

DRAFT
PLA 2002 National Conference
Charlotte, NC

Program Organizer Onsite Updates/Information

1. Rooms Assignment/Seating

- *Please confirm your program's room assignment and capacity with each mailing from PLA as it may change near the conference due to registration figures or A/V requirements. Please communicate both the room location and its size to your speakers.*
- All program rooms will be set theater style (rows of chairs) to capacity.
- There will be tables at the rear of each room for handouts.
- All head tables will be set for at least four people, with podium to the side or center. The head table will be on risers. We have asked for water at each head table, to be refreshed between sessions.

2. Audio-Visual Equipment

- There will be table microphones on each table in the event you are holding a panel discussion, as well as one on the center podium.
- The A-V technicians will set the equipment for maximum visibility for the audience. Please be aware that each room is prepared in the morning for *all sessions occurring in that room that day*, and therefore you may find equipment you did not request but that will be used by other speakers that day.
- If you have ordered additional equipment or microphones, they will be supplied. **NOTE: The A-V technicians will not make changes onsite without approval from the PLA office because of the tremendous costs involved for equipment rental.**
- A-V technicians will be onsite and available to assist you if you have difficulty using the equipment or it is not working properly (see "troubleshooting," below).
- A "Speaker Ready Room" will be set up with a slide projector and computer for viewing PowerPoint presentations. Please inform your speakers that this room is available to them to meet or prepare their presentations.

3. Handouts/Shipping Materials

- If you have supplied PLA with handouts to be photocopied:
On the morning of your session, your handouts will be placed UNDERNEATH the tables in the back of your program room. Note that all materials for that day's sessions will be placed underneath the table; please do not disturb those handouts that are not intended for your session.

- If you have not provided us with your handouts by now:
You must copy and bring your handouts to the conference yourself. Remember, as outlined in your Program Organizer's Handbook, the maximum PLA reimbursement for copying is \$50 per program. We recommend that you prepare 20% more than necessary based on the capacity of the room you have been assigned.

If you would like to ship your handouts in advance, PLA strongly recommends you send them to your hotel, clearly labeled with your name and arrival date. It is possible to ship materials to the convention center directly; however, with the large volume of freight coming into the building during the PLA move-in, small packages can and do get lost among the rest of the freight.

4. Audiotaping of Sessions

We received taping release forms from many but not all speakers. If *one* speaker on a program did not submit a taping release form, or denied permission to tape, PLA will not tape the program. Information on which programs will be taped will be provided to organizers in advance and listed in the PLA Daily News. Preconferences will not be taped due to their length and scheduling issues with audiotaping company.

5. Publications

It is our policy that presentations prepared for this conference must be offered first to PLA for publication before being offered to other agencies.

6. Speaker Registration/Ribbons

- Speakers who are members of ALA should have registered for the 2002 National Conference or should do so onsite.
- Speakers who are not members of ALA and did not register themselves have been registered based on the waiver (day of presentation only) for which they are eligible.
- All speakers will have received their badges in the mail and may pick up their bags and conference programs at the Registration Desk in the Phoenix Civic Plaza.
- Enclosed are "Speaker" ribbons for you and your speakers to be attached to your badges. Please distribute these in advance of the conference or onsite.

7. Speaker Housing/Travel

As program organizer, please confirm that all of your speakers have made their travel and lodging arrangements and assist them if necessary with any final details. PLA will likely confirm arrangements with all speakers who were

approved for hotel and/or airline transportation expense reimbursement 60 days before the conference.

If your speakers have questions in advance about weather, restaurants, or other local information, refer them to the PLA web site for the 2002 National Conference local arrangements page. Onsite, you and your speakers may want to check the Local Information Desk (staffed by local volunteers) near the PLA registration desk.

8. Program Organizer Responsibilities

A. In Advance

As program organizer, you should have been communicating all program information to your speakers regularly. It is your job to see that your speakers are informed not only of the program content and format but also of time, location, and audience.

If you will not be doing so yourself, you should have designated someone to introduce your speakers and moderate the program. Be sure you or the moderator you designate has speaker biographical information for introductions.

You might also choose to collect travel information from your speakers so you know when and how they are expected to arrive.

B. Onsite

- As early as possible, make sure all your speakers have arrived and will be on time for the program.
- Plan to arrive at least 15-20 minutes in advance of the program
- Locate the nearest house phone.
- Check on AV equipment. Is it operational? If you have any problems or questions about the AV equipment, call the PLA Office.
- Locate all the handouts for your session. Confirm how your speakers would like them distributed (most likely in advance of the session). PLA recommends that you leave your session's handouts in an organized fashion on the handout table and allow attendees to take copies as they enter rather than place copies on each seat.
- Greet speakers and offer to assist in setting up. Cover any details you haven't gone over and/or answer questions. If the program is being taped, remind speakers to use the microphones and to repeat questions from the floor so that they are clear on the tape.
- Remind the moderator of any housekeeping announcements.
- Greet people as they enter.

- At the appropriate time, signal the moderator to quiet the group and begin introductions.
- Be available to your speakers during presentations – tell them in advance where you will be stationed during the program so that they can catch your attention if they need you.
- At the close of the program, assist speakers in gathering their materials.

C. At the Close of the Program

- Straighten the room as best you can.
- Take any leftover handouts to the PLA Photocopy Center in the registration area, where conference attendees who didn't attend the session can take them.
- Assist in moving any side conversations to a common area to allow speakers for the next session to set-up and get organized.

D. Troubleshooting

Answers to many common questions about programs are included the Frequently Asked Questions attachment.

During each program slot, a few members of the National Conference Program Committee will be stationed in the pre-function areas and will circulate, assisting as necessary in crowd control and ensuring that programs begin on time. These members will have red "Program Committee" ribbons on their badges and may be able to help or answer basic questions.

If you encounter a medical emergency, dial "0" on a house phone and tell the operator the nature of the emergency and your location (Phoenix Civic Center, Room ____). You can also summon anyone with a two-way radio, such as an A-V technician or Civic Center personnel, and they can use their radios to summon help.

If you encounter other problems or emergencies, **call the PLA Office**. Phones will be staffed before programs begin and at all times while they are in session. Staff will have information about your program, including what A-V you ordered. They will also have access, via radio to A-V technicians and the event coordinator from the convention center and can contact them immediately to solve your problem.

E. Post-Conference

- Honoraria and expenses
All speaker fees and expenses have been previously agreed to and those speakers receiving any reimbursement have signed letters of agreement with PLA. Speakers receiving reimbursement or honoraria should submit the

proper form, available at
<http://www.pla.org/organizershandbook/reimbursement.html>, with receipts to
the PLA office no later than April 16, 2002.

- Thank you letters
Don't forget to write your speaker(s) thank you letters after the program.
- Handouts for the PLA Web Site
Please remember to provide PLA with handouts if they were not provided
before the conference or onsite.