

OHIO VALLEY GROUP OF TECHNICAL SERVICES LIBRARIANS

OVGTSL CONFERENCE PLANNING GUIDELINE

OHIO VALLEY GROUP OF TECHNICAL SERVICES LIBRARIANS

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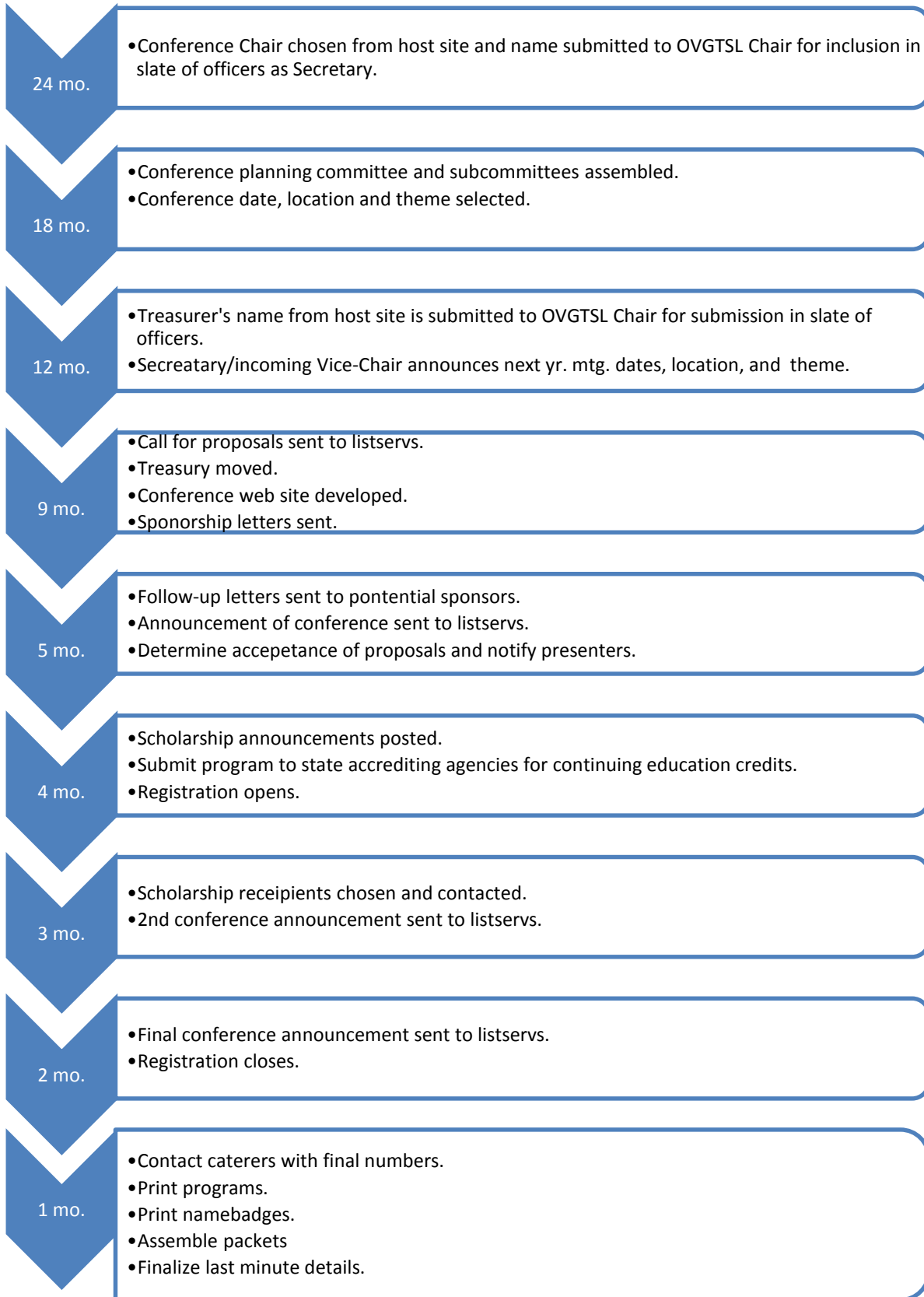
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OVGTSL CONFERENCE PLANNING

Conference Committees:

In the initial planning stages, conference committees should be formed. The chair of the conference planning committee, according to by-laws shall be the Vice-Chair/Chair-Elect. The number of members on the committee can vary depending on the host site. The conference chair may choose to partner with neighboring institutions.

