

As stated in the WLA bylaws the Conference Steering Committee will be made up of the following:

- Conference Chair
- WLA Vice-President/President-Elect, Program Committee Chair
- WLA Executive Secretary
- WLA Communications Advisor
- Continuing Education Librarian, Wyoming State Library
- 3 at-large members appointed by the WLA President
- Conference Chair for next years conference

WLA Conference Steering Committee: The following are the subcommittees used in 2009 and 2010. Remember, most members will be on more than one subcommittee. Also, don't forget that these subcommittees can recruit assistance from anyone they can sucker into volunteering!

- Meeting Rooms - Equipment and Technology
- Hospitality, Transportation and Gifts
- Special Events and Entertainment (All members worked on this Sub-Committee)
- Meals and Catering
- Evaluation and Monitoring
- Corporate Contributions and Gifts
- Communications and PR/Communications Advisor
- Program Committee (WLA Vice-President chairs this committee)
- Awards Committee (This committee does their own thing. You just have to track them!)
- Exhibits, WLA Executive Secretary

Conference Committee Responsibilities

Conference Chair

The Conference Chair attends executive board meetings to submit budget, theme, logo, and plans.

- Conference Chair shall prepare a separate budget for conference will be submitted to the WLA Executive Board. The WLA Executive Secretary assists with this.
- The Conference Chair shall sign all conference contracts.
- Establishes timelines and agendas, and chairs meetings of the committee.
- Encourages program committee to solicit ideas for conference programs from Interest Group leaders and the general membership.
- Assists in identifying keynote and other major speakers, such as authors luncheon speaker.
- Assigns presentation times for all conference programs and activities in coordination with the conference program committee chair.
- Provides speaker information to other conference committee members in order to arrange for publicity, hospitality, etc.
- Assures that WLA fiscal policies are followed, consulting with the executive secretary concerning questions about handling of conference revenues or expenditures.

- Establishes a high level of communication between and among the committee.
- Exercise quality control over all printed matter having to do with promoting the conference.
- Start early and communicate firm deadlines.
- Insure that WLA Executive Secretary sends thank you notes to appropriate businesses.
- Do not list session rooms in program. Publish a separate list of rooms/sessions to hand out at the registration table.
- Ensure the final program is published to the conference website.
- Submits final conference report to the WLA Board.
- **Say Thank You:** Write a letter of thanks for donation.
- **Say Thank You:** Acknowledge donors in conference program.
- **Say Thank You:** 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.

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, designing and printing the conference program, and incidental printing ranging from room assignments to posters thanking vendors for sponsoring conference programs and activities.
- Publicizes the conference to WLA members.
- Prepares and submits publicity for local newspapers, television, radio, and WLA website.
- Arranges for local coverage of the conference.
- Works closely with all committee members to determine signage needs and wording.
- Produces signs.
- 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.
- Work with WLA webmaster to design conference website.
- Assists in proofing all conference communication.
- Arranges for printing and delivery of conference program.

Meals and Catering

- 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.
- Arranges for counts to be recorded at each meal event.
- Provide estimates and final numbers for each catering event to the hotel contact, meeting catering deadlines.
- Be sure that catering is aware of programs that may impact their service staff.

- Pre / post conferences – either a beverage break, sometimes breakfast or lunch.
- Provides time schedules for delivery of food and beverages to breaks and receptions.
- Arranges for liquor license, if needed.
- Arranges for collection of meal tickets.
- Arranges signage with Communication person.

Evaluation, monitoring and hosts

- Develops, distributes, and compiles results of the conference evaluation.
- Makes sure that the evaluation is distributed to all conference attendees and published to the conference website.
- Arranges to have hosts available at all programs to assure smooth running of the program.
- Prepares an information sheet for hosts and assigns responsibilities to each host.
- Hosts will present speaker with gift upon completion of program.

Corporate Contributions/Gifts

- Seeks financial support for conference events such as receptions, and for operations such as program printing.

