LES 2008 Program Planning Committee minutes from ALA Midwinter

Present: David Berona, Juliet Kerico, Jen Stevens

1. Website:
   a. Jen will continue designing the website that will be used to promote the 2008 Anaheim program.
   b. David and Juliet will assist in gathering remaining images and biographical text and will forward this information to her.
   c. David will work on the bibliography to be hosted on the website as well.
   d. Once production is complete, the link will be sent out to all related list servers.

2. Advertising:
   a. Juliet will send an updated description of the program to Melanie Griffin at ACRL. These descriptions will be used for future publicity in American Libraries and the ALA website.
   b. David is working with Megan Griffin and his publisher, Abrams, regarding the publisher’s promotion of the event in tandem with a book signing David will be doing at the convention. Details to follow once arrangements and clarifications with ACRL have been made.

3. Program Details:
   a. Juliet will contact all panelists to summarize speaking procedures and to offer assistance with questions regarding computer/projection equipment.
   b. Juliet will communicate with paid speakers regarding reimbursement procedures and hotel accommodations, and dinner arrangements following the program.
   c. Juliet and David will submit handout to ACRL for printing by May 1.