Table of Contents

0. CONFERENCE PLANNING ADVISORY COMMITTEE SUMMARY
1. INCOMING CONFERENCE CO-CHAIRS (PROGRAM AND LOCAL ARRANGEMENTS)
2. CONFERENCE CO-CHAIRS (PROGRAM AND LOCAL ARRANGEMENTS)
3. PROGRAM CO-CHAIRS (TWO POSITIONS)
4. WORKSHOP COORDINATOR
5. POSTER COORDINATOR
6. CONFERENCE MATERIALS EDITOR
7. LOCAL ARRANGEMENTS CO-CHAIRS (TWO POSITIONS)
   Welcome Reception
   Society Circle Event
   Convocation
   First Time Attendees Reception
   International Guests
   Exhibits Opening and Closing Receptions
   Coffee/snack Breaks
   Membership Meeting
9. REGISTRATION/VOLUNTEER COORDINATOR
10. LOCAL GUIDE EDITOR
11. CHILDCARE COORDINATOR (Optional)
12. SILENT AUCTION/OPPORTUNITY DRAWING COORDINATOR (Optional)
13. TOURS AND TRANSPORTATION COORDINATOR
14. CONFERENCE PHOTOGRAPHER
15. CONFERENCE DEVELOPMENT Conference Development Team Members:
16. EXHIBITOR COORDINATOR (one onsite position recommended)
17. HONORARIA
18. PRESIDENT
19. ARLIS/NA TREASURER
20. MEETING PLANNER (CONFERENCE MANAGER) AND HQ STAFF
Appendix A – Program Proposal Guidelines
Appendix B – Program Proposal Form
Appendix C – Moderator Packets
Appendix D – Publicity Schedule
Appendix E – Sample Budget
Appendix F – Sample Poster Guidelines
Appendix G – ARLIS/NA Code of Conduct
0. CONFERENCE PLANNING ADVISORY COMMITTEE SUMMARY

Conference Planning Advisory Committee (CPAC)

- President, serves as Committee Chair
- Treasurer
  - Budget oversight, partners with Meeting Planner on budget development and management
- Program
  - Program Co-chairs (two positions)
  - Program Committee (two-four positions to assist Program Co-chairs)
  - Workshop Coordinator
  - Meeting Planner, with support of HQ staff
  - Code of Conduct Team
- Local Arrangements
  - Local Arrangements Co-chairs (two positions)
    - Convocation (President)
    - Awards (ARLIS/NA Awards Committee Chair)
  - Hospitality/Registration/Volunteer Coordinator
  - Local Guide Editor
  - Special Events Coordinator
  - Exhibitor Coordinator (onsite only)
  - Silent Auction/Opportunity Drawing Coordinator
  - Tours and Transportation Coordinator
  - Meeting Planner, with support of HQ staff
  - Conference Photographer
- Development
  - Local Development Coordinator (member from host chapter)
  - Next year’s team chair
  - Exhibit coordinator(s) (member(s) from host chapter)
  - Meeting Planner, with support of HQ staff
  - One Program Chair and one Local Arrangements Chair (optional and/or occasional participant)
- Headquarters Staff (HQ)
  - Led by the Executive Director with the Meeting Planner serving as the primary staff liaison and conference manager, the staff provides comprehensive support for the conference. In addition to the assignments included in this manual, the staff also manage the graphic design, award administration, accounting, poster session(s), conference material editorial, website design and management, publicity/marketing, social media coordination, and work extensively with the Treasurer in budget development and day-to-day management.

In the event of an online conference, positions should be reviewed and adapted as needed.

The conference usually takes place over the course of one week with workshops, yoga, social activities, sessions, keynotes, and exhibitor hall.
1. INCOMING CONFERENCE CO-CHAIRS (PROGRAM AND LOCAL ARRANGEMENTS)

- **Branding:** Develop and adopt at least 18 months before the beginning of the conference. The CPAC will work with Meeting Planner on their ideas/theme/color scheme and HQ will create all images and branding.

