**Instructions for Planning Report:**
Simply fill in the blanks below and post the completed Word document to the NMRT Board and Committee Chair AND your Committee groups in ALA Connect. The Archives Committee will proceed from there to make the content available on the Web via the NMRT Archives Database.

**Note:** Please delete all of the above instructions before saving your document and submitting to the ALA Connect. Leave only the text below this line.

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**Committee Planning Report**
NOTE: ** = Required Field

**Type of report being submitted:** Committee Planning Report

**Date:** 08/21/2020

**Committee Name:** Annual Conference Local Information Committee

**Supervising Board Member:** Julie Gabb

**Chair, Co-Chairs, Assistant Chairs:** N/A

**Committee members:** Anna Schuldt

**Committee Charge:** The Annual Conference Local Information Committee prepares guides to the ALA Annual Conference host city, providing local information of interest to NMRT members and other conference attendees, especially budget travelers. The Committee identifies programs and services that will enhance NMRT's goal and mission for conference attendees. The Annual Conference Local Information Committee is a special non-voting committee.

**Project Description / Goals:** Provides local information on ALA Annual Conference host city for NMRT committees. Plans an event that would happen at the same time and location as the Annual Conference that would be designed for new members to network and be a fundraiser for NMRT.
**Specific Objectives (numbers, tangible end-products):** Update Annual Conference Local Information Committee website, construct interactive map of hotels, restaurants, transportation, and attractions, and possibly rebook Art Institute field trip from last year. If conference is not going to be held in-person, a virtual field trip would be a backup option.

### Financial Report Section:

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<table>
<thead>
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<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. 0</td>
</tr>
<tr>
<td>Amount which you have spent so far this year</td>
<td>b. 0</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
<td>c. 0</td>
</tr>
<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
<td>d. 0</td>
</tr>
<tr>
<td>Difference between budgeted amount and total expenses from above (a-d)</td>
<td>e. 0</td>
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</tbody>
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f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here: None

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?) N/A

h. Vendor support received: (From the above list, what if any, has been received?) N/A

### Specific Needs/Support (non-financial):

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc): Update committee website, review and change/updated Google map from last year.

b. On-site conference volunteers: (include estimated numbers needed and brief job description) 1-2 volunteers for day of field trip

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc):
Posting to other discussion lists, official press release for webpage, listing in ALA conference scheduler, publication in CogNotes

**Report submitted by:** Victoria Kowanetz

**Email address:** vkowanetz@gmail.com