

## LES 2008 Program Planning Committee minutes from ALA Midwinter

Present: David Berona, Juliet Kerico, Jen Stevens

1. Website:
  - a. Jen will continue designing the website that will be used to promote the 2008 Anaheim program.
  - b. David and Juliet will assist in gathering remaining images and biographical text and will forward this information to her.
  - c. David will work on the bibliography to be hosted on the website as well.
  - d. Once production is complete, the link will be sent out to all related list servs.
2. Advertising:
  - a. Juliet will send an updated description of the program to Melanie Griffin at ACRL. These descriptions will be used for future publicity in American Libraries and the ALA web site.
  - b. David is working with Megan Griffin and his publisher, Abrams, regarding the publisher's promotion of the event in tandem with a book signing David will be doing at the convention. Details to follow once arrangements and clarifications with ACRL have been made.
3. Program Details:
  - a. Juliet will contact all panelists to summarize speaking procedures and to offer assistance with questions regarding computer/ projection equipment.
  - b. Juliet will communicate with paid speakers regarding reimbursement procedures and hotel accommodations, and dinner arrangements following the program.
  - c. Juliet and David will submit handout to ACRL for printing by May 1.