may rent equipment from the hotel or a local supplier as well as supply equipment from local libraries.
- Provides for security of equipment and return of equipment.
- Prepares a final report including suggestions for future conferences and submits to the Local Arrangements Chair after the close of conference.

Tips for making conference easier:

Conference Site

- Meet with the conference site staff responsible for information technology and audiovisual equipment. Identify the most technical person there and ensure that they can provide online capability where you need it and how that capability will be provided.
- Tour site and determine what equipment and information technology capabilities are available and installed at the conference site. Identify and begin to negotiate temporary installations if necessary.
- Take a representative laptop to the location and try it out at all meeting areas.
- Review the contractual obligations including timelines, union requirements, etc. Determine whether the hotel has a single source agreement with a local equipment rental agency.
- Assure that library equipment can be brought in for programs without penalties or additional fees. Conference sites often have agreements, sometimes sole source agreements, with local businesses that rent audio-visual and other equipment. Be sure to review and negotiate the conference contract to assure that WLA and exhibitors can bring in their own equipment without additional charges.
- Acquire price list or fee schedule for rental equipment, Internet access, technology staff support, etc. if deemed necessary.
- Agree upon a site for secure storage of conference equipment and A/V setup. This way several computer/projector combos can be set-up, PowerPoints loaded, etc. and then wheeled to the meeting rooms. [Check to see if AV carts are available at conference site]. A central site also provides a consistent place for contacting the tech squad for troubleshooting.

Technical Expertise

- Don't think you have to do it all yourself. Establish a conference "Tech Squad" of information technology specialists from libraries in the conference area. They can provide assistance in evaluating the conference site and help with troubleshooting during conference.
- The tech squad will be essential in setting up Internet access, and troubleshooting connections and problems with PCs/laptops prior to and during the conference.
- Have enough members on the Tech Squad to be able to assign them to meet one-on-one with presenters who need Internet connections and to solve any connection problems before their scheduled presentation.
- Having technology squad members available to assist vendors is an added value these folks will appreciate.

Review Equipment Set-up and Preferences Forms

- Identify equipment and connection needs as soon as pre-conference and conference programs are selected. Obtain copies of the presenter contracts from the Local Arrangements Chair. These contain equipment requests made by the presenters. Review requests and help negotiate changes as needed with program people.
- Renting equipment from conference centers and hotels can be very expensive. Avoid this as much as possible by:
 - Creating a WLA-wide contact list of technical contacts at each library who are willing to loan equipment and exactly what equipment they have available.
 - Have a system in place for labeling borrowed equipment for easy return.
- It will be necessary to contact many, perhaps even most, of the presenters to confirm Internet access, AV and other set-ups. This is also a good time to inform them as to online capability.
- **If equipment rental is necessary --** Before renting expensive equipment reconfirm need with speakers to assure that the equipment is going to be used during the presentation. Presenters change their programs and may not remember to notify the conference that equipment is no longer needed.
- Requirements need to be reconfirmed about two weeks before conference. Work with the Program Chair and the Local Arrangements Chair to be sure that presenters are told what type of Internet access will be available and that they know they are to bring their PCs "network ready."
- Ask presenters using laptops and Internet access to check in with the Technology Chair to resolve any problems well before their scheduled presentation.

Equipment Tracking System

- Prepare a written equipment plan for every conference session and coordinate with the Local Arrangements Chair and Program Chair to assure that programs are assigned to rooms equipped with appropriate equipment and technology.
- Work with the Local Arrangements Chair and the Meeting Room Chair to set up the tracking system in order to:

- Assure that programs are assigned to rooms with appropriate technology or equipment so the conference can avoid additional equipment rental or installation and use charges.
- Assure that Internet connections are kept to a minimum and that equipment does not have to be moved between meeting rooms.
- Be ready to order equipment and services from conference facility staff or rental services. If the hotel is providing the services, be prepared for the pre-conference review of all equipment needed, at what times, and in which meeting rooms.
- Schedule any necessary installations.
- Work with the Meeting Room Chair to create a schematic of each room, noting Internet access ports, electrical outlets, projector screens, windows, etc. This will assist in room planning.

Exhibitor Telecommunication Needs

- Work with the exhibits chair to insure vendor technology needs are met by:
 - Determining which vendors need dial-up and which vendors need direct Internet access. Consideration should be made for wireless connectivity.
 - If the hotel requires vendors to individually lease lines from a local vendor, that information needs to be communicated at least three months before conference so vendors have time to make arrangements.
 - Expect some vendors to arrive without their network cards, cords, etc. Coordinate with the Exhibits chair for installations, and decide ahead of time how much support conference will be able to provide.
 - Assign one or two “Tech Squad” members to assist exhibitors with set-up. These folks pay money to be there and we should provide more than just a cloth-covered table.

Prior To and During Conference

- Develop a technology checklist for each day of conference. This may include:
 - Testing room connections each day before meetings are scheduled.
- Create an emergency kit. Have on hand such extras as:
 - 3 or 4 heavy duty 25-50 foot power cords
 - Additional cabling
 - 4 to 6 power strips/surge protectors
 - 1 laptop unit for backup
 - 2 or 3 phone jack and network cables
 - 1 LCD projector (Make sure it is state-of-the-art and downwardly compatible.)
 - Overhead projector [and extra bulbs!!]
 - Network cards for loaning

Other considerations

- Work with Local Arrangements Chair to acquire donations of equipment or funds to support rental of equipment or leasing of services.

- Provide a cyber cafe with adequate machines to serve several people, not just a few.
- Provide an extra computer and printer for WLA use.

LOCAL ARRANGEMENTS ACTIVITIES

HOSPITALITY, TRANSPORTATION, PACKETS AND GIFTS

Responsibilities

It is the responsibility of this committee to do everything possible to provide an enjoyable conference atmosphere.

