Committee Final Report
NOTE: ** = Required Field

**Type of report being submitted:
Committee Final Report

**Date:
July 8, 2010

**Committee Name:
Orientation Committee

**Supervising Board Member:
Linda Crook, Networking Direction – lcrook@wsu.edu

**Chair, Co-Chairs, Assistant Chairs:
Kate Zoellner, Chair, University of Montana – kate.zoellner@umontana.edu
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**Committee members:
Tricia Dean, Internet Archive
Amanda Robillard, Northwestern University
Courtney Stephens Fuson, Belmont University
David Trudeau, Vance-Granville Community College

**Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):
The committee's goals and objectives for the year were to:

- Plan, advertise and present programs at both the Midwinter Meeting and Annual Conference. Educate attendees to make the most of – and know what to expect during – ALA events, and secondarily, gain new members for both NMRT and ALA.
- Distribute, collect, collate, and assess evaluations to help improve orientation programs.
- Keep committee website current.
- Gain new members for NMRT and its committees.
- Review the committee's section of NMRT handbook to ensure it is up-to-date.

The committee achieved all but one of its objectives, as follows.

1. Delivered three orientation programs. Midwinter's session had 50 attendees, the Friday afternoon of Annual program had roughly 300 attendees!, and there were 50 attendees at the Saturday morning Annual session. See Appendix A. for program evaluation data. Program Speakers included:
Courtney Young, NMRT President
Camila Alire, ALA President
John Chrastka, Director of Membership Development
- Jenifer Grady, ALA-APA Director
- Michael Golrick, Public Library Consultant, State Library of Louisiana
- Teri Switzer, Dean, Kraemer Family Library, University of Colorado at Colorado Springs

- ☒ Gene Shimshock, Chair, Exhibits Round Table
- ☒ Joseph Frueh, Board Member, Exhibits Round Table
- ☒ Tiffany Wilson, NMRT Resume Review Service
- ☒ Angie Kelleher, NMRT Resume Review Service
- ☒ Matthew Ciszek, NMRT Annual Conference Local Information Committee

2. Advertised events via multiple mediums: conference wikis, ALAConnect, NMRT Facebook Group, the Committee's website, NMRT-L, *American Libraries* and *Footnotes*. The information was also in the program booklets. (Surprisingly to me, the most common ways attendees heard about the programs were in the conference program (69%), followed by the conference wiki (13%) and NMRT-L (9%).)

3. Collated and assessed evaluation form data. Provided data after Midwinter to Midwinter presenters. Adjusted evaluation form after Midwinter to gather further information that would help with future planning. Revisions aimed to better capture attendees' perspective on the usefulness of the topics presented and additional topics they want addressed, how individuals hear about the program – incorporating new venues such as Facebook, and reasons people cannot attend. See Appendix C.

4. Improved session handouts for Annual:
- ☒ Developed a revised tips sheet. See Appendix B.
- ☒ Distributed an article on the exhibits, per suggestion of the Exhibits Round Table speaker: Frueh, J., & Shimshock, G. (2009). Exhibit strolling: A "must do". *American Libraries*, *40*(6/7), 69.
- ☒ Revised the session evaluation form. See Appendix C.
- ☒ Information on NMRT events at the conferences was included on the program Agenda to provide further publicity.

5. Program evaluations indicated that the majority of attendees of the orientation sessions who filled out the form who were not NMRT members were interested in becoming members (63%). This is our best guess on if we achieved our goal of gaining new members for NMRT and its committees.

**Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.
The Committee did not review the NMRT handbook to determine if information about the Committee in it is up-to-date. This review still needs to occur.

The committee received less literature from divisions and round tables for Annual than in previous years. I am not sure why this happened given the Committee made requests. At Midwinter, the Committee received an excess of literature. Yet, the Midwinter literature is recycled after that event, as I understand it this is because the trunk containing the literature goes to storage. It seems that there should be a way to keep the literature from Midwinter after that event.

The Committee has given away bags sponsored by EBSCO for at least the past two years and the bags are almost gone. A new give-away should be pursued for the coming year.

The Friday afternoon Conference 101 and the Saturday morning Conference Orientation sessions at Annual have the same description. Consider changing the descriptions to clarify the differences between the two sessions.

The Committee should consider the budget further with the NMRT Board to determine if the allotment is necessary and if so the potential uses for the funds in addition to supporting icebreaker give-aways at the orientation programs.

