

# NEW HAMPSHIRE LIBRARY ASSOCIATION

## Conference Guidelines

**2017**

For questions on programs, policy or expenses, contact:

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## CONFERENCE PROGRAM PLANNING TIMELINE

WHAT	WHEN
1. Select and secure venue	Immediately after Conference ends
2. New Conference Co-Chair appointed	July 2017
3. Review Conference planning manual and set budget	October 2017
4. Conference Co-Chairs alert vendors to set date/location	October 2017
5. Schedule first Conference Committee meeting- review manual	January /February 2018
6. Schedule on site visit with Conference Committee	March/April 2018
7. Send out call for Proposals	September 2018
8. Hand in Program Session/Fee forms with fees for review	November 15, 2018
9. Conference Committee meets to review programs	December 2018
10. Notifications of Programs selected/Vendor Registrations due	January 2019
10. Complete Session Requirements Form	January, 15 <sup>th</sup> 2019
11. Conference Committee Meeting Final plans	March 2019
12. Review program descriptions for program	March (prelim) April (final)
13. Find a "helper to assist during program	March 2019
14. Contact Speaker(s) with registration code	April 2019
15. Attend conference and supervise your programs	May 9-10 2019
16. Complete and return Program Expense Form to NHLA Treasurer	May 15th
17. Send feedback and thank you note to speaker(s)	May 15 <sup>th</sup>
18. Repeat!	

## OVERVIEW

NHLA Hosts a Spring Conference every other year for the purpose of uniting librarians and para-librarians across the state for networking and professional development.

## GOALS

1. Motivate and learn from other library professionals
2. Be introduced to products and ideas to enhance library services

## SPECIFICATIONS

The dates and location of the conference should be determined two years prior to conference.

## PROGRAMS

The venue and current trends will drive program planning. Final selection lays with the Conference Co-Chairs.

## COMMITTEE MEMBERS

- I. Co-Chairs
  - a. There are two co-chairs for each conference. They serve a two year term working on the conference, but also serve as a mentor to the chairs that follow.
  - b. Conference Chairs must be library professionals that work in the State of New Hampshire and must have been a NHLA member for at least one full year.
  - c. Co-Chairs, under the direction of the NHLA executive board, have decision making responsibility for all conference decisions and planning.
- II. Section Representatives
  - a. The Conference Committee consists of a representative from each section of NHLA. This can be the chair or another member of the section who volunteers with the approval of the chair.
  - b. Section Representatives assist with program proposals that would meet the interest of their section members, but must keep in mind the overall library world.
  - c. They will also serve as volunteers/helpers to oversee that programs run smoothly.
- III. Vendor Coordinator
  - a. Under the direction of one of the Conference Co-Chairs, will reach out to vendors for table rentals and conference sponsorships.
- IV. Fundraiser
  - a. There will be a designated fundraiser to coordinate fundraising opportunities such as silent auctions, raffles, receptions, etc. with the approval of the Conference Committee.
- V. Registration Coordinator
  - a. The registration coordinator will receive and process conference registration payments that are paid by check and online.
  - b. They will be in charge of registration questions before and during the conference.
  - c. They are in charge of organizing volunteers to staff the registration table at conference.

## VOLUNTEERS/HELPERS

Volunteers will be needed for assisting presenters with room set-up and making sure they have what they need for the duration of the time at the conference.

They will also help with registration, fundraising, answering directional questions throughout the conference and conference planning process based upon the needs determined by the conference planning committee.

They report directly to the conference co-chairs. Volunteers do not receive free or discounted registration.

## FINANCIAL POLICIES

1. The estimated “ceiling” figure for each program is \$250.00 to include **fees** (if any) and **travel Reimbursement** costs. Hotel rooms (if authorized) and conference meals are NOT included in this ceiling figure, but we do need to know what commitments you have made to each speaker.
2. “Round Tables,” are expected to be primarily networking opportunities for conference attendees, and there is NO budget for these sessions. Speakers, therefore, are not paid or compensated.
3. Please do not feel you MUST spend up to the ceiling! Many excellent programs have been provided at no or very low cost, thanks to the talents of our New England colleagues.