Subcommittees shall be:

- Local Arrangements Committee
- Publicity/Publications Committee
- Registration Committee (Chair per by-laws is treasurer)
- Fund Raising Committee

Other sub-committees may be formed such as programming, or scholarship.

Conference planning committee should be established 15 months from date of conference.

Conference Date:

The by-laws specify only that the conference be held in the spring. Precedent has been for the conference to be held annually in May. When selecting the date of the conference, one should keep in mind other library conferences (i.e. state, system/vendor user group meetings), major events in the area (i.e. Kentucky Derby, Indy 500), and availability of conference spaces. Date needs to be secured at least one year or more prior to event.

Conference Length:

The conference typically is one and half days. The conference is usually a full day on a Thursday and until noon on Friday, but can vary depending on venue availability and cost. There may be an opening reception at a venue of interest to attendees, such as a museum, the evening prior to the opening of the conference. The evening of the full day of the conference may include a special event and supper.

Conference Venue:

Conferences can be held at a local hotel or the hosting institutions' campuses. The venue should easily accommodate up to 125 attendees and include space for general sessions and multiple concurrent breakout sessions.

Conference Attendance:

Depending on location and dates the conference draws between 100 and 125 attendees.

Conference Theme:

Each conference typically focuses on a theme that is relevant to technical services work. The theme should be established early in the planning process in order to include it when announcing at the previous conference, and including it on the conference web site and call for proposals.

Conference Website:

A conference website should be established early in the planning process. In the beginning the site should include dates, place, theme, and contact information. As the planning continues, include information on accommodations, registration, call for proposals, program, scholarships, sponsors, continuing education, maps/directions, and link to local tourist information.

Conference Promotion:

At the prior year's conference, the incoming conference chair shall announce the dates, location, and theme of the upcoming conference during the business meeting. Brochures flyers, etc. can be distributed to conference attendees promoting the conference. Check with the local city/county/regional visitors/convention office for free information.

Contact listservs that technical services librarians follow to make announcements of the conference. See addendum of suggested listservs.

Conference Accommodations:

A conference hotel needs to be secured 15-12 months prior to the event. The hotel needs to block approximately 75 rooms. The hotel selected should be near or adjacent to the conference venue. The hotel should plan on two evenings for accommodations.

Conference Meals:

On the first day of the conference, plan on providing breakfast, lunch, and two breaks. The second day of the conference, plan on providing breakfast and one break. The opening reception is usually hors d'oeuvres. If planning a special evening event you will need to plan on providing supper.

The type of menus for the meals will be determined by the availability of the caterer and the conference budget.

Include options for dietary needs on the registration form and also for guest attendance.

The caterers usually need a final head count one month from date of conference.

Conference Program:

Typically the conference begins with a reception on Wed. evening and ends mid-day Friday. The conference usually opens with a breakfast, followed by a welcome from the conference chair, and/or library director/dean of the host institution, followed by the opening keynote speaker. After the keynote session concurrent breakout sessions occur until lunch. A mid-morning break should be planned. A business meeting is held during or immediately after lunch and door prizes can be distributed at its conclusion. The afternoon is usually filled with additional concurrent breakout sessions, but may also include a general session. Also a mid-afternoon break should be included. The conference generally ends for the day between and 4:00 and 5:00. The committee may choose to provide a special event for the evening with supper. The following day begins with a continental breakfast and can include a general session and/or concurrent breakout sessions, with the conference concluding around noon. Tours of local libraries can be offered as part of the program. The number of sessions to be held during the course of the conference will depend on the number of proposals accepted by the committee and can vary between 9-18 sessions.

Conference Call for Proposals:

The call for proposals should be sent out to listservs in Aug./Sept., with deadline being mid-late Nov. The call should include the date, location, and theme of the conference, the deadline and requirements for submitting proposals, and brief information about the organization. This information should also be included on the conference web site. The committee should determine which proposals to accept and notify the contact person by early February of the decision.

Conference Registration:

The conference registrar is the conference treasurer as per OVGTSL by-laws.

The conference fee is set by the planning committee and is based on the amount needed to break even.