  This brand will be used in all conference collateral including:
  - Logo
  - Color Scheme
  - Conference website
  - Schedule app or event management software
  - Social media hashtag [coordinate social media promotion with ARLIS/NA Media Editor; format should always be #arlisna and then the year, e.g., #arlisna2017]
  - Exhibitor and Sponsor Prospectus
  - Conference Signage
  - Style Guide (optional)
  - Conference marketing and emails (i.e., Mail Chimp) and other communications

- **Promotional materials:**
  - “Save the Date” collateral
    - Coordinate with Meeting Planner
  - Ephemeral giveaways, pens, notebooks, stickers, magnets, pins, buttons, zine, etc.
    - Coordinate with Meeting Planner
  - Reach out to the Convention and Visitors Bureau for other options
    - Coordinate with Meeting Planner

- **Survey/Evaluation**
  - Incoming co-chairs lead development and execution of the evaluation.
  - The evaluation should be ready via digital survey forms before the end of the conference.
  - HQ will issue survey to all attendees.
  - The deadline for completing evaluations is typically two to three weeks after the end of the conference.
  - HQ will draft and distribute report of conference survey responses:
    - Part I - a narrative summary of the responses to the conference as reflected in responses
    - Part II - more detailed; this is an opportunity to quote salient comments or complaints, cite trends, provide an analysis with numerical values, etc.
    - The report should be sent to the Co-Chairs of the conference under evaluation, to the members of the Conference Planning Advisory Committee (CPAC) including the Executive Director, Meeting Planner and HQ staff.
- Presentation during the membership meeting at the prior year conference (provides preview of next conference)
  - “Five minutes with images or other media providing a preview of the conference and location to build excitement
  - May be presented jointly by co-chairs or by a representative of the CPAC
  - Coordinate with the Meeting Planner

- Prepare the Call for Proposals
  - Call should be issued approximately 7-8 months prior to the conference, coordinate with the Meeting Planner to establish a timeline that works for HQ and Chairs’ schedules.
  - Option: Facilitate discussion about conference topics using an application, e.g., Tricider
  - To ensure the blind peer-review process, the email address to submit proposals should not be the email addresses of the Co-Chairs. The HQ staff should also anonymize submissions before forwarding them to the Co-Chairs for review.
  - The organizers of the “New Voices in the Profession” session and the “Diversity Forum” session are not required to submit proposals to the Co-Chairs. They only need to inform the Co-Chairs of their selections
  - Contracts and Licenses status
    - Inquire to HQ about any contracts or licenses that may apply to the conference or may need to be updated, e.g., OpenConf, virtual conference platform, Zoom, Basecamp, Sched, production companies, etc. Staff manage all platforms and licensing in ARLIS/NA’s name.
  - Review past conference budgets and conference rates for historical background

- Attend the post-conference Executive Board meeting, per invitation of ARLIS/NA Executive Board and/or President

---

2. CONFERENCE CO-CHAIRS (PROGRAM AND LOCAL ARRANGEMENTS)

- Attend the pre-conference and post-conference Executive Board meetings of their conference, per invitation of ARLIS/NA Executive Board and/or President.

- Receive complimentary registration for the conference and all conference events; if they intend to attend workshops or tours as participants, they are responsible for paying the relevant fees.

- Once the Board approves the conference, work with the Chapter Liaison and the President to identify and appoint members of the local conference committee to fill all needed roles.

- Meet, as needed with the Meeting Planner and the President (CPAC Chair)
  - Includes an initial meeting to go through this Conference Planning Manual to discuss expectations, timelines, and distribution of duties/responsibilities.
  - Oversee work of coordinators and subcommittees; keep Meeting Planner and President updated on all activities.

- Selects conference logo/branding from options presented by HQ graphic designer, see Section 1.

- Conference Evaluation Survey
  - Collaborate with incoming co-chairs on the development of the conference evaluation/survey.
  - Incorporate final evaluation results into the final report.