If you feel you need more funds for your program, contact a Conference Chair. We may not be able to provide a firm answer until late November, after we have received all cost estimates on the Program Request/Fee Forms. Additional funds are most likely to be approved for programs that will attract a large and diverse audience.

## SPEAKER COMPENSATION

**Outside Speakers/Keynote Speakers**– non-librarians or librarians from outside New Hampshire

The conference should have at least one keynote speaker each day that is of interest to all of our members.

1. May receive fees or “honorariums” if necessary, to be reported on the Program Session/Fee Form. Many speakers are willing to waive fees for exposure for other potential bookings. Fee checks will be in your registration envelope, to present to speakers after their programs. Honorariums should be discussed with Conference Chairs. The honorarium should be in the \$50- \$100 range.
2. Travel expenses are reimbursed at actual cost. For airline tickets we try for “best fare” arrangements and hotel rates. Travel reimbursements are made after the conference, once we have the Program Report/Expense Form and their receipts.
3. Hotel rooms are provided for outside speakers as needed for reasonably comfortable travel. NHLA will make reservations for speaker rooms, to be billed directly to NHLA. Do not allow speakers to make their own reservations to be reimbursed – our direct bill rates are lower. We usually provide one night or occasionally two. There is a meal allowance of up to \$50/day if needed. If the speaker wishes to attend a conference meal, they may indicate that on their registration form.

Speakers will be given a code to register for the conference, or this may be done by the conference co-chairs at their discretion. Speakers are responsible for paying for registration for the day they are not speaking if they wish to attend the second day.

### **New Hampshire Librarian Speakers – NHLA members or non-members**

1. Receive a 25% discount on registration for the day they are speaking, whether they are NHLA members or non-members. Please remember, round table speakers are not compensated. Also, there is a maximum of up to 3 panelists who will be compensated for the day they are speaking, excluding ignite session speakers.
2. Committee members will get a speaker code to give to them and they will register themselves so they can be billed for the portion of registration that they are responsible for. They are responsible for paying for the other day of the conference if they register for the full conference.

### **Conference Committee Members**

Will receive free registration. If a member wishes to pay for themselves that would be appreciated by NHLA to help offset costs.

### **Program Helpers & Volunteers at Conference**

These volunteers do not receive free registration. You need to recruit these people from the committee or other library workers who are planning to attend the conference.

## **SPEAKER PAYMENTS**

1. Submit the **Program Request/ Fees Form** by November 15
2. The **Program Report/Expense Form** is due AS SOON AS POSSIBLE after the conference. If possible, hand it in AT conference, if all expenses are known.
3. Speakers must provide a W-9 form, if they are receiving an honorarium or fee of \$300 or more.

## **BUDGET**

The co-chairs will present a budget to the Executive Board. The budget will include an estimate of all expenses and income for the conference. These figures will drive the cost of registration and will be contingent on the venues location, pricing etc. The budget will include a cost to make a deposit for the next venue to host the conference.

## **VENDORS**

One of the conference co-chairs will serve on the Vendor Committee. The committee should have at least 3 other members to assist vendors to have a successful conference. The chair of the vendor committee will:

- Be direct contact for vendors for confirmation of registration/payments/sponsorships
- Assign vendor locations in the hall

- Be onsite in the vendor hall during setup.
- Set up a schedule so that there is a NHLA person present during vendor hours for issues that may arise

Once date and location of conference is determined release this information to vendors and have it on the NHLA website as a “Save the Date”. The Conference Co-chair should plan on talking to vendors at any conferences they attend (PLA, ALA, NELA) to invite vendors to the NHLA conference.

By January of 2018 information regarding layout of the vendor hall and pricing will be on the NHLA website with a date for when registration will open (Winter 2018-19).