This amount should include expenses for keynote speakers, meals and catering, meeting space, insurance, special events fees, technical support fees, postage, printing of programs, badges, and photocopying. Also, consider what the previous year's conference fees were. The conference fee and the annual membership dues of \$10.00 are included as one amount.

The conference web site should have a place for online registration.

The registration process should include an option for individuals who are unable to attend the conference but who wish to have membership only.

Include an option for those whose institutions will only pay for the conference fee and for that individual to pay their membership fee separately.

The planning committee should consider the option of allowing for individuals to register to attend for only one day of the conference and adjust the fee accordingly.

A fee needs to be set for guests of conference attendees who plan to attend special events or meals, and a place on the registration form for this option.

Ensure registrants have the option to pay securely by credit card or by check. For check option, give contact information for mailing of registration form and check.

Prepare to email receipt to registrants.

The registration fee is only waived for keynote speakers and scholarship winners.

Registration should open approximately 3 months prior to conference and should close one month before conference (Feb.-March/early April). The announcement of registration should be done through listservs.

A registration desk should be set up and staffed before and during the conference.

Conference Sponsorship:

The conference is funded through registration fees and corporate sponsorship.

The fund raising committee should contact vendors that they are currently doing business with. Sponsorship can take the form of monetary donations or items that can be used as door prizes / giveaways. Door prizes are given away at the conclusion of the annual business meeting. Giveaways (i.e. pens, notepads, bookmarks, etc.) can be distributed to all attendees upon sign-in. Sponsors and their logos should be included on the conference website, program, and newsletter. If sponsorship is for a meal/break have signage acknowledging this sponsorship.

Contact should begin in August to ensure adequate monetary sponsorship.

Thank you letters need to be sent to sponsors.

Conference Scholarships:

A maximum of three conference scholarships can be awarded to graduate students (full or part time) enrolled in a library science program located in Indiana, Kentucky, or Ohio. This scholarship includes the cost of registration and housing during the conference. Ideally, one scholarship should be awarded per state.

The conference web site should have a section devoted to the scholarship, including an overview, deadlines and process for applicants. Applications should be received from late February to mid-March, with the committee reviewing the applications and notifying awardees by the end of March.

Also, an email should be sent to the graduate library school programs asking them to post information on this award approximately 1-2 weeks prior to the opening of the application process

Indiana University: slis@indiana.edu

Kent State University: slisinform@kent.edu

University of Kentucky: ukslis@uky.edu

Late February post a message on OVGTS-L asking members to encourage interested graduate students to apply.

After the submission deadline the committee will review the applications and determine the awardees.

The chair of this committee will then notify the winners by the date indicated and ask them to register for the conference bypassing payment. This will ensure that they are accounted for in the planning of meals, space, etc. Also notify the conference register as to the winners and make arrangements for hotel reservations for the scholarship winners.

Continuing Education Credits:

To obtain continuing education credits, contact the awarding agency of each state.

These agencies will need information as to the sessions being offered. Once the conference sessions have been determined and the schedule set contact them no later than mid-February.

Upon notification of credits from the states post the information on the conference web site no later than mid-March.

Continuing education credits in Indiana are administered by the State Library's Professional Development Office.

EmSchaber@library.IN.gov

Submit a spreadsheet detailing the program, including the title of each session, time frame, summary of session, the presenters' names, titles, and affiliations along with the "Application for Library Education Unit (LEU) Trainer Provider" form.

Credits are awarded to each approved session and can vary in type and number of credits.

Also upon notification you should receive information on how these credits are administered.

Indiana has required a paper certificate for each session and examples will be sent with the notification.

Kentucky's credits are administered by the Kentucky Department for Libraries and Archives.

Beth.Milburn@ky.gov

Submit a spreadsheet listing each session, its synopsis, presenter, title, and affiliation.

With the notification of the credits being awarded, information will also be given on how Kentucky librarians can claim their credit hours.

Ohio's credits are administered by the Ohio Library Council Library Education Committee

olc@oclc.org

Conference Recorders/Moderators:

A moderator may be assigned for each conference session to introduce the speakers and keep time. Also recorders of the sessions may be assigned. They may also serve as moderators. The session reports should be included in the conference newsletter. These individuals may be members of the conference committee and/or can be from the OVGTSL membership.

