

**Local Arrangements &  
Conference Planning Handbook**

**Prepared by:**

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### **A. Introduction**

The annual ENY/ACRL conference takes place in the spring of each year. Planning begins in the summer of the preceding year. The Program Chair has primary responsibility for initiating the planning, assisted by officers and chapter members. This document outlines the responsibilities of all involved.

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### **B. Chapter President**

- Gives opening remarks (or arranges otherwise)
  - Presides at business meeting
  - Confers with Program Chair and vendor coordinator to coordinate chapter drawing contributions and details; confers with Board regarding whether one conference registration will be included as door prize
  - Circulates handbook for annual revisions after the conference.
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### **C. Program Chair**

Works closely with the program committee and the Board on all aspects of the conference.

#### **1. Location**

The Program Chair, working with the Board and the Program Committee, will determine a host institution for the conference. There may be some schools that have already offered to host. If there are not, an offer to host will need to be solicited.

#### **2. Recruit Local Arrangements Chair or Co-Chairs**

Once the conference location is determined, someone from the host institution must be willing to act as Local Arrangements Chair. (This is often decided while arranging a conference location.)

The Local Arrangements Chair or Co-Chairs should solicit as much local assistance as necessary, forming a local arrangements committee.

### **3. Date**

The Program Chair, working with the Local Arrangements Chair, the Program Committee, and the Board, will determine the date of the conference. (This is often decided while arranging a conference location.)

Hints:

- Avoid holidays
- Find out what other campus events are taking place at that time. Any conflicts/potential confusion?
- Check the 3R's calendar of professional development events and dates of other library-related conferences.

### **4. Theme and Program**

The Program Chair, working with the Program Committee, and in consultation with the Board, will develop a conference theme and program.

### **5. Speakers**

- Identify and contact potential speakers
- Make sure all speakers are confirmed with written or email two-way communication confirming date, time, location, length of talk, and the fact that registration (including lunch) will be paid by the Chapter
- Make sure all confirmed speakers are registered (by their immediate contacts or the chair)
- Make sure all speakers are contacted regarding technical needs, and that information is passed along to local arrangements chair
- Request exact title of presentation, and biographical information from speaker prior to opening registration
- Prepare a document with a list of speakers, including addresses, e-mail addresses and phone numbers. Save to Dropbox Conference folder.

### **6. Coordinate Conference Facilities**

The Local Arrangements Chair, in consultation with the Program Chair and Program Committee, is responsible for coordinating the conference facilities.

### **7. Conference Expenses, Budget**

- Confirm details with Board prior to finalizing arrangements
- Prepare conference budget; the Program Chair should try to plan a conference that breaks even, but may request additional financial support from the Board or request approval for an increased registration fee, if the chair feels this would allow for a stronger conference
- The Chapter will provide an honorarium for the keynote conference speaker, as recommended by the Program Committee, and agreed upon by the Board. Keynote speakers may receive a waiver for registration, and reimbursement for coach-class travel, and lodging.

- Workshop leaders and breakout session presenters may receive a waiver for registration and reimbursement for mileage, pending Board approval.
- Additional costs may include: building use; cleaning; insurance fees; photocopying or printing charges; postage; long distance telephone charges.

## **8. Registration**

- Registration should open 6-8 weeks in advance of each conference (by late March)
- Designate one member of local arrangements committee to setup online registration form in Formstack and post it to the website. Coordinate with Communications Chair as needed.
- Set a day/date to use as the “no refund after” date (coordinating with local arrangements committee and aligning with catering (head count) deadline)
- Registration fees have not varied significantly from year to year, but should take into account all expenses, including food
- Coordinate with Membership Chair to confirm member status (and appropriate fees) at the time of registration. This is accomplished by sharing the registration spreadsheet in Dropbox.

## **9. Website and Promotion**

- Gather information from program and local arrangements committees for posting on the website. This information includes:
  - Schedule
  - Program descriptions and speaker bios
  - Local arrangements information (directions, lodging, etc.)
  - Vendor sponsor information
- Provide Communications Chair with information for posting on the website
- Coordinate publicity (posting to liaisons and relevant lists – please see Appendix) with Communications Chair and program committee members
- Contact the Membership Chair to request labels or email addresses of current members and those with recently expired memberships for save-the-date and conference announcement postcards. Current preference is for email announcements.