Follow up with vendors for completion of the Conference Exhibitor agreement and payment by February 2019. The Vendor Chair will

- Work with Treasurer on issuing invoices for payment upon receipt of signed Exhibitor Agreement.
- Confirm with Treasurer any payment received and send confirmation to vendor and table assignment.
- Inform Conference Co-Chairs of number of vendors signed up, and ask for assistance with recruitment as needed.
- Confirm meals and other items that may be needed by vendors based on registration once on site.

## **OTHER POLICIES**

Following is a summary of other policies you may need for program planning

### **HANDOUTS**

Presenter agrees to allow NHLA to distribute supplied handouts to Conference registrants prior to the conference via the Conference website. Handouts, as well as presentation materials must be submitted electronically to the program planner no later than April 1st.

NHLA will not make copies of presenter handouts.

### **LITERATURE DISTRIBUTION**

As space permits, literature of interest to librarians can be distributed at the conference. Materials will be accepted only from non-profit organizations whose purpose is related to library service.

All materials submitted for distribution will be approved by the Conference Chair/s. When space is limited, the following priorities for acceptance will be used:

- NHLA’s own materials
- Items from state library associations in New England or from other New England regional library organizations such as NELA
- ALA materials, or items from other national library organizations

## **POLICY ON SALES AT CONFERENCE**

Only paid exhibitors, speakers or other program presenters, and NHLA's own authorized representatives may sell or promote their product or services at the conference.

NHLA will permit speakers or program presenters or their authorized agents to sell or promote their products within the following guidelines.

1. If possible, NHLA will arrange for a local bookseller to offer titles written by NHLA speakers. NHLA will provide space for a conference store or a designated time and location and advertise this service in the conference program.
2. If no bookseller can be recruited, speakers or their authorized agents may sell their books. NHLA will supply space for sales and/or autographs; speakers or their agents are solely responsible for collecting money or orders.

NHLA cannot perform or act as a retail sales agent, and/or sell or promote products or services for any other entity.

## **JOINTLY SPONSORED PROGRAMS GUIDELINES**

At the discretion of the Conference Chair/s, any organization that provides assistance of any kind in producing a conference program may receive program credit as a joint sponsor.

In order for an organization's members to be eligible for member rates for conference registration, the following conditions should be met:

1. The co-sponsoring organization shall provide financial support to cover at least half the cost of the program. Cost elements to be included in this calculation are: speaker travel costs, cost of handout or other materials productions, meals and AV expenses.
2. The program topic, speakers or other presenters, and presentation time should be approved by both the NHLA Conference Committee and co-sponsoring organization.
3. The co-sponsoring organization will promote the NHLA conference in its newsletter, membership mailings, web site, and other communications.
4. All co-sponsoring organizations will receive appropriate program credit in the preliminary mailing and the conference program.

The Conference Chair/s has the authority to modify the conditions as listed above to adjust to individual situations. If such modification is estimated to carry a net cost to NHLA in excess of \$500 in lost earnings, the suggested modifications will be presented for approval by the Executive Board.

## **EXHIBIT POLICIES**

Exhibit policies are determined by the Conference Chair/s and approved by the NHLA Executive Board if financial issues are involved.

Depending upon space available in the conference facility, NHLA may offer exhibitors time and space for individual presentations. There is a fee for these programs, and exhibitors may determine their own presentations. They are clearly labeled as "Exhibitor Demos" or similar title in the printed program.

Exhibitors are rarely included in regular programs unless the proposal comes from a librarian member of the planning committee and includes at least one librarian as a part of the presentation. It is permitted if the exhibitor provides special expertise not otherwise available, and only with approval by the Conference Chairs. Exhibitors are NEVER paid or reimbursed for program participation.

Exhibitors who present proposals for regular programs are advised by the Conference Chair to apply for an "Exhibitor Demo" if available in that year, or if no space is available they are invited to submit a proposal to the committee. It must include equal opportunities for any competitors to participate in the program. The committee may accept or reject the proposal at its discretion.