Conference Photography:

A photographer should be appointed to shoot pictures during the conference. This individual can either be someone from the planning committee, the host institution, or another volunteer. The photographer should try to capture the keynote speakers, presenters, officers, scholarship recipients, and general activities. These photographs should be included in the conference newsletter.

Conference Technology:

Ensure that each presentation room has a laptop, projector, and access to the Internet. If the conference venue has technical support personnel make sure that their contact information is posted at the conference registration desk. A member of the conference planning committee should be available for general troubleshooting.

Be prepared to have Skype availability for last minute emergencies with presenters.

If conference venue has wireless access, make this information and the how-to for connecting available to conference attendees.

Conference Registration Desk:

During the conference a registration desk should be established at the venue. This should be staffed with individuals knowledgeable of the area, and who can provide directions as needed. It should be staffed before and during the sessions.

Conference Newsletter:

The conference committee should have a newsletter editor, who documents the events of the conference.

Reporters of conference sessions should submit their reports to the editor by the end of June.

Conference presenters should send or leave a copy of their PowerPoint presentations also to the editor.

The PowerPoint presentations should be posted to the conference's website.

The newsletter which also should be posted to the conference's website should include a note from the conference chair, reports of the sessions, photos from the conference, information on the sponsors, and the date of the next conference.

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The newsletter should be posted to the conference's website by Aug. and notice sent to OVGSTL-L that it is posted.

Conference Archives:

OVGTSL archives reside at the University of Kentucky's special collection. At the conclusion of the conference copies of the program, conference attendees list, treasurer's report, business meeting minutes, etc. should be sent for archiving to UK. The OVGTSL Archivist should be consulted as to the specifics for this transfer.

Conference Rotation:

The conference for OVGTSL rotates between the states of Indiana, Kentucky, and Ohio.

It is the responsibility of the conference chair to find another library within their state to organize the conference in three years when it rotates back to that state. If the library backs out and the conference chair no longer resides in that state it will then fall to the OVGTSL chair to find a host library from that state.

LISTSERVS

Listservs for technical services interests, state library organizations, and vendor/systems are used to issue the call for papers and the promotion of the conference

Suggested listservs:

OvGTSL: OVGTSL@LSV.UKY.EDU

AutoCat: AUTOCAT@LISTSERV.ACSU.BUFFALO.EDU

GovDoc-L: GOVDOC-L@LISTS.PSU.EDU

Serialst: subscribers post to SERIALST@LIST.UVM.EDU

nonsubscribers post to SERIALST-REQUEST@LIST.EVM.EDU

NASIG-L: NASIG-L@NASIG.ORG

OLAC-L: OLAC-L@OCLC.ORG

Voyager-L: VOYAGER-L@LISTSERV.ND.EDU

Millennial Cataloging:

Academic Libraries of Ohio (ALAO): ALAO@DEVRYCOLS.EDU

Kentucky Library Association: KLA-LIST@LSV.UKY.EDU

INCOLSA-L: incolsa-l@mcls.org

OCLC Cataloging: OCLC-CAT@OCLC.ORG

Acqnet: acqnet-l@lists.ibiblio.org

SPONSORSHIP LETTER EXAMPLE:

Ohio Valley Group of Technical Services Librarians
YYYY Conference
Title of Conference
Place of Conference
Dates of Conference

Sponsorship Opportunities

Contributions to the sponsorship levels below will enable you to support one or more of the activities listed. The ranges provided are estimated for these activities. If you particularly wish to sponsor a certain event or events, please contact a member of the Sponsors Committee:

_____. You may request a final figure for that event once registration is closed next spring. Donations to any level may be designated for general conference support as well.

Platinum Sponsors

\$3,000 or more: sponsorship of the Thursday evening dinner; Thursday evening dinner and entertainment (TBD).

Gold Sponsors

\$1,000 – \$2,999: sponsorship of the opening keynote speaker (name of keynote speaker); the Wednesday evening reception; Thursday evening entertainment (TBD); meeting rooms for Thursday and Friday; Thursday hot breakfast; Thursday lunch.

Silver Sponsors

\$500 – \$999: sponsorship of the closing keynote speaker (name of speaker); Friday breakfast; all three library school student scholarships.

Bronze Sponsors

\$250 – \$499: sponsorship of one library school student scholarship; Thursday morning break; Thursday afternoon break; Friday morning break.

Copper Sponsors

\$100 – \$249: door prizes; general conference support.