With changes to the ALA schedule for Annual 2011 it is likely the Friday afternoon orientation program the Committee is currently charged to complete will be dissolved and alternate plans will need to be considered (i.e., the opening general session will be held from 4-5:30pm). Session evaluations from the Friday session at Annual indicate attendees would prefer an earlier time for the Friday session.

The Committee did not meet virtually at all this year. It would be useful to host an online meeting to build camaraderie among committee members given the only time the committee meets in person is at the sessions we organize.

Evaluation data and anecdotal evidence leads to the following recommendations for consideration:
- Build time for people to meet one another during the Friday afternoon session.
- Provide further guidance on scheduling, including time during the session to schedule and to ask questions.
- Clearly explain the conference tracks and sub-tracks as well as the differences between a program, a discussion group, and a meeting and why should attend one over another.
- Provide a handout that lists all of the ALA Divisions and Round Tables on it.
- Change the structure of the event from 'speakers' to a 'panel.' This option would allow a moderator to guide the program and ensure that all topics that attendees want covered are. The moderator/Committee Chair could lead a Q&A format and provide the questions to panelists prior to the program. As an add-on, the Committee could solicit questions via NMRT-L prior to Midwinter and Annual.

Financial Report Section:

Your budget appropriation (see budget)	a. 600.00
Amount which you have spent this year	b. 96.17
Difference between budgeted amount and amount spent (a-b)	c. 503.83

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Appendices

Appendix A. Program Evaluation Data

Midwinter - Saturday, January 16, 2010
50 attendees, 21 evaluations received (21/50 = 42%)

4 = Strongly agree, 3 = Agree, 2 = Disagree, 1 = Strongly Disagree					
	4	**3**	**2**	**1**	*Total*
1. The speakers and topics were useful, informative, and relevant.	9	12			*21*
2. The lengths of the speeches were appropriate.	12	9			*21*
3. The literature was helpful.	11	8	2		*21*
4. The overall length of the program was appropriate.	10	10	1		*21*
5. I would recommend the program to someone else.	12	8	1=2.5		*21*
6. The date, time, and location of the program were appropriate.	9	9	2		*20*

1. How did you hear about the NMRT Orientation Program and/or NMRT? (Check all that apply)		
<u>0</u> American Libraries <u>0</u> Footnotes <u>5</u> NMRT-L <u>8</u> Conference program <u>9</u> Conference wiki	<u>0</u> other journal, which one <u>0</u> other newsletter, which one <u>1</u> other Listserv, which one	☒ NMRT sent a letter to Emerging Leaders ☒ Student association listserv - Simmons

2. Is this your first ALA conference?	<u>15</u> yes <u>6</u> no
3. Is this your first NMRT Orientation Program?	<u>20</u> yes <u>1</u> no
4. Are you a member of NMRT?	<u>10</u> yes <u>10</u> no* <u>1</u> no response
11. If not, are you interested in joining NMRT?	<u>8</u> yes* <u>1</u> no <u>1</u> no response

Additional comments (7/21 = 33%):
- ☒ Thanks! x 2
- ☒ Contact information for speakers (on handout) could have been helpful. More than one session may have been helpful.
- ☒ Please update the NMRT membership on ALA Connect
- ☒ Since I was at ACRL Annual many things today were a review. But helpful for me today – Resume Service, information on breakdown of organization, structure. John Chraska giving out his cell was amazing would not hesitate to call if needed. John's segment I liked the best. Also new to ALA-APA – good to know about.
- ☒ [The ALA structure] presentation needs a visual diagram or something to help with the way ALA is organized (very confusing, as you know!). It's easy to "glaze over" with all the explanation of the way it works. Thanks. (Same with [the conference navigation] information/presentation.) The exhibits RT rep did a good job!
- ☒ Some of this information would have been more helpful before the conference – maybe even before registration – to help people decide about attending or to make things seem less intimidating/confusing. Perhaps providing a webinar or presentation when conference registration begins. I'd be interested in helping with something like this as I would have liked some sort of "ALA for Dummies" earlier in registration/pre-conference.