- The Hospitality Chair is a member of the Local Arrangements Committee.
- The chair appoints hospitality committee members, prepares an information sheet for hosts and assigns responsibilities to each host.
- Gathers information about the local area for use of conference registrants such as lists of recommended restaurants, maps, local attractions, and activities. Works with the Communications Chair to have brochures, lists, etc., included in the conference program packet.
- Work with Exhibits chair to obtain packet container from vendor and assists in preparing packets.
- Solicits gifts for the conference program packet or prizes to be awarded throughout the conference.
- Solicit local business for advertising in Conference Handbook.
- Coordinates with Exhibits Chair and Corporate Donations Chair to assure that solicitation activities do not overlap.
- Assists Program Council members if they are unable to meet their speakers at airport or provide other assistance to speakers until the Program Council host arrives at the conference site.
- Works with Program Council and Conference Chair to make sure social activities are appropriate and do not conflict with the conference schedule.
- Provides amenities to thank speakers for their participation
- Prepares a final report at close of conference for the Local Arrangements Chair.

Tips for Making Conference Easier

Hospitality

- Work with the Local Arrangements Chair and the Conference Chair to identify special guests and conference speakers.
- Create a core of 'hosts' and assign one to each special guest / speaker to make sure honored guests receive any assistance they may need throughout the conference.
- Review speaker contracts and compile a master list of special speaker events, noting date and times of speech, and any special arrangements. Share this information with 'hosts'.
- Determine with Conference Chair any arrangements for WLA special guests such as MPLA Presidents and other honored guests.
- Arrange for hosts to have unique nametag ribbons or nametag colors that identify them as hosts.
- Hosts might verify hotel reservation prior to guest arrival and resolve any problems.

- Hosts might also pick up Conference Registration packet for speaker or guest and verify that meal tickets are correct.
- In conjunction with the Conference Chair, arrange to meet person and escort them as appropriate to hotel check-in, meetings, meals, and at the end of their stay back to airport or other transportation site.
- Hosts might introduce speaker to Conference Chair, Program Chair, WLA President, and other conference attendees and assure that they have the opportunity to participate in social events.
- Itineraries for speakers sometimes arrive at the very last minute. Have a group of volunteers available to meet and greet at the “drop of a hat.”
- Continue to set a positive tone for the conference by finding other ways to assist the Program Council.
- The hospitality committee may also arrange activities and events. Some ideas include:
 - Social hours
 - Mixers
 - Hospitality suite
 - Decorations and favors (work with Meals Committee and Hotel)
 - Door Prizes
 - Library receptions
 - Bulletin board for messages and job announcements
 - Tours of local libraries and points of interest.
- Be sure to work with the Local arrangements Chair and the Conference Chair to avoid scheduling conflicts.
- Insure that WLA Executive Director sends thank you notes to appropriate businesses.

Transportation

- Offer to meet guests at the airport, or other point of arrival, and transport them to and from the conference site. Also have information available about airport shuttle services or driving directions
- Arranges for special parking, if necessary, and parking passes at conference site if needed.

Prizes and Gifts

- Prepare a list of items that would be appealing to conference attendees. Ideas include:
 - Tote-bags.
 - Books, gift certificates, etc., for drawings or door prizes.
 - Small gifts such as pencils, notepads, etc., for conference packets.
 - Local Information and maps
 - Coupon books
 - Calendars
 - Book bags
 - T-shirts
 - Subscriptions or memberships

- Bookmarks
 - Magnets or other trinkets
 - Snacks from a local manufacturer
- Create a list of reasons why organizations should consider donating. For example:
 - Three hundred people from around the state will attend, resulting in statewide publicity.
 - Conferences are generally repeated in local area, so often people will return to a local business.
 - The list of contributors in every attendee packet includes their name, address, etc.
 - Free advertising for simply supplying a prize, or 300+ small items for packets, or an introductory subscription.
 - Attendees may use the item, like a pen, multiple times during the conference and in the coming months, reminding them of the donor.
 - Libraries promote literacy, which in turn supports local bookstores. They may give calendars, book bags, or T-shirts, in addition to books.
 - Library vendors may attract the attention of libraries that they don't currently serve.
- After the initial contact, most donors will want a "Letter of Request" to reassure them that you are a legitimate representative of the conference. Prepare a letter, on conference or WLA letterhead, ready to immediately fax or mail after your contact. It should include at least the following information:
 - Information about conference: Theme, place, inclusive dates, and number of expected attendees.
 - Deadline for deciding whether to donate in response to your request.
 - Deadline when the donation must be received.
 - The shipping name and address. (Preferably someone in the local conference area so boxes can be easily transported.)
 - Note whether local contributors can avoid shipping by leaving their donation the day before conference at the meeting site with your name as contact. (Most hotels do not have room to hold boxes or numerous items, so check with the hotel first to find out if they will accept the items if you are not present.)
 - Thanks for their contribution to the statewide conference.
- The committee could break up the number of contacts so one person contacts organizations in the area where the conference will be held, another contacts national library-related companies, and another contacts statewide companies such as Blockbuster, Pizza Hut, etc.
- Before starting to contact national library-related companies be sure to contact the current Corporate Donations Chair, the Conference Chair and the Executive Secretary to be sure that you are not duplicating requests for donations.
 - When calling for the first time, ask for the promotions or marketing department. You may have to explain that you are calling to determine if they might be interested in donating items for conference packets, prizes, and or drawings. Ask for the name of the contact person so you can follow-up, or send a thank you letter directly.