Meeting Rooms, Equipment and Technology

- Responsible for checking the physical arrangements of the meeting rooms prior to each meeting.
- Ensures there is a computer, projector, speaker and screen in each session room, as well as the ballroom.
- Don't think you have to do it all yourself. Create a "Technology Squad" to be on-call during the conference.
- Sets up equipment and troubleshoots problems during conference in coordination with conference site staff and the "Technology Squad."
- 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.
- Works with conference site to arrange PA systems where needed.

Hospitality, Transportation and Gifts

- Gathers information about the local area for use of conference registrants such as lists of recommended restaurants, maps, local attractions, guidebooks and activities.
- Ensures speakers coming from the airport have transportation and that those speakers are welcomed by a committee member at the hotel.
- Provides gifts to thank speakers for their participation (suggest \$5 or so)
- Arranges to get gifts to hosts before program begins.
- Assist communication chair to in soliciting hosts.
- Monitors local info table to ensure everything is available.

Special Events and Entertainment

- All members of this Steering Committee will be on this Sub-Committee. Plans fee and non-fee entertainment or events for the conference, i.e. opening reception.

Pre / post Conference Activities

- Pre / post conferences may target a specific library audience or may be of general interest to the library community.
- Pre / post conference planners need to coordinate with 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 Committee for.
- Certain pre / post conferences may lend themselves to CEU or other school district credits. It is the responsibility of the workshop planner to determine if this is possible and make appropriate arrangements.
- Pre / 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.
- 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 to cancel.
- Pre / post conference planners are encouraged to seek outside funding to defray cost of workshops.
- The conference registration form will include information about the pre / post conference, including registration and meal costs.

General Conference Information:

- All general conference programs are paid from conference revenue.
- Different registration fees may be set for different classes of registrants such as: members, non-members, students, trustees, etc.
- For purposes of registration, WLA members are those with paid up dues at the time they register for conference.
- 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.
- 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. Invited Awards Banquet guests may be exempted from the registration fee to attend that one function.
- The exhibit 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.

Conference Themes: The Conference Steering Committee develops the conference theme and logo. The Conference Chair then takes it to the WLA Board.

Questions to consider when developing the conference theme

- Will the theme encourage program topics that will relate to all types of 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?

WLA Conference Timeline

2 years ahead: Appointment as Conference Chair is made. Sit in on current conference steering committee.

1 year ahead: Establish theme and logo for conference. (Remember your committee is ready to work!) Have something ready to present at conference business meeting, encouraging program proposals for the following year.

November/December: find a keynote and author for luncheon. Remember, you can always write into the contracts that these people also give an extra “session” as well as book signing, etc.

January: solicit programs using the electronic form on the WLA website to make proposals

January/February: Think about the number of tracks for program sessions plus time for vendors. Check with Executive Secretary as she works with vendors. You will need to know when these vendor sessions are. Remember they are no conflict sessions.

February: Set number of tracks of programming plus time for vendors.

February: Work with Executive Secretary to have registration costs and vendor costs ready for WLA Board meeting. Don’t forget to write the report for the Board!

March 1: Program proposals are due. Vice –President and the programming committee now gets to work to select programs.

May 1: deadline for program decisions: This is a must! I let this slide, don’t do that.

May 1-15: With assistance of VP, fine tune the schedule so contracts can have at least a date on them.

May 15: All session contracts go out. We sent/received all contracts electronically. It worked very well. Send contracts to non-paid presenters as well.

June 15: all contracts returned. Make it earlier if you can.

June 30 – July 6: publish the program schedule and registration form to the WLA Conference website. At the very LEAST this should be proofed by communications.

Early July: Conference Chair needs to have an article ready for the Outrider and WLA newsletter promoting the conference. This date depends on a number of things, so if you can have it ready earlier that would be best.

August: Make sure you have a date set for publishing/printing your conference programs (Don’t forget the *Conference-at-a-glance*). Suggest no later than August 15.

Early September: Print Conference program.

Week before conference: Print room/sessions assignments to hand out at registration table.