

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** September 10, 2012

****Committee Name:** President's Program

****Supervising Board Member:**

Janel Kinlaw

****Chair, Co-Chairs, Assistant Chairs:**

Kirby McCurtis, chair, kirby.mccurtis@gmail.com

Cheryl Lee, co-chair, lcherylc@gmail.com

****Committee members:**

Emily Sanford	sanfor79@lib.msu.edu
Genevieve Henricks	genevieve.henricks@gmail.com
Maura Diamond	maura.a.diamond@gmail.com

****Committee Charge:**

The NMRT President's Program committee plans, coordinates, and delivers a program for the ALA Annual Meeting.

****Project Description / Goals:**

We're planning a program around Janel Kinlaw's theme of Growing Your Professional Skills. Specifically, we'll be building on last year's theme of networking and expanding it to include public speaking, communications, and other professional skills necessary at every career stage. Our goal is to have people walk away with more ideas for their professional toolkit that extend beyond the "9-5" job.

****Specific Objectives (numbers, tangible end-products):**

Our specific objective is to have a well-attended program at the Annual Conference. It will again be pecha-kucha style. We aim to make it an interactive and fun learning experience for all attendees.

Financial Report Section:

Your budget appropriation (see budget)	a. 800
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 800
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.
Difference between budgeted amount and total expenses from above (a-d)	e.

The \$800 will be spent on equipment needs at ALA Annual. I anticipate that our entire budget will be spent on these arrangements, as has been the case in previous years

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?)

none

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

none

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc

The committee will need to change its entry on the ALA website to include new members and to advertise program (<http://www.ala.org/nmrt/oversightgroups/comm/presprog/presprog>)

b. On-site conference volunteers: (include estimated numbers needed and brief job description)

The committee members are needed at the program to greet attendees and speakers and to distribute agendas and evaluations.

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):

- Work with Publicity Committee to promote programs (e.g., on conference web page, in *American Libraries*)
- Announcement on Orientation Committee's web page
- Inclusion in NMRT events on conference page

- Article or listing of events in *Footnotes*
- Post to listserves (NMRT-L, NMRTSTUDENT-L, New-Lib, etc.)
- Post to ALA Connect
- Post to conference wiki

****Report submitted by:**

Kirby McCurtis, Chair

****Email address:**

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