- Give your sales pitch that you've already developed so they know what benefits they will gain if they contribute. You can remind them if they've donated in the past and note that the item was popular with attendees at that conference.
- Be prepared for "no's" or "the budget is spent for the year." Often you'll receive only one contribution for every three, or more, contacts.
- If people don't return your calls, be prepared to call them back. Companies receive many requests and sometimes they do reward persistence.
- Be willing to accept whatever item is offered unless it is totally inappropriate. Donors often ask that you enclose an advertising flier in the packet; we should be willing to do this.
- Don't expect companies to offer the same item every year because they often switch their advertising from pens, to mugs, to magnets, and then to notepads or other items.
- Contact Ideas
 - Local tourist bureau or Chamber of Commerce.
 - Vendors who already serve your library. For example, printers may give notepads that are custom printed for the conference.
 - Library vendors such as Baker and Taylor, OCLC, or an Internet provider.
 - Places that you patronize on a regular basis, such as the local pizza restaurant, chain of gas stations, major department or other stores, etc. Encourage other people on the conference committee to make personal contacts also.
 - Scout other conference exhibits for names, addresses, and telephone numbers of potential donors.
 - Contact state commissions or agencies. They often have wonderful freebies.
 - Libraries will often give bookmarks, newsletters, magnets, or other items for packets. Contact other libraries to see what they may have to share.
 - WLA annual conference exhibitors have sometimes donated centerpieces for the awards or business meeting lunch. Their donations have included flowers, a number of books, or other items related to their business. (Be sure to check with Conference Chair about inviting the exhibitors who donate to attend the luncheon or in some manner receive personal recognition!)
- Work out a schedule well before conference with the Conference Chair Exhibits Chair and others to identify which prizes will be drawn, when, and who will do the drawing.
- Creative drawings help people sitting at a banquet table learn to know each other...for example, who traveled the furthest to attend; who has the most, or fewest, years of library experience, who has worked at the most libraries, and other conversation inducing questions.
- Announce at each drawing when the next drawing will be held or when other prizes will be awarded.

- Keep one “big prize” for the last conference drawing. It is important enough to encourage people to stay to the end of the conference, and to turn in their evaluations. A committee person might volunteer or at make contact with someone else who will volunteer to create a “sought after” homemade prize item. Examples include:
 - A quilt or afghan
 - Stained glass
 - Cross-stitched library framed picture
 - Paintings
 - Pottery
 - A hooked rug.
- Create a list of donors, their contact information, and description of the donation that will be printed for all attendees. Work with the Communications Chair to determine the schedule and process for printing as printing is usually due one to two months before conference.
- It is important to double-check all information so vendor names and information are accurate.
- After conference is ended, send personalized letters of thanks to all donors

Conference Packets

- Assist Executive Secretary in readying conference packets for distribution. Include information about local restaurants, attractions, maps, guidebooks, etc.
- A number of gift donations will be packed in the conference packet given to each attendee. Gifts are usually packed at the same time as the conference program, handouts, etc., relating to conference.
- Try packing conference packets the day before at the conference site when all the materials are available. Stuffing tote bags or envelopes at a site away from conference usually makes transporting difficult because the bags can be very bulky.

Other considerations

- Create a list of anticipated questions and answers that can be provided to hospitality hosts, members of the Program Council, members of the local arrangements Committee and others. For example, speakers may need to photocopy handouts. Determining photocopying arrangements before hand and distributing that information to others will save all parties time and frustration.
- The Hospitality Chair might consider asking the Local Arrangements Chair and the Conference Chair to budget for purchasing amenities to thank speakers for their contribution to the Conference. Examples include baskets of local specialties, flowers, wine, or other small gifts.

LOCAL ARRANGEMENTS

SPECIAL EVENTS

Responsibilities

- This committee is generally a part of the Hospitality and Gifts Committee but may be separated out under special circumstances such as joint conferences.
- Duties will vary greatly with each conference depending on location, expected attendance and types of activities offered.
- Committee plans both fee and non-fee entertainment or events occurring before, during, and after conferences.
- The activities may be primarily for conference attendees, or they may also include tours or other activities that may be of interest to families of attendees.
- Committee Chair provides a final report to the Local Arrangements Chair at close of conference.

Tips for Making Conference Easier

- Finalize activities for registration booklet as soon as possible. Entertainment and activities need to be planned in accordance with the conference time line so the description will be included in the registration booklet and fees are included in the conference registration form.
- Review all plans and fees with Conference Chair and Local Arrangements Chair to determine how activities and events may impact the rest of the conference.
- Remember that a contract is required if the conference will be paying for the entertainment or event. Initiating contracts is the responsibility of the Conference Program Chair and contracts are not valid until signed by the Association President.
- It may be appropriate to include the event as one of the activities/programs available for corporate sponsorship. Consult with the Conference Chair and the Executive Secretary for suggestions and additional information.
- If the event is held off site, arrange for transportation in coordination with the Local Arrangements Chair, as well as provide a map and driving directions.

LOCAL ARRANGEMENTS ACTIVITIES

MEALS, BREAKS, TABLE DECORATIONS

Responsibilities

- Meals Chair is a member of the Local Arrangements Committee of the annual conference and works under the guidance of the Local Arrangements Chair.
- Recommends menus for all conference and pre-conference meals as well as receptions.
- Provides meal choice and cost information to the Executive Secretary and Conference Chair.
- Works with hotel catering or other vendors to supply meals, receptions, and other meal events.
- Arranges with hotel catering to handle special dietary requirements and provides special diet information to the Conference Registrar for registration form.
- Arranges with Evaluation and Monitoring Chair for counts to be recorded at each meal event.
- Works with Communications Chair to define text for meal tickets.
- Provide estimates and final numbers for each catering event to the hotel contact, meeting catering deadlines.
- Provides time schedules for delivery of food and beverages to breaks and receptions.
- Consults with Conference Chair concerning table decorations and floral arrangements. Arrange for table decorations for regular and head tables.
- Arranges for place cards on head tables with Communications Chair if needed.
- Arranges for liquor license if needed.
- Forward information to Conference chair for inclusion in registration form and conference handbook.
- Obtains meal count from Registration Committee and forwards to hotel within designated time frame.
- Arranges for collection of meal tickets, counts people at each meal, verifies count with Local Arrangements chair, forwards count to hotel and WLA Executive Secretary, and assists in reconciling any discrepancies.
- Works with appropriate committee chair(s), including those for Conference, and Hospitality and Transportation, to arrange for head table seating, signs, decorations, etc., as requested.
- May, at the direction of the Program Council, select locations, plan menus, and determine costs for meals and coffee/juice breaks.

