

**PLA 2002 NATIONAL CONFERENCE
GENERAL INFORMATION ABOUT THE PROGRAM PLANNING PROCESS**

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- **Handouts**
- **Speaker Arrangements**
- **Onsite Information**

PLANNING

FACT SHEETS

Fact sheets 1 and 2 will be developed and mailed to you for your review and approval. Each fact sheet will contain information about your program as it is developed and confirmed. Fact sheet 1 (summer/fall 2001) is important as information in it is used to both produce the conference registration brochure and to mail important forms to your speakers. Fact sheet 2 should reflect the complete picture, i.e., program description, speakers, audiovisual, room assignment, timeslot, handouts, etc., with all final arrangements.

PROGRAM TIME SLOTS

The Program Committee has assigned your program a date and time during one of the ten program slots (see conference skeleton schedule, page 14). This assignment was based on many factors, including potential conflicts with similar programs. All programs are one hour and 15 minutes in length.

PROMOTION

As program organizer, you can provide important assistance in promoting the program and the entire conference to appropriate audiences. Contact the PLA office if you have ideas on promotion. In addition, PLA looks for organizers or speakers who are willing to write short (300-500 word) articles for the conference newspaper, *PLA Daily News*. Articles should address program topics and complement, not repeat, the information presented during the program. Contact Kathleen Hughes at the PLA office, 312-280-4028 or khughes@ala.org, if you would like to write such an article.

LOGISTICS

ROOM SET-UP

Please note that each meeting room will be arranged theater-style with head table and podium. The head table will be set for four people with a center podium and podium microphone. Each room set-up includes a table at the rear of the room for handouts.

AUDIOVISUAL/COMPUTER REQUESTS

***Questions? Call the PLA Office at 312-280-5027.
pla@ala.org***

Equipment is expensive to rent so determining what your program will require is essential. Talk with each of your speakers to ascertain their needs. AV equipment must be noted on the fact sheets or it will not be arranged. If a computer presentation is planned, **please encourage speakers to bring their own laptops**. Speakers are most comfortable with their own equipment and usually prefer to use equipment they know.

At past PLA meetings, half the computers ordered for use at programs went unused because speakers requested them but brought their own as “back-ups.” This is a significant waste of PLA’s resources. If a back-up laptop is needed, arrangements can be made on-site.

ROOM ASSIGNMENTS

All PLA programs will be held at the Phoenix Civic Plaza, 111 North Third Street. Fact Sheet 2 will list the room assignment for your program; you should communicate this room assignment to your speakers. Included in this mailing will be a listing of the meeting rooms at the Convention Center and their approximate seating capacity (rooms vary in size from seating for 300 to 800). Please note how many people can be accommodated in the room your program has been assigned. Meeting rooms are assigned to programs, based on results of session preference survey.

HANDOUTS

HOW MANY HANDOUTS TO COPY?

Use the formula of room size+ 20% to calculate the number of handouts you will need. The coverage is necessary because some people “pop in” for the handouts and then are on to another program. Others take multiple copies. If you are sending your handouts to PLA, we will calculate the number for you.

PHOTOCOPYING AND SHIPPING HANDOUTS

Originals of handouts will be photocopied if received by the stated deadline. Materials to be photocopied must clearly identify the program and speaker and should include any unique copying requests (colored paper, single-sided, etc.). A cover sheet may be developed by PLA staff if deemed necessary.

Handouts should be sent in by mail, either as hard copy or on disk, or as an email attachment. PLA prefers to receive files in Word 97 or PowerPoint 97 for PC and cannot guarantee acceptance of files in other formats.

Once a speaker has sent in his or her handout to the PLA office and confirmed that it was received, he or she does nothing further. Materials will be shipped from PLA to Phoenix and organized in the PLA office. Staff will deliver handouts to the appropriate program room on the morning of the program and place them either underneath or on top of the handout table in the rear of the room.

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Remember that if PLA does not receive your original handout (s) with form, you may copy and ship handouts yourself. Boxes should be shipped to your attention at your hotel and NOT to the Civic Plaza, where they may be lost. The maximum PLA will reimburse for copying is \$50 per program.