## **10. Evaluations**

Identify a program committee member to handle evaluation form preparation and post-conference summary. Arrange for online evaluation survey (e.g. Survey Monkey) to be sent as well.

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## **D. Local Arrangements Committee**

### **1. Schedule Rooms**

Work with the Program Committee to determine space needed for the main sessions, as well as discussion groups, posters, vendors, or any other component. The main auditorium and the dining facilities typically require seating capacity of 100+.

Hints:

- Determine seating capacity/ies of available rooms
- Note number and proximity of restrooms
- Make sure all rooms are accessible
- If possible, arrange for elevated platforms for speakers or graduated audience seating.
- Check sight lines
- Confirm availability of technology needed by presenters.

## **2. Directions**

Make sure the conference website has directions to the host institution and to the buildings where the conference is being held.

## **3. Parking**

Parking should accommodate 100+ and be accessible.

Hints:

- Consider the proximity of parking to conference events
- Are parking passes needed? If so, how will they be distributed?

## **4. Signage**

- Place (waterproof) directional signs on campus, as needed
- Place directional/informational signs within conference area
- Prepare registration, restrooms, and sponsor acknowledgement/vendor thank you signs (coordinating with vendor support person)
- Provide timekeeping signs (yellow and red) for program timekeepers.

Note: Signs from previous years may be available in “Conference Box”

## **5. Tables**

- Registration (one or two 4’x8’ tables) –the banner is usually displayed here
- Handouts and ACRL publications and other materials (one 4’x8’ table)
- Vendors (approx. one 4’x4’ per vendor)
- Refreshments/food as needed by caterer.

## **6. Technology**

- Find out from the Program Committee or the coordinators of individual speakers the technology needs for each speaker (hardware and software); ask presenters to send presentations in

advance and as a backup bring them on a USB drive; remind presenters that we cannot guarantee laptop connections for those bringing their own laptops

- Confirm with host institution availability of an Internet connection in the conference facility and that tech support provides Mac and PC laptop projector connection cords
- Arrange for microphones for speakers and audience
- Request a podium or table for panel discussion (as needed)
- Ensure that a media services person checks equipment before the conference begins and during the day; load all presentations early in the day at a designated time in order to have time to test and troubleshoot
- Identify the local people who know how to adjust lights, temperature, and equipment.
- Arrange for guest usernames and passwords for attendees to access the Internet.

## **7. Food Service**

- Target \$20 per person for all food services; higher charges can be discussed with Board
- Determine final head count deadline for food service – this may affect the conference registration deadline
- Arrange for water for speakers (available and refreshed several times)

Check with food service about table layout and spacing; for dining room, request:

- Water on tables
- Tablecloths
- Two buffet lines if possible

Registration - Generally held 8:30 - 9:15 am; food typically includes something along these lines:

- Coffee/tea – regular and decaf
- Sugar/cream
- Juice
- Donuts, pastries, muffins or bagels, and/or doughnuts (cream cheese, butter, jam)
- Fruit
- Water (refillable pitchers)

Note: Vendor thank you signs go on refreshment tables

Midmorning Break - Generally held around 10:15 am

- Replenish/refresh food from registration

Lunch

- Lunch usually scheduled 12 pm – 1:30 pm (unless conference schedule changes; business meeting is held during this time as well)
- Include vegetarian entrée
- Additional food requests may include gluten-free or other dietary specifications

Afternoon Break – total number can be reduced to 2/3 of attendees; food items may typically include:

- Coffee/tea – regular and decaf
- Sugar/cream
- Soda - diet and regular
- Cookies or a non-sweet option
- Fresh fruits
- Water in pitchers

*Please note: In food and other arrangements, where possible, we encourage “greener” options, such as refillable water.*

## **8. Pre-Conference Dinner**

- Select local restaurant and make sure it is open on the night before the conference, and able to accommodate a large table
- Dinner is usually from 6:00 – 8:30pm
- Provide restaurant information and directions
- Make reservation and ask for individual checks.
- Typical attendance is approximately [10?] people
- Make sure speakers and presenters are aware of dinner. Any conference speaker, other than those giving poster sessions or short sessions (e.g. lightning rounds) should have dinner provided. A Chapter officer in attendance should pay for speaker dinners and submit receipts to the treasurer for reimbursement.

## **9. Lodging**

- Call local establishments well in advance
- Check on group discounts or reserving blocks of rooms
- If possible, provide several choices/options
  - Inexpensive
  - Moderate
  - Bed and breakfast
  - Make sure lodging information is included in registration information.

