

Conference Planning 101 – Divisions, Committees, and Roundtables

Each year OLA Annual Conference Planning begins over the summer with the first meeting of the conference planning committee. Each OLA unit becomes involved at that same time. Here are a few tips that will help you better understand the responsibilities of your OLA unit for conference activities.

- Provide a representative for the conference program committee, especially for the following OLA units: PLD, OYAN, CSD, TSRT, ACRL-or, SSD, OASL. These groups provide the bulk of the programming and it is good to have someone “on the inside.”
- Watch for the announced deadlines. The first ones begin with the call for preconference and program proposals with the deadline usually around the end of September.
- Have one contact person for all your programs. Or two, if your unit sponsors a lot of programs.
- Above all, be proactive! If you’re concerned about something, don’t wait to hear from a committee member. There are lots of details and sometimes things can slip through the cracks. Know who your contacts are on the committee. Programming/Business Meetings – Program Chair; Meals/Events – Local Arrangements Chair; Division Tables – Exhibits Chair

Programming

- Deadlines – exact dates determined by the Program Chair
 - Proposals – end of September
 - Program titles, descriptions and speaker names – end of November
 - Equipment – beginning of March
- The program sponsor is responsible for program descriptions and speaker names. It is important to note that these descriptions may be edited for content and to fit in the printed program space.
- Preconferences

43.0101 Pre-conferences shall be limited to six or fewer. Proposals from OLA units will be reviewed and the program committee will select the pre-conferences based upon quality, balance with other conference offerings, and need for the extended time period. No unit of OLA shall be the primary sponsor of more than one pre-conference.

 - Limited to 6, only one per OLA unit
 - A preconference fee is set each year by the conference committee. This fee includes a \$10 administrative fee and lunch/breaks. The full day fee is split in half for ½-day preconferences. Use this when planning the registration fee.
- Speakers and speaker arrangements
 - Preconference and program speakers are the responsibility of the program sponsor including any speaker fees, travel/hotel/meal costs, hotel/transportation arrangements.
 - Consult with your speakers regarding program titles and descriptions
 - Honorariums

43.091 OLA members or other Oregon librarians shall not receive honoraria or free registration for participating as speakers or panel members at the annual OLA conference. They will not be required to pay registration if they only attend the session or pre-conference at which they present. Daily or full registration is required if they attend other conference activities such as food functions, exhibits, or sessions.
 - Please see *The Care and Feeding of Speakers* for details on how to be the best host.
- Equipment
 - Each room will have a standard set of equipment. This can vary from year-to-year.
 - Please consult with your speakers and indicate your needs early in the planning process. Last-minute and on-site requests can result in costly fees for your division, committee or roundtable.

Special Events

- These include the PLD Dinner, OYAN and ACRL receptions, the Lampman Award Breakfast, the Awards Lunch, and Business Meetings.
- Each sponsoring unit will work with the Local Arrangements Chair to arrange for date, time, location, equipment, and meals/food.
- Don't forget to order meals for your speaker, entertainer(s), or award winners. The cost of these meals is the sponsoring unit's responsibility.
- Food costs for the receptions are the sponsoring unit's responsibility.
- Business Meetings – there is limited time for these. It is recommended that you review your bylaws so that you may have business meetings at other times during the year and via electronic means.

Division Tables

Each year there may or may not be “free” tables available for OLA units and if so, will be a limited number. If you are interested in one of these tables for your organization or shared with another, please contact the Exhibits Chair for details. Generally the Exhibits Chair will contact OLA unit chairs early in the Spring.

Tips for the Proper Care and Feeding of Speakers

- Remember to treat your OLA and Oregon colleagues as you would outside speakers. Make sure that they are registered for the conference and that they have all the details about where and when they are speaking.
- As soon as you know it, let the speaker(s) know the length of the time slot, the date, time, and location of the presentation.
- If you have multiple presenters for a particular program, share their contact information and let them know their roles during the presentation.
- Share the conference web site address with presenters. Point out specifics such as registration, hotel, and preliminary program information.
- If you have invited someone outside the library community or out of state, offer to make the hotel reservations. Pay attention to any special needs and check one week prior to arrival that the reservation is correct.
- Let speakers know that they will need to make their own travel arrangements and offer reimbursement if you plan to pay those costs.
- If a speaker is flying in, offer to pick them up and return them to the airport.
- Register any speakers who are outside speakers and not attending the rest of the conference. If they intend to only do their presentation, register using the *Badge Only* form. Note that conference registration for speakers not paying on their own is the responsibility of the sponsoring unit.
- Have a point person who will act as a host for the speaker. Make the speaker feel welcome and appreciated for their contributions.
- If the speaker is presenting before or after a meal and is not registered for the rest of the conference, offer to the meal event. The cost for such meals is the responsibility of the sponsoring unit.
- If speakers are being reimbursed for hotel or travel, make sure they know how to request that reimbursement.
- Consider a small gift as a thank-you for speakers, especially those who are not-affiliated with the Oregon library community.
- Send a thank you note upon completion of the event.