Contributions from exhibitors in support of the conference are welcome. All exhibitors will have equal opportunity to contribute, and receive recognition for their support. The Conference Chair/swill determine the suitability of any proposed contribution.

Registration for the daily lunch is included for up to two members of the exhibitors "team as part of your table fee". Any additional members need to register for "meals" only with the Conference Chair/s.

## Program Planning Responsibilities

Programs may come from Conference Committee members, section or committee heads, solicited proposals or other volunteers who accept responsibility for specific conference programs. To maintain consistency and continuity, the following procedures have been established for working within the framework of the conference as a whole.

All programming proposals are due by November 15<sup>th</sup> to the Conference Chairs. Proposals will also be solicited via the NHLA website as determined by the Conference Chairs. The schedule will be designed to present programs for specific audiences on the same day and we will strive to minimize conflicts for individual attendees. Members of the Conference Committee will review all program proposals with the Conference Co-Chairs in early December.

1. Please read over the financial/speaker fee section to avoid promising payment or compensation errors. If you have any questions, please ask.
2. Contact potential speakers and negotiate topics, program title, times, and fees and expenses. Please have your completed Program/Fee form submitted by the November 15 deadline. This will allow us to review our budgetary amounts and assign funds as needed.
3. Throughout the planning process, please observe all deadlines listed or announced.
4. Complete and submit **Session Requirements Form** by **January 15th**. To complete this form, you need to determine room setup and AV needs. **We recommend presenters using computers bring their own (with appropriate adapters)**, to minimize compatibility disasters, but we can provide computer projection if needed.
5. Speakers will receive a special code to use for online registration. This does not include hotel arrangements those need to be done by NHLA.
6. In mid-April contact your speakers to reconfirm all arrangements, especially AV requirements and hosting plans. Report any changes you discover in this reconfirmation process to the Conference Chairs immediately.



7. If you have not already done so, **find at least one “HELPER”**. Your helper might introduce the program and/or host your speaker(s) as suggested in the included separate list of host/helper duties. Please find people who are planning to attend the conference anyway, since helpers are not entitled to complimentary registrations.
8. At conference be sure to check in with the Conference Co-Chairs and make sure your speaker has been properly greeted.
9. Arrive early in your program room to be sure it is properly set and everything you need is there. There will probably be other equipment for other programs, and you may use it or ignore it.
10. Please stay in the program room to monitor comfort factors (too hot, cold, etc.) and act as a resource for any problems that develop, and count the attendance. Please end on time – there is usually another program scheduled for your room soon after you vacate, and the staff needs time to reset or tidy the room.
11. Complete the Program Report/Expense Form and return it to the Conference Chair/s, at conference if possible, or email by May 15th. We can't issue checks without that form fully completed.
12. Send a thank you note to your outside speaker(s) with feedback from the audience about the presentations if they do not already have them. This should be done by May 15<sup>th</sup>.

## **PROGRAM PLANNER/HELPER RESPONSIBILITIES**

If the Program Planner asks you to act as host for a speaker you need to get the following information:

- Speaker's arrival time
  - Where to meet the speaker – hotel front desk or NHLA Registration Desk are best
  - If the speaker is alone or accompanied by family/guests
  - Whether the speaker is staying in the hotel, and how long if so
  - Meal Information –when you should host speaker
  - The name of the person introducing the speaker at the program
  - Any strange and wonderful details about special requests
  - Departure time and outbound travel arrangements
1. If you are hosting an Outside Speaker who will receive a fee payment, you should know that the Program Planner will present the fee payment check after the program. It is in his/her badge envelope at Registration. If the speaker is to receive reimbursement for travel or other expenses, the Program Planner should give the presenter a copy of the Program Report/Expense Form to report expenses. You may be asked to do these tasks, and should be able to answer questions about payments.
  2. Try to be early for your assigned time to meet, and do not panic if the speaker is late. If the delay is more than 15 minutes, check at the Registration Desk for messages. If you can't meet the speaker as arranged, let the Registration Desk know where you will be.
  3. Show the speaker the room where the program will be presented, and ask if she/he would like to schedule a time to see the room. Find the person who will introduce the speaker, and be sure the introduction is prepared. Room inspection should be done when room is free.

