

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

Committee Planning Report

****Date:**

September 24, 2013

****Committee Name:**

NMRT President's Program

****Supervising Board Member:**

Emily Prather-Rodgers ([eapratherrodgers@noctrl.edu](mailto:apratherrodgers@noctrl.edu))

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

Tamara (Tammy) E. Ivins, chair (tivins@fmarion.edu)

****Committee members:**

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****Committee Charge:**

The NMRT President's Program committee plans, coordinates and delivers a program for the ALA Annual Meeting.

****Project Description / Goals:**

In conjunction with the NMRT President, decide on a program topic that will appeal to NMRT members, as well as the larger ALA community. Secure speakers for the program. Handle all publicity for the event. Oversee the event.

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

- Decide on a program topic & format and develop a formal program proposal.
- Identify, contact, and confirm relevant speakers for the Program. Prepare a list of backup/emergency replacement possibilities. Work closely with speakers throughout the year to guarantee a prepared and successful program.
- Assign committee members individual areas of responsibility for preparing the Program and relevant publicity. Ensure event publicity in NMRT & ALA communications.
- Work closely with NMRT-ALA liaison and NMRT President on Program and reservation details to guarantee accuracy in preparations and adequate resources at the event.
- Implement an assessment measure(s) to determine the success of the program topic and format.
- Revise and update the committee's handbook page & timeline.

**** Financial Report Section:**

Your budget appropriation (see budget)	a. 3500.00
Amount which you have spent so far this year	b. 0.00
Your estimated additional expenses this year	c. 1200.00
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. 1200.00*
Difference between budgeted amount and total expenses from above (a-d)	e. - 2300.00*

* Note: our program this year will be a preconference and will generate income to reimburse NMRT at least for the program expenses.

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

N/A

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

N/A

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

N/A

**** 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.):

A contact within the Web Committee for basic updates to our NMRT page, such committee & program info. Date: Ongoing.

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

N/A, No additional volunteers should be needed.

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

1. Program proposal posted on our NMRT committee website (w/ web committee).
2. Program announcement on the NMRT Listserv (w/ NMRT Secretary).
3. Program announcement on NMRT Blog (w/ NMRT Secretary).
4. Twitter/LinkedIn/ALA Connect announcements (w/ NMRT Secretary).
5. Program write-up to be included in the May Footnotes issue (w/ NMRT Footnotes editor).
6. Brief description of the program for an issue of Cognotes (w/ ALA Cognotes editor).
7. Print flier in the NMRT orientation packets (w/ NMRT Orientation Chair).

**Report submitted by: Tamara (Tammy) E. Ivins

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