- Conference Program
  - Select and help manage proposal/peer review software (e.g., OpenConf)
  - Select and populate schedule app (e.g., Sched)
  - Draft skeleton of program, outlining concepts for all programming and events
  - Meeting Planner (including HQ staff):
    - Source, recommend, and contract/procure necessary applications
- Set up applications and/or platforms, manage systems
- Grant admin privileges to Program Co-chairs, as available

- The conference program should include (produced for in-person conference):
  - Introductory material
    - President’s welcome message
    - Co-Chairs’ welcome message
  - Descriptions and locations for tours, workshops, sessions, posters
  - Hotel floor plan with room locations for sessions and meetings
  - Advertisements
  - Sponsors
  - Exhibitors
  - Acknowledgments

- Coordinate the writing of post-conference thank you notes
  - The appropriate committee chair sends acknowledgements for sponsors of ARLIS/NA research, publication, and travel awards.
  - May be sent via email with a formal branded letter as a PDF attachment.

- HQ provides final conference data and feedback to the President for inclusion in the President’s Annual Report
  - Compile and prepare updates to the Conference Planning Manual
  - Each member of the conference team reports on his or her conference role
  - Reports should include:
    - Timetables
    - Costs/financial data
    - Pertinent documentation and correspondence (in Basecamp)
    - Evaluations of success/failure
    - Suggestions for future planners
    - Suggested revisions to conference planning manual and timeline
  - Completed documents are due to the President no later than 60 days following the last day of the conference for inclusion in President’s Annual Report.
  - Report dissemination:
    - Sent to the Executive Board via Past President (posts to Executive Board’s document center)
    - Sent to the Co-Chairs for the next conference, as well as HQ
    - Sent to the Society archives

- Update Conference Planning Manual to make sure activities accurately reflect current workflows, including sample information and documents in the appendices
  - Send conference planning manual updates to Past President in a version including track changes for Executive Board consideration and adoption

3. PROGRAM CO-CHAIRS (TWO POSITIONS)

- Identify two – four people for blind peer review of submissions (HQ staff via conference/abstract management system, e.g., Open Conf, will anonymize submissions as much as possible for reviewers)

- Communicate with paper/session/workshop proposers and accepted moderators and speakers. Once program and speaker selection are final, it is passed off to Meeting Planner for future communications and logistics.

- Program Content
  - The content areas of the Divisions & Sections are always included in the program either as a session or a workshop. SIG, Division and Section leaders should be encouraged each year to submit proposals on topics of interest to their membership.
    - Academic
    - Museum
    - Art and Design School
• Coordinate the **Call for Session Proposals** 7 -8 months prior to the conference
  ○ NOTE: Salt Lake City experimented with TriCider, to brainstorm before the call for proposals, http://www.tricider.com/brainstorming/3T2Jogbac1
  ○ Information about speaker funds for non-ARLIS/NA speakers (e.g., Conference Speakers Fund, Conference Speakers of Color Fund) should be publicized prior to formal call for proposals. Make sure funding for conference activities in general is clear for proposers of workshops, sessions, and speakers.
  ○ Develop session proposal submission form (See Appendix A) or develop form using software, such as OpenConf
  ○ Review and evaluate session, paper and workshop proposals in order to accept, refine, or reject the proposals with a view toward building a cohesively themed conference (See Appendix B for review questions)
  ○ Paper proposals can be grouped into sessions; other speakers can be sought as needed
  ○ Present a list of recommended peer-reviewed proposals and sessions during the CPAC meeting
  ○ The CPAC will approve, reject, or ask for more refinement of all or part of the program and the speakers