4 = Strongly agree, 3 = Agree, 2 = Disagree, 1 = Strongly Disagree					
	4	**3**	**2**	**1**	*Total*
7. The speakers were useful, informative and relevant.	13	28	1	1	*43*
8. The topics were useful, informative and relevant.	17	21	3	1	*42*
9. The length of the speeches was appropriate.	12	22	7	2	*43*
10. The literature on ALA Divisions and Round Tables was helpful.	10	28	5	0	*43*
11. The overall length of the program was appropriate.	15	22	5	0	*42*
12. I would recommend the program to someone else.	21	19	2	1	*43*
13. The date, time and location of the program were appropriate.	25	16	1	1	*43*

5. How did you hear about the NMRT Orientation Program and/or NMRT? (Check all that apply)		
2 American Libraries 0 Footnotes 35 Conference program 2 ALAConnect 0 Facebook	3 NMRT-L 4 Conference wiki	Other: event planner, friend, STS-L or ILI-L, registration online, preconference Cognotes, Spectrum professional options fair
6. Is this your first ALA conference?	40 yes 3 no	
7. Is this your first NMRT Orientation Program?	43 yes 0 no	
8. Are you a member of NMRT?	13 yes 28 no*	
11. If not, are you interested in joining NMRT?	16 yes* 9 no	

What topics would you like to see added to the orientation session?
- Some time to meet active NMRT members.
- Nothing. It was very informative and helpful.
- Someone could explain the deal with the badges!
- Student to professional transition.
- More advice about networking
- I think it's all covered, won't know until it's over.
- More explanation of what the difference is between a program, a discussion group, and a meeting and which we should attend and why.
- It was adequate.
- Provide, in the literature, a list of the divisions and round tables.
- More info/pitches about committee opportunities.
- How to organize your schedule – briefly
- Getting involved in NMRT locally

If you know someone who was unable to attend today's session, please share with us why.
- Conflict with preconference.
- One person thought it was at 4:30 and she over-planned her day.

- ☒ Schedule conflict.

Please include any additional comments.
- ☒ The "Navigating" and "ALA Structure" programs ran long, which made the overall program run longer than scheduled.
- ☒ Thank you for this Conference 101 it was very helpful, and provided an opportunity to network and ease any fears leading up to the conference. Please keep them coming.
- ☒ Q. 3 – add a half-hour to the program
- ☒ Q. 3 – ALA Structure presentation was way too long and hard to follow. Information could/should have been better synthesized for that section because there was a lot of info presented overall.
- ☒ Q. 7 – have the program earlier in the day
- ☒ I would like to be contacted: [took email out]

Annual - Saturday, June 26, 2010 – 8-10am
50 attendees, 38 evaluations received (38/50 = 76%)

4 = Strongly agree, 3 = Agree, 2 = Disagree, 1 = Strongly Disagree					
	4	**3**	**2**	**1**	*Total*
14. The speakers were useful, informative and relevant.	29	9	0	0	*38*
15. The topics were useful, informative and relevant.	27	11	0	0	*38*
16. The length of the speeches was appropriate.	17	19	2	0	*38*
17. The literature on ALA Divisions and Round Tables was helpful.	22	13	1	0	*36*
18. The overall length of the program was appropriate.	21	14	2	1	*38*
19. I would recommend the program to someone else.	26	11	1	0	*38*
20. The date, time and location of the program were appropriate.	16	15	6	1	*38*

9. How did you hear about the NMRT Orientation Program and/or NMRT? (Check all that apply)		
2 American Libraries 0 Footnotes 29 Conference program 1 ALAConnect 0 Facebook	2 NMRT-L 1 Conference wiki	☒ ALA Cognotes ☒ Member of almost 10 years! ☒ GMS Coordinator
10. Is this your first ALA conference?	35 yes 2 no	
11. Is this your first NMRT Orientation Program?	34 yes 3 no	
12. Are you a member of NMRT?	12 yes 24 no* 2 no response	
11. If not, are you interested in joining NMRT?	16 yes*6 no 13 no response 2 maybe	

What topics would you like to see added to the orientation session?
- ☒ More info on conference itself
- ☒ More about actually navigating exhibits, more time to meet others
- ☒ Give people time to actually plan their schedules during meeting. If they have questions, they could ask the orientation committee members questions

- N/A. It was neat
- Continuation of how to manage effectively discussion
- Local chapters and more on committee membership
- I thought it was great and very informative
- Thanks! I used to be on the NMRT committee that does this orientation. You guys are doing a great job!
- More information about the tracks and sub-tracks; information about scholarships
- I think there was definitely enough info already ☺

If you know someone who was unable to attend today's session, please share with us why.

- I don't know why—perhaps she came last night?

Please include any additional comments.

- There were many terms thrown around during the meeting (re: round table, etc.). It'd be helpful to have a list of commonly used terms or acronyms
- In response to question 7—a little far out!
- In response to question 7—location hard to get to for some.
- In response to question 7—very hard to find, esp. if you're new to big conferences!
- The location of the orientation was confusing
- Only came to last 40 min. because of the location. It was so far from registration/convention center. My hotel is already a far distance from the center.
- The location was a bit far from the convention center, especially for a new member, first-time conference goer whose other planned programs are all in the convention center. The room temperature started comfortable, but then got very cold (though you may not have any control over that—it probably was the hotel.
- In response to question 7—too far away for the already bewildered…
- In response to question 3—some were too long

Appendix B. Revised Tips Sheet

ALA 2010 Annual Conference Tips
Enjoy your conference experience and D.C. attractions!