NOTE: always ask speakers to bring original of handouts with them to the conference, even if PLA or the speaker copied and shipped the handouts in advance. Occasionally, boxes are lost, handouts are misplaced and/or there is a shortage of handouts. If we have the original, we can make the needed copy onsite.

HANDOUTS @ www.pla.org

Despite the best planning, sometimes there aren't enough handouts to go around. To solve this problem and to lighten the suitcases of librarians returning home, PLA would like to get as many conference handouts as possible on its web pages after the conference. A release form is included in this handbook. Speakers must provide the form to PLA by January 18, 2002.

Handouts should be emailed or sent on a disk to PLA no later than one week after conference but preferably before the event. If possible, handouts should be provided in HTML format. If necessary, PLA can scan hard copies in order to post. While not all presenters will permit their handouts to be included on the web page, those who do are providing a wonderful service to public librarians. If your speakers' handouts will be available via the web page, be sure to make the announcement at your program and/or indicate this on the handouts.

SPEAKER ARRANGEMENTS

CONFIRMATION

Speakers' names, titles, and full mailing addresses are due to PLA no later than June 29, 2001 (with Fact Sheet 1). If a program has unconfirmed speakers or "to be announced" speakers at that time, the Conference Program Committee may take action to finalize or even cancel the program.

REIMBURSEMENT PROCESSES

Letters of agreement will be sent by PLA to all speakers who will receive reimbursement from PLA for travel expenses and/or an honorarium. Speakers will be asked to review and sign the agreement and return it to PLA. **Note: According to ALA Policy, Letters of Agreement are contracts and must be issued by PLA.** Paperwork or agreements issued by the program organizer will not be honored.

Speaker honoraria and expense reimbursement must be agreed upon in advance and approved in writing (via fact sheets) by the PLA office. The PLA National Conference Program Committee reviews and recommends each program's budget, including speaker costs. The PLA office approves each budget. In general, the program

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organizer will learn if the request for funding included in the proposal will be honored in conjunction with the program's approval or shortly thereafter. Approval for speaker reimbursement is based on PLA National Conference policies, outlined below. Should a change in speakers require additional financial support, organizers must contact the PLA office before making commitments.

If speaker reimbursement is approved, the PLA office will send a Speaker Reimbursement Form with the speaker letter of agreement. These speakers will be informed they need to save and attach original receipts to the Conference Speaker reimbursement Forms. By policy, PLA cannot reimburse expenses without original receipts. **Note: All requests for payment are due to PLA by April 16, 2002.**

REIMBURSEMENT POLICIES

The following policies apply to PLA speakers. Organizers may need to know whether or not their speakers are ALA members, librarians, and employed in public libraries in order to interpret these policies.

In general, these policies have been formulated to provide support for professionals from other (i.e. non-library) fields to attend and share their expertise with public librarians. Library professionals and ALA/PLA members are generally not provided with travel support or honoraria. PLA believes that libraries and library systems must support the continuing education of their employees and that librarians themselves must be committed to professional development. In addition, library professionals do not receive payment for presenting because they benefit personally and professionally from both presenting at and attending the PLA conference and exhibition.

- **ALA MEMBERS (whether librarians, non-librarians, working in a public library, or not working in a public library)** will not receive honoraria nor be reimbursed for expenses.
- **A LIBRARIAN WHO IS AN ALA MEMBER AND DOES NOT WORK IN A PUBLIC LIBRARY** will not receive honoraria nor be reimbursed for expenses.
- **A NON-LIBRARIAN WHO IS AN ALA MEMBER** will not receive honoraria nor be reimbursed for expenses.
- **A LIBRARIAN WHO IS NOT AN ALA MEMBER AND WORKS IN A PUBLIC LIBRARY** will not receive honoraria nor be reimbursed for expenses. If necessary, a one-day waiver of the registration fee for the day on which he or she is speaking will be granted.
- **A LIBRARIAN WHO IS NOT A MEMBER OF ALA AND DOES NOT WORK IN A PUBLIC LIBRARY** will receive a one-day waiver of the registration fees for the day on which he or she is speaking. He or she can also have expenses reimbursed for presenting regular conference programs, but will receive no honoraria.
- **A NON-LIBRARIAN WHO IS NOT AN ALA/PLA MEMBER** will receive a one-day waiver of the registration fee for the day on which he or she is speaking. He or she is eligible to receive modest honoraria and to be reimbursed for expenses.

