ANSS Conference Program Planning Committee- Chicago 2013
Midwinter Meeting Minutes

Attendees: Katie Anderson (co-chair), Beth Avery, Helen Clements, Jennifer Darragh, Joanne Jacoby, Anne Larrivee (co-chair) via phone.

A Google Hangout and Skype were attempted, but internet was not strong enough in the location.

Sunday January 27, 10:30am -11:30am WEST- Denny/Mercer

1. Overview of program and speaker descriptions.
   - Studying ourselves: Libraries and the user experience
   - The program will take place on Sunday from 1:00-2:30 at McCormick Place.
   - Speakers are Andrew Asher, Andrew Abbott, and Diane Wahl.

2. Report from co-chairs regarding Jan. 22nd virtual meeting.
   - A/V Requests are due to ACRL by Feb. 28
   - There will be a program evaluation; ACRL will give us the opportunity to customize the evaluation. Evaluations sent to us in March and are due April 19.
   - Photocopy requests due to ACRL on May 1st.: group will begin work on handout.
   - ACRL advertises in May issue of C&RL News
   - Reporter appointed (report due July 19): Beth Avery volunteered to be reporter.

3. Publicity
   - Information on the program is already up on ANSS. Speaker names cannot be added until the speaker agreement form has been completed. We will continue to add to the website.
   - Listservs will be identified and members who are part of these lists will be asked to post.
   - Social media will be used to spread the word.
   - We will begin working on the handout, it was suggested at Executive that we try to get the handout ready before ACRL in order to promote at the conference.

4. Travel expenses
   - Andrew Asher’s status has changed due to a relocation and new job. His title is now librarian, so he will not be eligible for reimbursement.
   - Andrew Abbott will receive travel expenses and a per-diem.
   - Diane Wahl as a librarian is not eligible for reimbursement.

5. Other expenses (handouts, food, etc.)
   - Handout will be paid for and supplied by ACRL as long as we have it in by May 1st.
   - Anne is following up with EBSCO regarding their contribution.
   - We discussed providing attendees with dessert and coffee for the 1:00 event.
6. Speaker Lunches (payment, participants)
   ● EBSCO offered to pay for lunch as long as EBSCO rep may join.
   ● Participants will be determined at a future date.

7. Finalize AV Request (Feb. 28)
   ● A/V Requests were discussed. We will request a computer, overhead projector, and microphones. Our program size is allowed to request 3 microphones. We will request a standing microphone for audience questions/participation.

8. Moderator(s)
   ● Jen will do the introduction.
   ● Anne will be the moderator.

9. Twitter Hashtag and Tweeters
   ● It was decided that we will use the hashtag: #anss13 to promote both the program and ANSS.

10. Blog for Program
    ● Katie will contact Erin regarding space/options on the website. We will include links to speaker’s publications, a literature review and other relevant information as well as use the blog for conversation both before and after the program.

11. Follow up (insuring the life of the program)
    ● It was suggested that we could continue discussion of the program on the blog/website as well as consider an unconference program at Midwinter 2014.

12. Volunteers for the next program planning group.
    ● The group was reminded that the Las Vegas 2014 program planning committee is looking for volunteers.