Tips for Making Conference Easier

- As soon as conference program is finalized, create a chart or list of all catering services needed, and when and where they are needed. Include selected menus as they are confirmed. Catering needs may include:
 - Pre-conferences – either a beverage break, sometimes breakfast or lunch.
 - WLA Board meetings – usually just beverage service

- Dinners for incoming attendees – These are usually arranged by the groups but it is nice to provide them with restaurant choices. Groups may include:
 - Library Director's
 - Sections
 - Committees
 - Schools function – usually on Friday night
- Breakfasts as requested by specific sections or committees
- Luncheons
 - Legislative -- work with Legislative Committee Chair
 - Children's Author – Work with Children's / Young Adult Chair
- Awards Banquet – work with Awards Committee Chair
- Exhibits Opening or Gala/Reception -- Work with Executive Secretary. Ideas include:
 - Beverages & light snacks
 - Buffet suppers
 - Hors' d'erves & no-host bar
 - Vendor Bingo and other walk around incentives
- Author night reception – Work with Public Library Section Chair
 - Usually a dessert reception
- Other options include:
 - WLA Presidents' reception
 - MPLA President's reception [joint conferences]
 - State Library Reception
 - Morning and afternoon breaks throughout conference
- It is a good idea to coordinate with Exhibits Chair to assure that exhibitors will receive information about purchasing tickets for meals and information about coffee service or other events in exhibits area.
- Work with the Conference Chair and the Program Council to adopt guidelines related to meals on topics such as including costs of a meal in pre / post conference registration to handling requests to replace a lost meal ticket. This will save you a lot of headaches down the line. Some things to consider are:
 - Will costs of one or more meals be included in basic registration fee?
 - Will meal tickets be sold during conference, or will tickets only be available to purchase prior to conference dates?
 - Process that registration desk will follow if no meal ticket, or incorrect meal ticket is in attendee packet.
 - Process that registration desk will follow if attendee loses a meal ticket.
- Turn the adopted guidelines into a list of frequently asked questions and share with the Conference Chair, the Local Arrangements Chair and the Executive secretary.
- Remember to include gratuity, and sales tax on the gratuity, for meals and for food and beverages served during breaks when projecting costs.
- Obtain menus from hotel catering and the associated price listings. Also determine the gratuity and sales tax that will be applied to the meal and services.

If the standard catering menu doesn't meet your conference needs, try to negotiate with hotel catering early on.

- Catering will specify the dates when initial meal choices and numbers must be submitted, as well as the deadline for submitting guaranteed meal counts. Be sure to meet the hotel's deadlines. Work with the Local Arrangements Concerning contract deadlines and develop a calendar of when deadlines need to be met.
- It creates a better relationship with the hotel if you can give them as much information as possible as early as possible, so long as there isn't a penalty if changed before the deadline.
- Finalize all of the details for functions as quickly as possible, including questions regarding coffee service, room set-ups, meals, menus, etc. Create a checklist as a handy tool.

Table Decorations and Reserved Tables

- In coordination with Local Arrangements Chair, plan table and other decorations that support conference theme and colors. A centerpiece on the head table is a nice option.
- Work with the committees that are sponsoring luncheons and dinners [such as the Awards Committee Chair] to determine menus and table decorations for their event.
- Hotels may provide a choice of linens, and may provide decorations such as candles. See what they will provide for free or at a minimal cost.
- Determine whether the Meals Committee will add decorations. Be sure to talk to hotel about the use of tape, glitter, etc.
- Check if the hotel has a horticulture department. They can provide centerpieces and head table arrangements at costs lower than or equivalent to other florists.
- Vendors or local florists may be willing to donate centerpieces for dining tables. The bouquets were then awarded to attendees through a drawing.
- In coordination with Local Arrangements and Program Chair, prepare a list of people who will be at head tables and arrange for Communications Chair to produce place/name cards.
- Arrange for "reserved" tables towards the front of the room for the awards luncheon, for speakers, special guests, and others at the meals.
- Before doors are opened for a meal, distribute head table place cards and "reserved" signs.
- Reserve a Conference Committee table in the back of the room near a door so the Local Arrangements Chair, registration staff, Equipment Chair, etc., can leave the room without disturbing speakers.

Complimentary Meal Tickets / Waivers

- Complimentary tickets are determined by WLA guidelines and the Conference Committee. They are usually provided for:
 - WLA President.
 - Conference Committee
 - Program speakers with contractual agreements
 - WLA Award winners at awards meal.

- Guests of honor including the MPLA President
- Exhibitors who host a luncheon table and provide donations of prizes or centerpieces.
- The Awards Committee Chair, The Conference Chair and the Executive Secretary will deal with the actual waiver of meal tickets. However, the Meals Chair needs to know the number of award winners in order to add them to final meal counts.
- The conference committee will have determined other ticket waivers, such as for officers, special guests, etc. You will need to know the number of waivers in order to have an accurate projection of meals.

