

Committee Planning Report

NOTE: ** = Required Field

****Type of report being submitted:**

Committee Planning Report

****Date:**

August 28, 2009

****Committee Name:**

Orientation Committee

****Supervising Board Member:**

Linda Crook, Networking Direction – lcrook@wsu.edu

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

Kate Zoellner, Chair – kate.zoellner@umontana.edu

Emily Prather-Rodgers, Assistant Chair – EAPratherRodgers@noctrl.edu

****Committee members:**

Tricia Dean, Champaign, IL – tricia.leonard@me.com

Amanda Robillard, Northwestern University – arobillard@gmail.com

Courtney Stephens, Belmont University – courtney.stephens@belmont.edu

David Trudeau, North Carolina Central University – trudeaud@earthlink.net

****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 the meeting and conferences and exhibits; ALA and NMRT; as well as the host city. Additionally, the program provides other ALA divisions and round tables the opportunity to distribute literature to promote their organizations.

The additional one-hour program held on Friday afternoon at Annual focuses on the conference experience – what to expect and navigation. The session 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 navigating the conference and exhibits; ALA and NMRT; and the conference city. The committee will request and distribute literature from ALA divisions and round tables. The goal of the programs is to educate attendees to make the most of – and know what to expect during – their conference experience, and secondarily to gain new members for both NMRT and ALA.

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

- Update web site.
- Present three orientation programs – one at the Midwinter Meeting and two at the Annual Conference.
- Distribute, collect, collate, and assess evaluations to help improve orientation programs.
- Gain new members for NMRT and its committees.
- Review committee section of NMRT handbook to ensure it is up-to-date.

Financial Report Section:

Your budget appropriation (see budget)	a. 600.00
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 100.00*
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. 100.00
Difference between budgeted amount and total expenses from above (a-d)	e. 500.00

* Funds estimated will cover either NMRT memberships and/or ALA-related gifts for those who “win” the icebreaker at our orientation programs.

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

EBSCO in-kind gifts.

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

No requests have been made at this time.

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

There are 374 EBSCO bags remaining from the previous year.

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

(<http://www.ala.org/ala/mgrps/rts/nmrt/oversightgroups/comm/orient/orientationcommittee.cfm>)

to include new members and to advertise upcoming orientations as they are planned.

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

Three or more committee members are needed at each orientation program to greet people and hand out give-aways; arrange literature; 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 in events in *Footnotes*
- Post to listserves (NMRT-L, NMRTSTUDENT-L, New-Lib, etc.)
- Post to ALA Connect
- Post to conference wiki

****Report submitted by:**

Kate Zoellner, Chair

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