The Basics
☒ Wear your nametag to meetings, social events, and on the conference shuttles but not on the street. Bring business cards with you. Carry snacks and drinks.
☒ Use the maps provided in the conference program to locate conference hotels and to navigate the convention center and exhibit floor.
☒ Take advantage of the free conference shuttles to travel between events.
☒ Explore your interests and learn something new. Take notes during or just after sessions while the content is still fresh in your mind.
☒ Meet people. Avoid listening to music, texting, etc., when you could be networking.
☒ For last minute schedule changes and social events check *Cognotes*, the daily conference newspaper; ALAConnect (http://connect.ala.org/); the Annual 2010 wiki (http://annual.ala.org/2010) and or twitter (http://twitter.com/alaannual and #ala10).

Design Your Conference
☒ Use the program guide to design your own conference experience: Find the programs, poster sessions, discussion groups, speaker series, parties, etc. that match your interests and expertise, and/or topics key to your position responsibilities and organization's initiatives.
☒ Schedule your days to fit the time and place of events, including travel time. Have alternate events in mind in case you don't have time to travel or the program you intended to go to is overflowing, not what you expected, or cancelled. Don't be afraid to arrive late or leave early!
☒ Allocate time for the Exhibits (i.e., "The Stacks"); don't try to see them all at once. *Consult the reverse of this handout for guidance on strolling the exhibits.* Don't pick up all the vendor swag you see. (But, if you do, know that there is a postal center available on the Exhibits floor.)

Network & Get Involved
☒ You are not alone. Ask questions and learn from the thousands of librarians and related professionals from myriad backgrounds attending the conference with you. These individuals may face the same challenges as you or have developed solutions you need; they may have a similar position as you or one that you want; or they may be a potential collaborator or mentor.
☒ Talk to people. Introduce yourself and exchange business cards or contact information.
☒ If you want to get involved in the association, a specific division, round table, and or committee, attend meetings and introduce yourself to the chairperson, director, etc. Note that it's normal to arrive late or to leave early from events, including committee meetings.

Stay Connected, Apply & Share the Wealth
☒ Keep connections! Make a note on the back of business cards you receive to trigger your memory of the exchange. Send follow-up email messages to the contacts and presenters you meet.
☒ Apply your experiences. Take time to review the notes and materials you collect and to plan how you can use the information in your position and at your library.
☒ Share and discuss the new ideas you learned with your co-workers.

Reacquaint yourself and reflect on why you are, and what inspires you to be, part of the profession!

Text based on the District of Columbia Library Association's 2010 "Making the Most of Your ALA Conference Experience" discussion and online document (http://bit.ly/cqkBRd), "Tips for a Successful Annual" on the Annual 2009 conference wiki (http://wikis.ala.org/annual2009/), and "Washington, D.C. Conference to Feature More Sessions, Opportunity than Ever Before" published in the 2010 Preview E-dition of *Cognotes*.

Appendix C. Revised Evaluation Questions

Please rate the program by circling the corresponding number:

4 = Strongly Agree, 3 = Agree, 2 = Disagree, 1 = Strongly Disagree

1. The speakers were useful, informative and relevant.	4	3	2	1
2. The topics were useful, informative and relevant.	4	3	2	1
3. The length of the speeches was appropriate.	4	3	2	1
4. The literature on ALA Divisions and Round Tables was helpful.	4	3	2	1
5. The overall length of the program was appropriate.	4	3	2	1
6. I would recommend the program to someone else.	4	3	2	1
7. The date, time and location of the program were appropriate.	4	3	2	1

Tell us more by circling your answers below:

8. How did you hear about the NMRT Orientation program and/or NMRT? (circle all that apply)

American Libraries	Conference Program	Facebook	Conference wiki
Footnotes	ALAConnect	NMRT-L	Other:

9. Is this your first ALA Conference?   Yes   No

10. Is this your first NMRT Orientation program?   Yes   No

11. Are you a member of NMRT?   Yes   No
    a.   If not, are you interested in
    joining NMRT?   Yes   No

What topics would you like to see added to the orientation session?

If you know someone who was unable to attend today's session, please share with us why.

Please include any additional comments on the back of this form.