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For those speakers authorized to receive reimbursement, payments are limited to the following:

- Hotel: A single room in a conference hotel with placement to be made by PLA staff; no incidentals.
- Per Diem: Maximum of \$40.00 per day.
- Airfare: Coach or lowest discounted rate, booked through PLA's travel agent. Information on how to book flights at the conference discount will be included in correspondence to the speaker.
- Honoraria as agreed upon in the letter of agreement.

The above policies do not apply to expenses related to handout duplication. As noted above, each program is eligible to be reimbursed for up to \$50 for handout duplication.

SPEAKER/ORGANIZER REGISTRATION

All speakers at PLA National Conference program as well as program organizers must register for the conference, with the exception of those who are approved in writing for the one-day registration fee waiver (see policies above).

SPEAKER TRAVEL AND HOUSING

Speakers should be encouraged to make their own airline reservations through PLA's official travel agency (see PLA Preliminary Program for this information). Those speakers whose housing and/or travel will be reimbursed by PLA will receive travel information and instructions from PLA. **In order for their travel/housing to be reimbursed, these speakers must use the PLA travel and housing offices.**

Program organizers should communicate with speakers regularly to ensure that they have sent in their registrations and booked airline tickets and hotel rooms as necessary. Should a speaker who is approved for travel reimbursement by PLA incur a high travel fee because of procrastination in booking, PLA has the right to refuse to approve the purchase of the ticket rather than pay the high fee and may cancel the program.

PROGRAM ORGANIZERS - MISCELLANEOUS

Final details including the program time and location and all other pertinent information should be communicated to speakers by March 1, 2002.

- Program Committee liaisons should be copied on or notified of all communications between program organizers and speakers when possible.
- Speaker ribbons for all speakers will be mailed to program organizers with the final fact sheet and troubleshooting guide. Extras will be available on site at the Registration Desk.
- A Speaker Hospitality/Ready Room will be available to program organizers and speakers during the conference.

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ONSITE INFORMATION

PROGRAM COORDINATION AND ONSITE ORGANIZATION

Each program should have a Program Moderator and a Program Coordinator. It is the duty of the Program Organizer to identify and prepare these volunteers (and potentially, serve as one of them). Duties include:

- Inspecting the room at least 15 minutes before the program is scheduled to check whether all requested equipment is in place (coordinator). Do not check the room earlier as some equipment (particularly computers and lapel microphones) will not be placed in the room yet due to the potential for theft.
- Introducing the speaker (s). Be sure to request biographical information from your speakers(s) before the conference (moderator).
- Providing any assistance the speaker(s) or attendees may need during the program (distributing handouts, keeping time, assisting with AV, etc.) (moderator and coordinator).

A more detailed set of onsite instructions which include onsite office phone numbers and contact names will be mailed to all program organizers a few weeks before the conference.

HOSPITALITY

Your speakers have put in a lot of time and energy developing the program, and the success of your program depends on them. You might consider:

- Accompanying your non-library speakers to the Registration Desk to pick up their conference materials or making arrangements to have their conference materials picked up and delivered to them.
- Encouraging your speakers to take advantage of the Speaker Hospitality/Ready Room.
- Meeting your speakers at least 30 minutes before the program to be sure they have everything they need.
- Introducing your speakers to others who share their interests.
- Arranging to go to dinner with your speakers. (Everyone can pay their own expenses; your non-library speakers will be reimbursed if approved through the proposal process).
- Writing a thank-you letter to your speakers within two weeks after the conference.

EVALUATIONS

Traditionally, PLA has allowed program organizers to develop evaluation forms for their programs. Organizers have been responsible for distributing them, collecting them, and tallying them. More information will follow with the mailing of the second or final fact sheets.

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