Other Considerations

- Consider carefully before selecting a buffet service
 - Small groups can easily be served via a single buffet table that allows two lines. However, a well-attended meal, such as the Awards Luncheon, must have multiple serving tables to assure that people can quickly serve themselves and return to their tables in time for the program. Be sure that the room is arranged in a manner that is logical for buffet lines.
 - Buffets take longer to serve (the program cannot start until people are seated) and people tend to take more food.
 - Buffets may cost more than seated meals.
 - Signage is important if a buffet is being served from an open area or in a room that is in use before the meal. *People will devour food if it is there.* Make it clear if the food is intended for a specific audience or arrange to have the food tables covered until the meal is served.
- Be sure that catering is aware of programs that may impact their service staff. For example, if the speaker will be darkening the room for a projector or if kitchen noise might disrupt the program.
- Differentiate meal tickets and meal choices by printing different color tickets for meals and add text for the meal choices. Ticket information should include:
 - Date, room where meal will be served
 - Meal identification (Breakfast, Awards lunch, Banquet, etc)
 - Menu choice (vegetarian, salmon, etc.)
 - Use large colored stickers on the meal tickets for special dietary needs and write the allergy on the dot to notify the hotel staff. This works for the hotel because they then know which special meal to serve.
- In coordination with hotel catering and the Executive Secretary determine whether their staff or conference staff will collect meal tickets. If conference staff collects tickets, work with the Local Arrangements Chair to assign people to collect tickets. Generally it is best to collect tickets at the table after people are seated for the meal.
- Coordinate with Local Arrangements to assign a monitor(s) to count the people seated for the meal. The Meals Chair may decide to do this count. Each meal may have a separate catering bill that includes the hotel ticket count and resulting charges. Check the billing against your count and immediately address any discrepancies, informing the Local arrangements Chair and the Executive Secretary.

CORPORATE CONTRIBUTIONS / GIFTS

Responsibilities

- Seeks financial support for conference events such as receptions, and for operations such as program printing. The Hospitality Chair of the Local Arrangements Committee usually seeks material gifts that may be used for prizes, or donations that will be included in the registration packet.
- Works closely with the Executive Secretary and the Local Arrangements Chair to eliminate overlap in requests.
- Works with the conference committee to establish a list of the conference programs or operations that need financial support and then contacts potential donors.
- The committee also should review other solicitations for vendor or local merchant gifts.
- Submits final report to Conference Chair and sends letters of appreciation to all donors.

Tips to Make Conference Easier

- In coordination with Conference Chair and committee, create a list of programs that need support and desired donations.
- Create a “sales pitch” which describes why the library-related corporation or the local business should support the conference. Reasons or justification may include:
 - Recognition in the library community
 - Relationship to their business
 - Number of expected registrants
 - Registrants are from communities all over the state
 - Theme may be particularly appropriate for the potential donor
- Create a list of potential donor companies and persons to contact
- Contact Exhibits Chair for current list of vendor representatives and their addresses.
- Review list of previous donors and compare to current vendor listings.
- Plan to contact first the vendors who contributed to the previous conference.
- Some donors traditionally support specific events. Contact them first with the cost estimate and then remove the event or item from your donation list.
- Also contact vendors that contributed in previous years but not in last year.
- If a vendor hasn't contributed in the past, but you think they are possible donors, you can either call or send a letter depending on the time available and your best judgment. Generally, contact the person in a company that you know best. If they are not in a position to initiate the donation request, ask their advice concerning whom to contact. **Be sure to copy your personal contact so they remain in the loop.**
 - The CEO or local sales representatives are usually the best contacts. The sales representative has a vested interest in keeping or acquiring new business accounts so they are often the best person to start the process

because they will make sure there is corporate follow-through. Obviously, CEOs can immediately decide if the corporation wishes to contribute. It's a judgment call where to start.

- Initiate contacts with potential donors
 - Make telephone calls and follow-up with written correspondence. Be prepared to immediately send both the “sales pitch” letter and the list of activities and associated costs to potential sponsors. Have these items already prepared electronically so they can be quickly revised, faxed, mailed, or E-mailed.
 - It often works best to arrange for a staff member, preferably the library director or other administrator, to call large potential donors if you don't have a personal contact.
 - Document turndowns and their reasons so inappropriate contacts will not be made the following year.
 - Follow-up after initial contact.
- When a company has committed to a donation, notify the Association Coordinator that a check is expected. Verify whether it has been received with the Association Coordinator after approximately three weeks.
- If a check is not forthcoming after the donor has affirmed that they will sponsor an event, be persistent. The vendor is usually more embarrassed than annoyed for being reminded.

SAY THANK YOU

- Write a letter of thanks for donation. As soon as the Association Coordinator informs you that a check has been received, send a letter of acknowledgment and thanks. Include in the letter a summary of how their gift will support the WLA Conference.
- Acknowledge donors in conference program. Double-check the company name to be absolutely sure that it will be correct in the conference program and on event signage.
- Send the complete list of donors to the Communications Chair for printing in the conference program. A separate page(s) in the annual conference program is reserved for a listing of all donors. It is also a good idea to acknowledge the corporate sponsor in the actual program listing. You might ask to review the draft of the acknowledgements to double check accuracy and make sure that donors receive prominent recognition in the printed conference program.
- Special mention should be made of vendors who provide services or materials, such as the conference tote bags or folders, or the program printing, use of photocopiers, etc., because these very large contributions will not receive visible recognition at a specific event.
- Help the Local Arrangements Committee and the Communication Committee with information so they can place very visible signs recognizing the sponsor of the event.

- During conference, visit vendors who made contributions to thank them personally.
- Immediately after conference send another letter of thanks. This may seem like overkill, but corporations are just like people who appreciate receiving thanks for their efforts in producing a successful event.

Audit Requirements and Documentation

- Make sure donation checks are to be made payable to the 200X Conference, and sent to the WLA Executive Secretary so donors will have a consistent address in its files relating to WLA. The Executive Secretary will deposit checks and immediately forward any correspondence and a photocopy of the check to the Corporate Contributions/Gifts Chair.
- Document the following to be included in the final contributions report:
 - Donor company name, contact person, address, telephone and/or E-mail address.
 - Date donation was received.
 - Amount or description of the donation.

Final Report

Final Report to Conference Chair will include:

- Total number of contributors of funds and of services/materials.
- Total dollars donated. (List actual dollars donated, not the estimated value of printing or other donations unless it is easily available.)
- List of individual donors and the amounts donated by each; the conference activity supported or description of donated services, and the date received.
- Person that you contacted in the donor company with address, telephone and/or E-mail address
- List of companies contacted that decided not to donate, reasons for not donating.
- Comments and suggestions for process improvement.