## **10. Tour Options**

- Identify tour options – usually the library and/or other facilities, if time allows at the end of the conference day. Arrange for tour guides.

## **11. Prepare Conference Packets**

- Note: Sample packets from previous years can be found in “Conference Box”
- Use two-pocket folders
- Prepare enough for registrants plus 10 extra
- Packet contents:
  - Name tags with name & institution

- Conference schedule, with locations and room numbers
- Speaker Biographies; these are prepared by Program Committee. Biographies may be incorporated into the conference schedule rather than being printed separately
- Lists of Attendees:
  - By surname
  - By institution
- Receipt, if requested
- Ticket(s) for drawing
- Local information with campus map
- Vendor sponsor list, prepared by Program Committee
- Conference evaluation form, prepared by Program Committee
- Wireless access information (username + password, etc.).

## **12. Registration**

- Create registration form in Formstack.
  - Review all registrations and payments in Formstack admin interface
  - Provide Membership Committee chair with updated list of all new members and /or renewing members for membership status confirmation.
  - Generate lists of attendees by name and by institution.

Note: Speakers are not charged for registration but should complete a form in order to be counted for lunches, information packets, etc. If the speaker is a non-librarian or non-ENY/ACRL member, the speaker contact from the Program Committee should complete the form.

Note: Student registrants are charged a reduced rate of \$10 (adopted by the Executive Council, November 1999). The \$10 fee encourages attendance and pays for the lunch. Please note special support offered to students in 2013, and possibly beyond, as a result of honorarium from 2012 keynote.

## **13. Registration Desk**

- Staff the registration desk at least 30 minutes before the start of registration and through the first hour of the conference, usually through the morning break
- Have two lines for registration: A-L and M-Z
- Have on hand:
  - Blank registration forms for on-site registrants
  - Blank receipts
  - List of unpaid participants
  - Extra conference packets
  - Information about wireless access
  - Pens, tape, paper, scissors, paperclips, duct tape.

## **14. Track local arrangements conference expenses**

- Expenses may include paying for:

- Folders
- Colored printing paper
- Notebook tablets (sometimes individual blank sheets of paper are included in the packet for notes)
- Signs
- Name tags
- Photocopying (conference schedule, lists of attendees, registration forms).

## **15. Miscellaneous**

- Keep Program Chair informed of schedules, locations, directions, deadlines, etc.
- Provide timekeepers (identified by Program Committee) with yellow and red timekeeping signs
- Arrange for guides to lead groups to designated rooms and buildings
- Arrange for local opening “welcomer(s)” to conference (e.g. Library director, Dean, etc.)
- Make sure Chair is aware of information that needs to be announced or included in welcoming remarks (meeting locations, lunch details, availability of guides, special events, etc.)
- Determine who is involved in the drawing during lunch
- Arrange for local item for drawing.

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## **E. Vendor Support Person**

*The vendor support person will be identified from among the program committee members.*

- Solicit vendor sponsorship (past letter, information about sponsorship levels, and acknowledgement form in Appendix)
- Send vendor text to Communications Chair
- Register vendors, if necessary
- Provide vendor sponsor signs for refreshment table
- Provide table tents for tables, if needed
- Provide vendor thank you sheet for packet
- Provide Chair with vendor information for verbal acknowledgements
- Bring any vendor materials mailed in advance
- Bring vendor-supplied items for drawing
- Provide baskets or other receptacle for drawing
- Collect vendor checks and send to Treasurer.

Note: the local arrangement group provides a local item for the drawing.

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## **F. Communications Chair**

- Work with Program Chair to create promotional materials

- Send conference announcements to various lists (with assistance of all program committee members). See list in the Appendix.
  - Post information about the conference on the web site, including:
    - Pre-conference announcements
    - Conference registration form
    - Power point presentations after the conference.
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## **G. Program Chair - post-conference**