Pewter Sponsors

\$50 – \$99: door prizes; general conference support.

Non-Monetary Donations

We welcome donations of tote bags, pens, books, gift certificates, etc. for use as door prizes. All sponsors will be acknowledged in the conference program. Sponsors at the Bronze level and above will be acknowledged with signage at the sponsored event, activity, or facility.

All monetary contributions must be received by March 1, yyyy. Non-monetary contributions must be received by March 1 to be acknowledged in the program.

Thank you for supporting OVGTSL!

Checks can be made out to:

Ohio Valley Group of Technical Services Librarians

Correspondence and donations should be sent to:

Treasurer's name and address

Ohio Valley Group of Technical Services Libraries yyyy treasurer:

Name and email address

SPONSORSHIP LETTER EXAMPLE:

Ohio Valley Group of Technical Services Librarians

I SENT THESE TO VENDORS WHO HAD SUPPORTED THE CONFERENCE AT ANY TIME IN THE PAST

The yyyy Ohio Valley Group of Technical Services Librarians (OVGTSL) Conference will be held May dd at _____. _____ are co-sponsoring the conference which brings together over 100 library professionals from academic, public, and special libraries in Indiana, Kentucky, and Ohio to discuss the many facets of library technical services.

This conference presents an ideal opportunity for your organization to promote its products and services to current and potential customers in the Midwest.

The theme of this year's conference is "_____" with featured speaker _____. Please visit our website for more information about the yyyy conference: _____

OVGTSL appreciates your past support for this conference and your dedication to serving libraries and information professionals. We need your help again this year in any of the following ways:

- sponsor a meal or refreshments
- make an unspecified contribution in support of the conference
- donate items such as bags, folders, pens, or other materials with your organization's logo

All sponsors will be acknowledged with signage at the sponsored event (if applicable), acknowledgement on the yyyy Conference website and during the conference announcements at the luncheon, and names will be published in the conference program and the online conference newsletter.

I look forward to hearing from you soon. Please do not hesitate to contact me if you have any questions.

Thank you,

Name
Title
Contact information

CALL FOR PROPOSALS EXAMPLE:

CALL FOR PROPOSALS

Ohio Valley Group of Technical Services Librarians yyyy Conference

Theme

Place

Dates

Hosted by: _____

Technical Services librarians are being faced with multiple changes in workflows, budgets, and technology. We are seeing an increase in usage of electronic resources, patron driven demand of materials, shrinking budgets, and rapidly changing technologies. RDA is on the horizon to be implemented. How do we plan for and implement access to new technologies and new standards? What will be the next wave that we need to catch in technical services?

The conference program committee invites forward thinking submissions in all areas of technical services librarianship (acquisitions, cataloging, serials, electronic resources, and preservation.) Participants are encouraged to think of where we are headed in librarianship and its impact in the technical services environment. Proposals are invited for reports on recent research, addressing emerging trends, or showcase new services, projects, or technology.

Topics of interest include the following:

- RDA
- Patron driven acquisitions models
- Cloud based solutions
- Special formats cataloging
- Strategies for working with limited resources
- Metadata
- Future of the ILS
- Discovery layers
- Technical Services workflows

Time slots for all sessions are 50 minutes in length including time for questions and answers.

Submit the following information by November 30, yyyy to _____ with the subject line of **OVGTSL Proposal**

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- Title of presentation
- Abstract (no longer than 250 words)
- Names, affiliations and contact information of all presenters
- Primary contact for presenters
- Equipment and other special needs

Presenters will be notified of proposal acceptance by February 1, yyyy.

The Ohio Valley Group of Technical Services Librarians (OVGTSL) was founded in 1924 and draws its membership from the states of Indiana, Kentucky, and Ohio. The annual conference rotates among these three states on a regular basis. Membership is open to anyone interested in library technical services.

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CALL FOR PROPOSALS EXAMPLE:

Call for Proposals:

Ohio Valley Group of Technical Services Librarians yyyy Conference

Theme

Place

Dates

Conference web site

Description: In this time of turmoil for libraries, some Technical Services librarians are building a foundation for the future. Some study past successes and failures to guide future decisions and actions. Others apply current tools and concepts to reinvent existing services and to create innovative new services more relevant to today's information environment. Finally, some are creating entirely new concepts and paradigms that will help drive the future of libraries. The foundation we are building will support a rebirth of function, form and purpose — a Technical Services Renaissance.