Evaluation and Monitoring Committee

Responsibilities

- Develops, distributes, and compiles results of the conference evaluation.
- Makes sure that the evaluation is distributed to all conference attendees as well as available on the conference website.
- Arranges to have monitors available at all programs to assure smooth running of the conference.
- Collects attendance statistics for all programs, meetings and pre-conferences.
- Prepares a final report at close of conference for the Conference Chair.

PRE / POST CONFERENCE ACTIVITIES

Pre / post conferences offer WLA participants expanded continuing education opportunities in areas of topical interest. Careful planning is important for the success of these events.

Initial Planning

- Pre / post conferences may target a specific library audience or may be of general interest to the library community. Funding priority should be given to workshops that meet the interests and needs of the widest possible audience
- Initiating speaker contracts may come from the section or committee expressing interest in presenting a pre / post conference but approval of these contracts is the responsibility of the Conference Chair.
- Pre / post conference planners need to coordinate with the Conference Local Arrangements Committee and the Conference Chair in order to select any pre-conference meals, and arrange for equipment, facility set-ups, etc.
- Pre / post conference planners need to submit information to the Executive Secretary for the registration packet and to the Conference Communications Chair for publicity and for publication in the conference program.
- It is important to maintain close communication with the conference committee from the onset of pre / post conference planning. Early discussion of potential plans may result in the conference and pre-conference sharing costs for a speaker or the conference may add programs that will build on the pre-conference topic.
- Certain pre / post conferences may lend themselves to CEU or other school district crediting. It is the responsibility of the workshop planner to determine if this is possible and make appropriate arrangements.
- The WLA Board generally expects pre / post conferences to make a profit or break even after all expenses are paid. The pre / post conference proposal budget establishes the basis for determining any registration fee.
- Pre / post conference planners and the Conference Chair will agree upon the minimum number of registrants needed to break even. Approximately two weeks after the close of conference early registration, planners should be able to project whether the number of registrants will be sufficient to pay costs or whether the pre-conference should be cancelled.
- Pre / post conference planners are encouraged to seek outside funding to defray cost of workshops. It is important to work with the Conference Chair, the Executive Secretary and the Local Arrangements Chair to insure there is not a conflict in approaching outside funders.
- The conference registration form will include information about the pre / post conference, including registration and meal costs. The Executive Secretary, in the capacity of registrar, will enter registrant data in the conference registration log and keep the pre / post conference planners advised of registration status.
- Printed flyers, information about registration costs, etc. must be submitted in accordance with the conference committee schedule in order to be included in the general mailing of conference registration packets. This mailing is paid for by the conference.

- In addition to the registration mailing by the conference, the pre-conference planners are encouraged to contribute information that can be posted on the conference website and to undertake additional publicity via e-mail listservs. Please send copies to the Conference Communications Chair.
- If a pre-conference is cancelled, the IG planners are responsible for contacting every registrant to notify them that the session is cancelled and the Conference Treasurer will reimburse their registration fee.
- General notices about the cancellation should also be sent out to e-mail groups and noted in any additional conference communications.
- Pre / post conference planners need to provide attendance statistics, evaluation information and a short narrative report, to the Annual Conference Chair after the conference.

Topic Sources

- State Library or bibliographic utilities may wish to plan a pre-conference day workshop. State Library continuing education surveys may also help pinpoint interests.

Planning Checklist

- Identify and focus the continuing education needs to be addressed.
- Clearly identify the target audiences.
- Identify likely presenters determine potential costs.
- Project number of participants and estimate registration fee needed to break even.
- Work with Conference Chair to draft the presenter contract. Paid presenter contracts must be signed by the WLA President.
- Review with presenter the detailed program plan, how you will evaluate its effectiveness, the target audience and their expectations, etc.
- Design evaluation tool.
- Visit pre-conference site and determine facility or communications requirements.
- Coordinate with Local Arrangements for room set up, equipment, communications, etc.
- Coordinate with Local Arrangements Chair for break or lunch menus and determine costs.
- Provide registration costs and other information to the Conference Committee Registrar and conference Communications Chair for registration packet and program.
- Contact target audiences via email listservs and other means in addition to registration packet mailings.
- Set cancellation review date shortly after close of conference early registration.
- Communicate with presenter, arrange for hosting, meeting at airport, etc.,
- Coordinate with the Executive Secretary / Registrar to determine whether registrants will pick up tickets and other information at the conference registration desk or at the pre-conference program room. Staff accordingly.

PROGRAM EQUIPMENT AND SET-UP PREFERENCES

Program Coordinator: _____

Phone: _____ **Email:** _____

Title of Program: _____

PLEASE NOTE: Every effort to meet your equipment and set-up preferences. If the Committee is unable to fulfill your request, we will notify you as soon as possible to discuss options.

MEALS OR OTHER CATERING NEEDED? Please Circle: Yes No

___ Breakfast

___ Lunch

___ Coffee set-up

ROOM SET-UP PREFERENCE

___ Theater style (This is the standard set-up)

___ Classroom style (Writing tables and chairs)

___ Rounds (Seating for 8 at each table)

___ Podium Needed? Please Circle: Yes No

___ Speaker(s) seated on a platform. Number of chairs needed for speakers: _____

___ Table for handouts or displays [Located in back or front of room? _____]

Other Room Set-up Needs: _____

THE FOLLOWING EQUIPMENT WILL BE NEEDED FOR THE PROGRAM

Note: A limited number of laptops and LCD projectors will be available for presenter use. Please check with Technology & Equipment chair to ensure availability and compatibility.