- Make sure travel is reimbursed (as agreed upon); travel reimbursement requests should be sent to the Treasurer, and should include the name, address, and travel details
  - Send thank yous to all presenters, workshop leaders, local arrangements chair, vendors, host library director, and/or university or college president
  - Submit a write-up of the conference to the Communications chair
  - Make sure Communications Chair has post-conference files for web site, if provided by presenters
  - Forward evaluation summary to incoming program chair
  - Save copies of program, registration form, save-the-date postcard or e-postcard to the Dropbox Archives folder for the Archivist
  - Make sure winner of conference attendance award knows deadline for submitting receipts to the Treasurer. The award winner who attends a conference has to submit original receipts along with a written request to the Treasurer. The request for the reimbursement must be received by the Treasurer before May 1 of the following year. For example, if someone wins the award at the ENY/ACRL Spring 2012 Conference and attends a conference afterwards, request for reimbursement must be received by the Treasurer before May 1, 2013.
  - Local Arrangements and Membership chairs send to Treasurer:
    - final costs from local facilities
    - originals of all registration forms
    - all checks – in alphabetical order
    - lists of all attendees
      - Alphabetically
      - By payment status (member, non-member, student)
      - Registration fee for each attendee
  - Update this handbook if necessary.
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## Appendix

### **Listservs/websites for Conference Promotion**

#### New York State ACRL Chapters

- ENY/ACRL: Listserv: [forum@lists.enyacrl.org](mailto:forum@lists.enyacrl.org)
- WNY/O ACRL: Contact Information: <http://wnyoacrl.org/about-us/executive-board>
- ACRL/NY: Contact Information: [http://acrlny.org/?page\\_id=126#board](http://acrlny.org/?page_id=126#board) and/or have events posted on their website -- <http://acrlny.org/> -- on the right-hand navigation bar, just click on the link "submit an event or job".

#### New York State 3Rs

- WNYLRC: Contact Information: <http://www.wnylrc.org/index.asp?orgid=360&sid=>
- RRLC: Contact Information: <http://www.rrlc.org/AboutRRLC/RRLCStaff/tabid/372/Default.aspx>
- CDLC: Contact Information: <http://www.cdlc.org/contactus.shtml>
- CLRC: Contact Information: <http://clrc.org/clrc/about/staff>
- SCRLC: Contact Information: <http://www.scrclc.org/Staff/Directory>
- SENYLRC: Contact Information: <http://www.senylrc.org/about/staff.htm>
- LILRC: Contact Information: [www.lilrc.org/about/staff.php](http://www.lilrc.org/about/staff.php)
- METRO: Contact Information: <http://metro.org/staff/>
- NNYLN: Contact Information: <http://nnyln.org/staff/>

#### New York State Library Schools:

- SUNY Buffalo: Contact Email: [lis-information@buffalo.edu](mailto:lis-information@buffalo.edu)
- SUNY Albany: Contact Email: [infostudies@albany.edu](mailto:infostudies@albany.edu)
- Syracuse: Contact Email: [ischool@syr.edu](mailto:ischool@syr.edu)
- (The other library schools are all in the NY metro/Long Island area?)

#### Other

- NYSHEI: Contact Information: <http://www.nyshei.org/about/>
- NYLINE: Listserv: [NYLINE@listserv.nysed.gov](mailto:NYLINE@listserv.nysed.gov)
- NYLA ASLS Section: Contact Information:  
<http://www.nyla.org/displaycommon.cfm?an=1&subarticlenbr=243>
- PaLA College & Research Division:  
<http://palibraries.org/displaycommon.cfm?an=1&subarticlenbr=306>

# ENY Chapter of ACRL

<<http://www.enyacrl.org>>

Spring Conference

[insert conference location and date]

“[insert title of conference]”

[insert vendor relations  
coordinator name]

Program Committee Member  
[insert address and contact  
information]

[insert date]

Dear Library Vendor/Service Provider,

The Eastern New York Chapter of the Association of College and Research Libraries (ENY/ACRL) will hold its spring conference on [insert date], at [insert location]. Members of the ENY/ACRL Program Committee invite your company to be a sponsor for this year's conference, titled: “[insert title].” Additional information regarding the conference & program will be made available on ENY/ACRL web site: <http://www.enyacrl.org> soon.

We invite you to sponsor at one of the following levels:

- ◆ **LEVEL 1: \$300 donation** – sponsor receives display space, acknowledgement in the conference literature, web site, and at refreshment and lunch tables; verbal recognition as a speaker sponsor; **plus conference registration (includes lunch) for two representatives, or one representative and a guest;**
- ◆ **LEVEL 2: \$200 donation** – sponsor receives display space, acknowledgement in the conference literature, web site, and at refreshment and lunch tables; verbal recognition as a speaker sponsor; **plus conference registration (includes lunch) for one representatives;**
- ◆ **LEVEL 3: \$100 donation** – sponsor receives display space, acknowledgement in the conference literature, web site, and at refreshment and lunch tables;
- ◆ **LEVEL 4: product donation for raffle** - sponsor receives display space, acknowledgement in the conference literature and web site.