Keynote speakers: _____

The Conference Program Committee invites forward thinking submissions in all areas related to technical services librarianship including acquisitions, cataloging, serials, electronic resources and preservation in academic, public, and special libraries. Participants are encouraged to think about where we are headed and where we want to go and to share work in areas on the leading edge of librarianship. Topics of interest include but are not limited to the following:

- Approaches to metadata creation, reuse and interoperability
- Approaches to training
- Authority control in open source repository platforms
- Automation / technology assisted cataloging and metadata creation
- Cloud based solutions
- Collaboration within and outside the library
- Digital library projects
- Digital object curation and preservation
- Discovery and access
- Emerging roles for technical services / technical services librarians
- Integration of metadata creation with traditional cataloging workflows
- Linked data publishing and applications

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- Local documentation practices
- Network level data management
- New staffing models
- Role of Technical Services in open access and scholarly communication
- Patron driven acquisitions and services
- Role of the catalog
- Special formats cataloging
- Strategies for working with limited budgets and resources
- Use and development of open source tools and platforms
- Vendor relations

Participants are invited to submit proposals that report on recent research, address emerging trends, or showcase new tools, services and projects. Time slots for all sessions are 50 minutes in length including time for questions.

Submissions for presentations, workshops and panel sessions will be considered in addition to specific proposals to lead sessions in non-traditional formats (birds of a feather, lightning rounds, free-for-all forums, unconferences).

Submit the following information at <http://techserv.lib.muohio.edu/ovgtsl11/call-for-proposals> by November 15, yyyy:

- * Title
- * Abstract (no longer than 250 words)
- * Names, affiliations, and contact information of all presenters
- * Primary contact for presenters
- * Format (presentation, lightning round, workshop, etc.)
- * Equipment and other special needs

Presenters will be notified of proposal acceptance by February 1, yyyy. For more information, please contact _____ at _____

About OVGTSL

The Ohio Valley Group of Technical Services Librarians (OVGTSL) was founded in 1924 and draws its members from the states of Indiana, Ohio, and Kentucky. The annual conference rotates among these three states on a regular basis. Membership is open to anyone interested in library technical services.

SCHOLARSHIP ANNOUNCEMENT FOR WEBSITE EXAMPLE:

The **Ohio Valley Group of Technical Services Librarians** awards three scholarships every year to attend the organization's annual conference. Any full or part-time student enrolled in either on-campus or distance learning courses at an ALA-accredited library and information science school in Indiana, Kentucky or Ohio is eligible to apply. The scholarship covers the expense of conference registration and lodging for two nights (May __ and __) in _____.

Applicants should submit a résumé and a short statement (around 250 words) summarizing how they think they would benefit from attending this conference.

Submissions should be sent as an email attachment (MS Word or PDF preferred) to _____.

Please include "**OVGTSL yyyy Scholarship Application**" in the subject line. Please include your name, address, phone number, the name of your institution and your expected graduation date in your email.

Scholarship recipients will be required to submit a brief review of the conference and their experiences which will be published in the post-conference newsletter.

- Application for the scholarship will open February dd, yyyy
- Application deadline March dd, yyyy.
- Winners announced on March 30th, yyyy.

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SCHOLARSHIP ANNOUNCEMENT FOR GRADUATE LIBRARY SCIENCE SCHOOLS EXAMPLE:

The Ohio Valley Group of Technical Services Librarians (OVGTSL) which is comprised of technical services librarians from the states of Indiana, Kentucky, and Ohio, welcomes applications for a scholarship to attend their annual conference.

Scholarships will be awarded to three graduate students enrolled in library science programs at Indiana University, Kent State University, and the University of Kentucky. The award is for the cost of registration and housing during the conference.

Applicants should submit a résumé and a short statement (around 250 words) summarizing how they think they would benefit from attending this conference. Also, please include name, contact information, the school you are enrolled at, and anticipated graduation date. Submissions should be sent as an email attachment with the subject line of OVGTSL yyyy Scholarship to _____ at _____

Application deadline is March 17, yyyy and awardees of scholarships will be notified by March 30, yyyy.

The yyyy OVGTSL Conference will be held in _____. It is being hosted by the technical services librarians of _____.

The yyyy OVGSTL Conference web site is _____