___ Power strip extension cord(s)

___ Overhead projector

___ Screen

___ Slide projector

___ Videocassette player

___ Computer projection unit

___ Internet connection

___ Telephone jack and modem connection

___ Display easel [Please note how many]

___ Flip chart and pens [Please note how many]

___ *The presenter will bring the following equipment:* _____

Other Needs, Please describe: _____

MICROPHONE SET-UP PREFERENCE

___ Microphone at podium

___ Microphones for panel members seated at tables. [Please note number of speakers]

___ Hand-held microphone

___ Lapel microphone

___ Aisle microphone(s) for audience use

___ Other, please describe:

ADDITIONAL NEEDS: [Please Describe]

**Wyoming Library Association 2003 Conference
Holiday Inn – Sheridan, WY**

*Your in-put will be very valuable to the planning process for next year's conference.
We appreciate you taking the time to fill out this evaluation.*

Please list the top three programs that you attended this year:

Please share any particular insights or ideas you gained that you hope to put into action at your own library:

What are the top two personal benefits of attending annual the conference:

What programs would you like to see at WLA in the future:

Do you have a speaker or presenter that you would like to recommend for future conferences?

Comments about facilities and other logistics:

Thanks for coming and we hope to see you next year!

Wyoming Library Association Past Presidents List

2007-2008	Brian Greene, Wyoming State Library
2006-2007	Ara Anderson, Campbell County Public Library
2005-2006	Erin Kinney, Wyoming State Library
2004-2005	Debbie Schlinger, Teton County Public Library
2003-2004	Carey Hartman, Laramie County Library System
2002-2003	Kay Carlson, Northwest Community College
2001-2002	Trish Palluck, Wyoming State Library
2000-2001	Mary Rhoads
1999-2000	Keith Cottam, University of Wyoming
1998-1999	Vicki Hoff
1997-1998	Mary Jane Jordan
1996-1997	Crystal Havelly Stratton, Larmaie County Community College
1995-1996	Lucie Osborn
1994-1995	Kathy Carlson
1993-1994	Helen Higby, Sweetwater County Library System
1992-1993	Laurin Wilhelm
1991-1992	Dorothy Middleton
1990-1991	Donna Whitson
1989-1990	Susan Simpson
1988-1989	Jerry Krois
1987-1988	Sandra Donovan, Laramie County Community College
1986-1987	Lynette Anderson, Casper College
1985-1986	Lesley Boughton, Carbon County Library System
1984-1985	Henry Yapple
1983-1984	Barbara Fraley
1982-1983	Barbara Fraley
1981-1982	Linda Goolsby / Paul Knoblich
1980-1981	William Heurer / Lisa Kinney
1979-1980	Ruby Preuit
1978-1979	
1977-1978	
1976-1977	
1975-1976	

REFUND POLICY FOR EXHIBITORS:

REFUND POLICY

If the Exhibits Chair is notified of cancellation before July 31, (year), all but \$25.00 of a paid fee will be refunded. If a cancellation is made between August 1 and September 1 (year), all but \$100.00 will be refunded. No refunds, including no shows after September 1 (year). Phone line fees will not be refunded after August 1, (year).

Note: This should be adjusted depending on date of Conference. Allow AT LEAST 30 days prior to conference for the No refund policy.

EXHIBIT TIMELINE

DATE	ACTIVITY	DESCRIPTION	[COMPLETE
October	Update Database	Collect business cards at conference and update the exhibit database with new contacts, new exhibitors, etc.	
February	Board Meeting – Finalize prices for phone lines, exhibit fees, etc.	The Program Council Chair will get approval from Board for exhibit booth space, phone lines, etc.	
March	Send out Letter (see attached)	Send out the following to exhibitors: -Letter of Invitation -Contract -Exhibit Information Sheet -Reservation for meals	
April	Make contact with Hotel Sales Department	Review with them that you will need at least 40 – 6 or 8' tables. Let them know the following: -Need 40 tables – skirted -At least 20 garbage cans -1 to 2 chairs per booth Make contact with the local arrangements person in charge of connectivity to determine what is available at the hotel and what WLA needs to do for high-speed connectivity, whether it be wireless, networking, etc.	
June	Send out Follow-up letter to vendors that have no responded Contact Local Arrangements person in charge of program	Send out the same material as above with a change in the wording of the letter...remind them of the July deadline to be included in the program. Make contact with the program person to get their deadline for names of vendors. Also, let them know you will need at least 45 programs. That way when they order the programs they allow for additional programs needed.	
August 1	Send out confirmation of booth space to all vendors Send names of all vendors to Program person.	Send out a letter indicating that you are planning to have them exhibit. Include what they have ordered.... i.e.: 1 – 6' Table Electricity Connectivity Meals ordered Also include the timeline as far as when they will set-up and all vendor times and activities. Depending on the date of the deadline, make sure the program person has all vendor information.	
September	Make name tags and packets for all vendors	Make name tags and a list that shows key exhibit times and put the name tag and exhibit time sheet in a large envelope. Also include any meal tickets they may have purchased. Make labels	

September	<p>Make table tents with the name of the company</p> <p>Let the hotel know how many tables you are expecting.</p>	<p>with names and put it on the outside of the envelope. These envelopes will be on the tables when the exhibitors arrive.</p> <p>Using and 8 ½ x 11 sized paper, landscape, type the name of the exhibitor to fill up half the paper. It will be folded over and used as a table tent to indicate where the exhibitor is to set-up.</p> <p>Keep in contact with the hotel on what they are to expect for set-up.</p>	
Day prior to pre-conference	<p>Look at the room where the vendors will be. Figure out where the tables need set-up and do this with the Sales person and the set-up people.</p> <p>Have the tables set-up either Tuesday afternoon or first thing Wednesday morning. The tables have to be set-up by noon on Wednesday. Allow plenty of time for changes.</p>	<p>Make sure you have a good flow to the tables with lots of walking space through aisles. Put vendors together that represent more than one company.</p> <p>The vendors that request phone lines will have to be placed first according to where the connectivity is. If it is wireless, it won't matter.</p> <p>If it is wireless, you'll have to attain the passcode for them and give it to them in their packet.</p>	
Afternoon Of pre-conference	<p>Vendor set-up Noon – 5:00 pm</p> <p>Note: Some come in late and will just set-up when they get there</p>	<p>Vendors typically set-up from noon until 5:00 on this day. Early that day make sure all tables are in place. Put a table tent with vendor company name on the table, a copy of the program, their envelopes with name tags, etc. If there are extra packets from the Chamber, give vendors one.</p> <p>They may have pre-shipped their displays, info, etc. Locate it prior to their arrival and if you have time, bring it into the exhibit area, or direct them to the location of the storage when they arrive.</p>	
Conference	<p>Exhibit Time</p> <p>Break Down</p>	<p>Make sure you are there to talk to all vendors, thank them, etc. throughout convention</p> <p>Help facilitate the break down of the tables. Vendors are responsible for their own shipping.</p>	
October	<p>Thank you notes</p>	<p>Send thank you letters to all vendors and update data base with current info on vendors.</p>	

