

## **Committee Planning Report**

NOTE: \*\* = Required Field

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

**\*\*Date:** September 12, 2008

**\*\*Committee Name:** NMRT Orientation Committee

**\*\*Supervising Board Member:** Linda Shippert, NMRT Networking Director  
[lshippert@wsu.edu](mailto:lshippert@wsu.edu)

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

Laurie McHenry, Chair [laurie.mchenry@mail.und.nodak.edu](mailto:laurie.mchenry@mail.und.nodak.edu)

Kate Zoellner, Assistant Chair [kate.zoellner@mso.umt.edu](mailto:kate.zoellner@mso.umt.edu)

**\*\*Committee members:**

Stacey Devine [stacey-devine@northwestern.edu](mailto:stacey-devine@northwestern.edu)

Linda Hofschire [lhofsch@uiuc.edu](mailto:lhofsch@uiuc.edu)

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**\*\*Committee Charge:**

The Orientation Committee plans and conducts orientation programs at both the Midwinter Meeting and Annual Conference. The two-hour Saturday morning orientations at both conferences provide attendees an introduction to ALA, NMRT, the conference, the exhibits, and the host city. Additionally, the program provides the opportunity for other ALA divisions and round tables to distribute literature and promote their organizations.

The additional one-hour program held on Friday afternoon at Annual focuses on the conference experience. It introduces attendees to NMRT and also offers literature provided by ALA divisions and round tables.

**\*\*Project Description / Goals:**

The committee's goal is to plan, advertise and present well-attended, informative and entertaining programs at both the Midwinter Meeting and Annual Conference. We will invite speakers to talk about ALA, NMRT, the conference cities, and navigating the conferences. The committee will request and distribute literature from ALA divisions and round tables and will invite representatives of those organizations to be available to speak with attendees. The goal is to educate attendees to make the most of their conference experience and to gain new members for both NMRT and ALA organizations.

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

- Update web site
- Present three programs – one at Midwinter Meeting and two at the Annual Conference

- Distribute, collect and check evaluations for suggestions that will help improve the programs.
- Gain new members for NMRT and its committee.
- Revise Orientation Committee section of the NMRT handbook.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. \$0.00
<b>Amount which you have spent so far this year</b>	b. 0.00
<b>Your estimated additional expenses this year</b>	c. 0.00
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d. 0.00
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. 0.00

**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:**

Bags from Ebsco (value: c.\$600)

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

No support has yet been received.

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

**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 to include new members and to advertise upcoming orientations.

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

Three or four committee members are needed at each program to greet people and hand out bags as they arrive, arrange literature, distribute agendas, evaluations and additional materials.

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

- Announcement on committee's web page
- Inclusion in NMRT events on conference page
- Article or listing in events in Footnotes
- Posts to listservs
- Post to wiki

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