**\*\* Instructions for Planning Report:**

Simply fill in the blanks below and post the completed Word document to to the NMRT Board and Committee Chair group in ALA Connect as an online document and update the master listing. The Archives Committee will proceed from there to make the content available on the Web via the NMRT Archives Database.

**Committee Planning Report**

NOTE: \*\* = Required Field

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

**\*\*Date:** 9/30/2016

**\*\*Committee Name:**  NMRT Orientation Committee

**\*\*Supervising Board Member:**  T. J. Szafranski

**\*\*Chair, Co-Chairs, Assistant Chairs:**  Veronica Milliner, Karen Doster-Greenleaf

**\*\*Committee members:**

|  |  |
| --- | --- |
| Kristen Mapes |  |
| Anna Marie Mattonen |  |
| Pauline C. Stacchini |  |
| Mitch Aaron Winterman |  |
| Elizabeth Marie Hamilton |  |
|  |  |
|  |  |
|  |  |

**\*\*Committee Charge:**  As stated the handbook: “The Orientation Committee plans and conducts orientation programs at both the Midwinter Meeting and Annual Conference. The 90 minute Saturday morning orientation at Midwinter and Friday afternoon orientation at Annual provide attendees an introduction to ALA, NMRT, the conference, the exhibits, and the host city. Additionally, the program provides the opportunity for other ALA divisions and round tables to distribute literature and promote their organizations. The additional 90 minute program held on Saturday morning at Annual focuses on NMRT. It introduces attendees to NMRT and encourages attendees to engage with NMRT at the conference and beyond.”

**\*\*Project Description / Goals:**

Midwinter Meeting Orientation and Annual Conference Orientation are intended to give new or first time conference attendees an overview of ALA and NMRT and to allow attendees the opportunity to network with other new ALA members and conference attendees.

NMRT 101 is intended to give new or prospective NMRT members an overview of the round table and to advise them of the benefits of NMRT membership.

Hosting or co-hosting a Networking 101 panel/round table at Midwinter and Annual. This session would highlight on the value of connecting with peers, help attendees understand why and how to build professional networks, and make connections throughout the session. It is also being discussed to turn the information into a video for those unable to attend the conference.

Partner with the Conference Local Information Committee to create “Best Of” and sightseeing information for new attendees for both Midwinter and Annual.

Host an exhibit hall scavenger hunt or group walk-abouts that would be facilitated by veteran conference attendees.

Create a conference survival guide to be handout in every first time attendee’s conference package (coordinate with ALA conference planning committees).

**\*\*Specific Objectives (numbers, tangible end-products):**  Conduction one orientation session at ALA Midwinter Conference and conduct two orientation sessions at ALA Annual.

**Financial Report Section:**

|  |  |
| --- | --- |
| **Your budget appropriation (see budget)** | a. $500 |
| **Amount which you have spent so far this year** | b. 0 |
| **Your estimated additional expenses this year** | c. 0 |
| **Total of amount spent and additional "estimated" expenses for this year (b+c)** | d. 0 |
| **Difference between budgeted amount and total expenses from above (a-d)** | e. 0 |

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

None/Unknown

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

None/Unknown

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

None/Unknown

**Specific Needs/Support (non-financial):** (For the categories below, please include approximate date service needed)

Will need assistance from the NMRT President developing connection with committees outside the NMRT network, specifically the ALA Conference Planning Committee.

**a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc**

Updating Orientation Committee webpage with information about the sessions. Notifying NMRT Secretary of upcoming sessions and any additional information that would need to be posted to NMRT social media platforms for marketing purposes.

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

If all committee members and co-chairs are present at the conference and able to assist, there should not be a need for additional volunteers.

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):**

To promote the orientation session, we plan to use NMRT website, Orientation Committee Website, Facebook and other forms of social media, and listservs to promote the sessions. We hope to use these methods to develop interest in the sessions to attract more attendees.

**\*\*Report submitted by:**  Veronica Milliner, Karen-Doster-Greenleaf

**\*\*Email address:**  vmilliner@gmail.com, kdostergreenleaf@gsu.edu