REGISTRATION TIMELINE

DATE	ACTIVITY	DESCRIPTION	[COMPLETE
February	Board Meeting	Approve rates	
May	Registration Form	<p>Work on updating registration form Get meals and prices from local arrangements person. Change dates, programs, etc. to reflect the current conference.</p> <p>Get approval of registration form from Program Council Chair. Have a few people review it for accuracy.</p> <p>Set the deadlines for early and regular registration.</p>	
July	<p>Meal Tickets (Business Cards in different styles work great as tickets.)</p> <p>Buy Registration Envelopes</p> <p>Purchase at least 250 Name badges</p>	<p>Once you know what the meals are and the dates, you can make the meal tickets. They need to be #’d. You can do this in advance so they are ready to put in registration packets.</p> <p>Buy 1 box of #10 envelopes and some labels for the name tags and meal tickets.</p> <p>Purchase the name badges so you are ready to go.</p>	
August	Registration Form in Newsletter & On-line	Make sure the registration form is included in the newsletter.	
September	<p>Start processing registrations as they come in.</p> <p>Email the membership and ask for volunteers to man the registration table.</p>	<p>The early registrations will start to come in. Process as per handbook.</p> <p>Since Registrar and Exhibits Chair are the same person, get help for the registration desk. Figure out the hours the registration desk is open and fill with volunteers. Make up a chart and put that chart in each volunteers packet, so they know when they are working. Also, email them to confirm when you are expecting them to work.</p>	
1 Week prior to conference	<p>Double check all registrations for accuracy.</p> <p>Get your registration supplies in order</p>	<p>Double check all forms with packets to assure accurate registration</p> <ul style="list-style-type: none"> -Receipt Book -Extra name badges -Pens, pencils, tape, scissors, etc. -Registration Form books in alphabetical order -Extra Meal Tickets -Money Bag 	
Conference	Set-up Registration Table	Set-up the registration table at conference. Make sure when the booth is unmanned, all registration envelopes and money are in a secure location.	

Post-Conference	Follow Handbook on all reporting after conference. Issue refunds as per policy, if needed. Do report as soon as possible on registration #'s, income, expenses, etc.		
-----------------	--	--	--

WLA Conference prep Timeline

Month	Task
January	<p>1st meeting (Phone conference) Budget business Go over Chair elects' obligations: Each section is responsible for the funding, planning of programs sponsored by section. Don't look for much if any LSTA money for conference in 2007. WLA has money, however. Discuss a theme need to pick a theme at the next meeting (we did this by email vote.)</p>
January	<p>Section Chair elect solicit section membership for programs There is an electronic form on the WLA website to make proposals Each section works independently for funding and programming, although some topics may overlap and have a general sponsorship. Think about the number of tracks for program sessions plus time for vendors: in Gillette we had one morning and one afternoon session of one hour each for vendors, two Thursday and one Friday. Check with Laura as she does this as part of her contract. You will need to know when these vendor sessions are. Remember they are no conflict sessions. Set number of tracks of programming plus time for vendors.</p>
Jan./Feb	<p>Email sections and Chair elects' to finalize theme and work with chairs elect to suggest programs I did a lot of calling and emailing to get people on board and committed to program proposals. Some were really together and had their programs and presenters ready to go by the end of February. I worked on this every morning possible. Of course there are always those programs for whatever reason, just don't happen.</p>
Feb.	Face to Face with the exec board in Cheyenne
March	<p>Discuss budget and program expense Early March (much of this done e-mail) Set registration prices. This is done with the exec board approval, last year, we raised it. You may not need to raise it again this year.</p>
March 30	<p>phone conference March 30 (1Hr.) Touch base with all to see how things are going and work out kinks</p>
Mid April May 1 st	<p>create the conference schedule deadline for program decisions: This is a must! I let this slide, don't do that.</p>

May 1- 15th Fine tune the schedule so contracts can have at the very least a date of day and approximate time of day

May 15th **all contracts go out.** Send contracts to non paid presenters as well.

June 15th all contracts must be back by 15th of June. Make it earlier if you can.

June 30 – July 6th publish the program pamphlet or booklet. Program should be proofed by communications committee and placed on the WLA web page along with the registration forms. This is subject to change, but those changes can be done before the program goes to print.

July Early

This date depends on a number of things, so the sooner in July you get these things accomplished the better.

The WLA newsletter needs an actual program time line with real dates and time slots. You will need to write an article communicating highlights of the conference so everyone wants to attend. In 06 this newsletter went out the middle of July. Give all your info to Laura Grott. She sends the newsletter out to all along with the conference registration.

At your first program council meeting you will most likely set the dates for registrations. % \$ off for early registration. Deadline for registration, at an increased cost compared to early registration, with higher costs for onsite registration. At this meeting you will go over the budget. This year we have been warned not to expect much LSTA support.

July ?

Prepare an article for the Outrider. You can get the theme for the news letter from Susan V.

August Make sure you have a **date set for publishing/printing your conference booklets.** We got ours back a week before the conference. Local arrangements then had to stuff the bags and have these ready to hand out at the registration table.