

ANSS Conference Program Planning Committee, Chicago 2013  
ALA Annual  
Saturday, June 23, 2012 4:00-5:30

Agenda:

- I. Introductions
- II. Review Proposal TimeLine
- III. Discuss next steps (who to contact, logistics)
- IV. Questions & comments

Attendance: Anne Larrivee (chair), Katie Anderson (chair), Helen Clements, Jennifer Darragh, Joanne Jacoby, Pauline Manaka

### **Introductions**

**Review Proposal TimeLine:** ([from Chapter 9- Annual Conference Programs](#))

**End of September** — Program planning chairs planning to engage in fundraising submit plans to ACRL Program Officer.

**Early October** — ACRL staff submit meeting requests for ACRL programs based on information provided in the ACRL program proposal form. Basic AV set-up requested for all programs (computer, LCD projector, screen, podium with microphone). Program planners receive completed room request to review.

**October** — Program chairs identify speakers and finalize plans for their programs.

**November** — Submit speaker information into online form.

**December** — ACRL sends speaker agreements.

**Early January** — Planners attend ACRL virtual meeting.

**January** — Signed speaker agreement letters due to ACRL.

**January** — Planners submit preliminary program information (75 words) if changes have been made to ACRL Program Officer.

**Midwinter** — Finalize plans for program.

### **Discuss Next Steps:**

- Anne will contact EBSCO regarding fundraising/funds
- Contact speakers (see speakers below)
- Katie will contact ULS (sponsors in name only) to notify them of the program's acceptance and ask if they would like to be involved in some capacity (introductions, moderators, etc)

## ***Speakers***

We discussed our top speakers from our previous list (Google Document on Speakers to be created with more detailed information on each individual as well as alternatives).

Andrew Asher (ERIAL project)- Anne will contact. He has expressed an interest and willingness in speaking in previous communication.

Stephen Heslop (Johns Hopkins)- Jen will contact.

James Evans (University of Chicagto)- Joanne will contact.

We noted that if one of these speakers is unavailable, we will look at the women on our list of possible panelists.

## **Questions**

- Question regarding honoraria v.s. travel expenses. Budget was based on the maximum travel expenses allowed. Assuming we can decide on honoraria or travel expenses based on the speaker, though this must be agreed upon with ACRL staff before discussing with speakers (see below). Katie will follow up. Information regarding this from Chapter 9: Librarians: Librarian speakers are not eligible to receive honoraria and reimbursement for travel expenses. A librarian is anyone who holds an MLS or equivalent degree, or who works in the field of library and information science, including faculty in schools of library and information science. Librarian speakers can be reimbursed for copying expenses in connection with program handouts.

Non-librarians: Any non-librarian speakers may receive honoraria, reimbursement for travel and duplication of handout expenses, a one-day waiver of the registration fee for the day he/she is speaking.

Speakers honoraria for presentations at an ACRL unit's Annual Conference program are established at a maximum of \$1,000 and must be agreed upon in advance by the program planners and ACRL staff before discussing it with speakers.

- Question about funds for taking speakers out to lunch: From Exec II- this is common practice and usually comes out of ANSS funds.

## **Comments**

- Discussed holding a raffle at the program, possible books on the topic donated by publishers.
- We will continue to meet via Google Hangouts and communicate via Google Docs.
- A Google Doc with speaker information and who is contacting them will be created and shared by Katie
- Anne will write the blurb about our status for Currents (due within the next month)

