

## **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 Abott 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 Tweepers

- 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.