Committee Planning Report
NOTE: ** = Required Field

**Type of report being submitted:** Committee Planning Report

**Date:** September 10, 2012

**Committee Name:** Orientations Committee

**Supervising Board Member:** Barbara Lewis, Networking Director (bilewis@usf.edu)

**Chair, Co-Chairs, Assistant Chairs:**
Kirby McCurtis, chair kirby.mccurtis@gmail.com
Andrea Mullarkey, co-chair andrea.mullarkey@gmail.com

**Committee members:**

<table>
<thead>
<tr>
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**Committee Charge:**
The Orientation Committee plans and conducts orientation programs at Midwinter and Annual Conference. The orientations include an introduction to ALA, NMRT, the conference, the exhibits, and the host city. The program promotes the ALA conference theme and provides the opportunity for other ALA divisions and round tables to distribute literature and promote their organizations.

**Project Description / Goals:**
The committee’s primary 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 (during the Annual Conference) 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):**

- Present three orientation programs – one at the Midwinter Meeting and two at the Annual Conference. Due to changes in the ALA Annual Conference Schedule the sessions will be shorter than last year.
- If the Friday Annual Conference 101 session is held, revise the program description to clarify the differences between Friday and Saturday sessions.
- The Committee has given away prizes for a bingo/scavenger hunt style activity. The committee needs to decide if this is still the best activity for the sessions and what gift cards to give away this year.
- Review the committee’s budget with the NMRT Board to determine if the current budget allotment is necessary and to discuss potential uses for the funds in addition to supporting icebreaker prizes at the orientation sessions.
- 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:**

<table>
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<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td><strong>Your budget appropriation (see budget)</strong></td>
<td>a. 300</td>
</tr>
<tr>
<td><strong>Amount which you have spent so far this year</strong></td>
<td>b. 0</td>
</tr>
<tr>
<td><strong>Your estimated additional expenses this year</strong></td>
<td>c.</td>
</tr>
<tr>
<td><strong>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</strong></td>
<td>d.</td>
</tr>
<tr>
<td><strong>Difference between budgeted amount and total expenses from above (a-d)</strong></td>
<td>e.</td>
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I think we will use all $300 and I am wondering if we can get more money. I have asked Barbara Lewis about refreshment possibilities since our sessions are so early in the morning.

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

none

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

none

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

none

**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/nmrt/oversightgroups/comm/orient/orientationcommittee 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 attendees and speakers and hand out giveaways; to 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 of events in Footnotes
   • Post to listserves (NMRT-L, NMRTSTUDENT-L, New-Lib, etc.)
   • Post to ALA Connect
   • Post to conference wiki

**Report submitted by:**
Kirby McCurtis, Chair

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