We need confirmation of participation no later than [insert date]. If you wish to send materials for vendor display table at the conference, please send your materials directly to [insert name] by [insert date]. Please make your contribution check payable to **ENY/ACRL** and provide approximately 50 copies of promotional material for display table. The federal ID number for ENY/ACRL is [insert number]. If you have any questions, please don't hesitate to get in touch with me (email: [insert address]).

Thank you very much for your interest and support!

Sincerely,

[insert name]

On behalf of the ENY/ACRL Program Committee



**Sample Conference Evaluation Form  
ENY/ACRL 2013 SPRING CONFERENCE EVALUATION**

***The UX Factor: User Experience and Libraries***

***Monday, May 20, 2013***

University at Albany - Downtown Campus - Albany, New York

**THANK YOU** for attending this conference. Your feedback will help the program committee in planning future conferences. Your comments are important to us. Please take a few moments to complete this survey.

**CONFERENCE PRESENTATIONS**

Please rate the usefulness of the conference sessions (1=not helpful, 5=very helpful)

Keynote: Start With a 'Way We Serve' Statement	1	2	3	4	5
The User-Centered Library: Platonic Ideal or Fool's Errand?	1	2	3	4	5
Poster Session	1	2	3	4	5
Breakout Session (Please list session below)	1	2	3	4	5

Session attended: \_\_\_\_\_

Lightning Rounds	1	2	3	4	5
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**LOCAL ARRANGEMENTS & FACILITIES**

Were you satisfied with the following? (Please circle Yes or No)

Pre-Conference Dinner (if applicable)	Yes		No	
Registration		Yes		No
<b><i>Food &amp; Beverages</i></b>		<b><i>Yes</i></b>		<b><i>No</i></b>
Facilities and Directions	Yes		No	
<b><i>Overall Conference Experience</i></b>			<b><i>Yes</i></b>	<b><i>No</i></b>

**COMMENTS & SUGGESTIONS**

***\*Please write your comments clearly\****

What did you like best about the conference? Why?

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What did you like least about the conference? Why?

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Other comments?

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What themes and topics would you recommend for future conferences?

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Are you interested in serving on the ENY/ACRL Program Planning Committee? If so, please provide your name, institution, and email address:

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Are you a member of:

- ENY/ACRL
- ACRL
- ALA
- Other (please specify \_\_\_\_\_ )

If you are unable to submit this evaluation form at the conference, please mail it to:

Timothy Jackson, Program Planning Committee  
University at Albany – University Library RM 110  
1400 Washington Avenue  
Albany, NY 12222

**Thank you** again and hope to see you at the next ENY/ACRL conference!

Sample Conference Budget

ENY/ACRL Conference 2013 - Budget		Registration fee	# registrants
		\$	
Conference registrations	\$4,400.00	40.00	110
Vendor Support	\$1,800.00	same as 2012	
Total Income	\$6,200.00		

Expenses:

Facilities rental	\$450.00
Tables for luncheon - rental	\$400.00
Insurance	\$425.00
PayPal	\$125.00
Catering	\$2,768.90
Keynote honorarium	\$0.00
Keynote travel and lodging	\$0.00
Major speaker honorarium	\$1,000.00
Major speaker travel	\$500.00
Stationery expenses	\$200.00
Contingency	\$500.00
 Total Expenses	 <u>\$6,368.90</u>

Net Gain/(Loss) -\$168.90

Catering			
Coffee Service	\$208.00	130 x 1.60	
Assorted Bottled Juices	\$79.80	4 cases	
Assorted Danish	\$63.75	12.75/dozen	5 dozen
Bagels with Cream Cheese	\$75.00	15.00/dozen	5 dozen
Tea Breads	\$63.75	12.75/dozen	5 dozen
Fresh Whole Fruit	\$136.50		
Water service	\$35.10		
Lunch - SUNY Deli Buffet	\$1,683.50		
Bottled Water by the case	\$45.00		
Water and Soda by the Case	\$45.00	15.00/case	6 cases
Cookies/Brownies	\$60.00	7.50/dozen	8 dozen
Coffee service	\$128.00		
Delivery	\$60.00		
Labor			
Table Linens	\$85.50		
Total Catering	<u>\$2,768.90</u>		