4. Introduce the speaker to NHLA officers, your friends, and others floating by.
5. When the program is about to begin, check to see that the room is properly set and AV equipment has all been delivered. The Program Planner will also be doing this, but extra checks are extra insurance! If any problems appear, find a Conference Co-chair as they will be the contact for conference/hotel assistance.
6. Check with the Program Planner to be sure that at least one of you can remain in the room throughout the program to monitor comfort factors, distribute and collect Session Evaluation forms, produce copies if handouts run out, and provide any other assistance needed. Remind the Program Planner to take attendance and report the number of the Program Report Form.
7. Be sure that all departure arrangements are in order, and try to show up for farewells and thanks.

## **TIPS FOR ROUND TABLE FACILITATORS**

1. To start: Make it clear that you will act as a facilitator, not as an expert on the subject. Your role is to help move the discussion rather than contribute information (ideally, the participants should talk 95% of the time.) Regardless of your personal opinion, you will remain neutral if differences of opinion arise. Avoid being set up as an expert. If you are asked how you would handle a problem, respond with "I'm not sure, who can speak to that question?"
2. Moving ahead: Outline the topic before the group and ask for agreement on how you will proceed. You might poll the group to gather the questions of greatest concern to each member, then agree on which the group will discuss, and how much time should be allotted to each issue. Once a process and time frame have been accepted, it's your job to help the group stay on course and on time.
3. Recruit a Recorder: Ask for a volunteer to keep track of main discussion points, conclusions, additional questions, etc., to use for the summary at the end. If you don't have a helper you should ask the Recorder to help with distributing and collecting Session Evaluation forms.
4. Encourage full participation: Be aware of all group members, and try to provide an opportunity for participation for each one. You may have to solicit response from quiet individuals, or politely limit the contributions of dominant ones. ("Thanks, Jane. Let's hear from Joe now"). Use positive comments like "Good Idea," or "That's an interesting point," to recognize their contributions.
5. Time Keeping: Be aware of the passage of time and the issues still to be discussed, so the group can cover its agreed agenda. It's important to end on time to maintain the overall conference schedule.
6. Summarize discussion: Allow a few minutes at the end of the program to summarize points made and/or conclusions reached. Ask the recorder to review notes, and the group to agree to a summary. Determine if the group thinks the topic should be included in next year's conference, either as Discussion group or as a regular program.

## **SAMPLE SPEAKER LETTER/EMAIL**

Dear Speaker,

I am very pleased that you are able to speak at the 20XX New Hampshire Library Association Spring Conference at the [insert hotel name]. Your program is scheduled for \_\_\_\_\_, [month] \_\_\_ from \_\_\_\_\_. I understand you will bring your own computer and require our computer projection for your presentation. The estimated audience is [insert number for room]. We encourage you to provide your handouts by April 15th for posting prior to the conference. After conference, please send presentation and related resources to me for inclusion on the post-conference site.

\_\_\_\_\_ will meet you at the NHLA Registration Desk in the hotel on \_\_\_\_\_ at \_\_\_\_\_, and will be able to answer any questions you have and assist you with any final preparations for your program. NHLA will provide a single hotel room hotel for you on \_\_\_\_\_ night. The travel information you have given me indicates [insert details if applicable].

As we discussed, NHLA will cover your fee of \$[amount] and your actual travel costs based on the receipts you provide after the conference [if applicable]. A reimbursement form will be provided to you, and a check will be mailed to you post conference.

Thank you for agreeing to participate in our conference program. You will be e-mailed a link to the preliminary conference program when it is available, and I will contact you again in April to reconfirm our arrangements. If you have questions in the meantime, please call me at 111-111-1111 or email at [programplanner@mylib.org](mailto:programplanner@mylib.org). I look forward to meeting you in person in [insert location] on [insert date].