• Based on pre-approved Call for Presentation timeline created by Meeting Planner and Chairs inform the primary session contact of acceptance or rejection of the proposal
  ○ Discuss options with primary contacts for session that require revisions or changes in format (i.e., from a panel session to a workshop)
  ○ Confirm names of speakers, speakers’ institutional affiliation(s), final titles of sessions, titles of individual presentations, and names of session moderators.
  ○ Collect revised abstracts from moderators
  ○ Assign volunteer moderators to sessions assembled from individual paper proposals; moderators will create session titles and abstracts for program
  ○ Collect any extraordinary AV, equipment, or setup requests for AV company and/or hotel contact
    • LCD projector, screen, speakers, 2 mics (one lavalier, one handheld) are provided foreach session
    • Note: laptops and adaptors are not provided
    • Anything beyond above needs to be pre-approved for additional expense
    • Ask moderators about setups again closer to the conference date, working with Meeting Planner to establish and communicate deadline
    • [Virtual Conference] Communicate with primary contacts about affordances of the conference platform and confirm availability of tools and features for different session types. Confirm setups again closer to the conference date
    • [Virtual Conference] Work with a production company to provide AV assistance for some sessions (to ensure quality for recording, subtitling, on-demand recordings).

• Coordinate the Call for Posters based on a timeline developed by Meeting Planner and Chairs.
  ○ The deadline for session proposals should be at least six weeks before registration opens
  ○ Provide insight and information regarding required fields for the poster session submission form (see Appendix I; form housed in abstract management system, e.g., OpenConf)
  ○ Review submissions with HQ staff in order to accept or reject posters with a view toward building a cohesively themed conference (see Appendix B for review questions)
- HQ staff builds spreadsheet of accepted poster presenters: names of speakers, speakers’ institutional affiliations, titles of posters, revised abstracts for program (this is best kept in OpenConf, or a similar platform, as long as possible so that presenters can manage their own information before it is exported)
- HQ staff is responsible for notifying and organizing poster presenters

- Prepare, maintain, and update online master conference schedule in conjunction with Meeting Planner

  - Schedule should be posted approximately five months prior to the conference
  - Allow travel time between sessions and breaks (15 minutes is recommended)
  - Try not to schedule meetings before 8:00 am local time
    - [Virtual] Be mindful of time zones for all attendees in mind, sample virtual conference schedule available
  - Room capacities, AV needs, and room configurations (including time for changeover if needed) should be considered – prepared by Meeting Planner.
  - In collaboration with Chapter Liaison and Vice President/President-elect, automatically schedule the following:
    - Pre- and post-conference Executive Board meetings
    - Society group business meetings; i.e., Committees, Chapters, Sections, Divisions,
      - Recommend holding all meetings virtually in the two weeks preceding the conference.
      - Check with Meeting Planner if in-person meetings are even possible.
        - Note: include Chapter Chairs roundtable/meeting hosted by Chapters Liaison
        - Note: schedule Chapters meeting before the Membership Meeting when the ARLIS/NA Chapter Liaison (Executive Board position) is outgoing
        - Note: schedule Canada and Northwest chapters at different times, as they have overlapping membership
        - SIGs can be scheduled by co-chairs or self-scheduled
        - AV setup is not provided by default for meetings; coordinate with Meeting Planner where it is requested
    - Convocation Ceremony
    - Convocation Reception
    - Membership Meeting
      - Membership brunch or lunch (optional)
    - Leadership Institute
    - Society Circle Reception
    - President’s Choice Session (optional)
      - Intended for late-breaking topic
      - Coordinated by the President
    - Sessions
    - Workshops
    - Tours
    - Ancillary/User Group Lunches (if requested, i.e. OCLC, Artstor)
    - Exhibit Hall opening times, with 2-3 hours of non-conflict time
    - Exhibitor receptions (i.e., opening and/or closing)
    - Exhibitor Lightning Talks (during Exhibit Hall hours and near/during receptions)
    - First time Attendees and International Guests Reception
    - Silent Auction (optional)
    - Yoga (leave at least 30 minutes for room setup afterwards)
    - Poster Sessions (including setup and takedown)
    - Self-Schedule Rooms
    - Dry-run for Convocation Awards and Membership Meeting participants
    - Year-long Mentoring Workshop
      - organized by the Professional Development Mentoring Subcommittee
    - New Voices in the Profession Session
      - Organized by the Professional Development Committee, ArLiSNAP, Gerd
Muesham Award Committee

- A representative from ArLiSNAP should prepare the CFP and send it out through various communication channels such as ARLIS-L and Library School listservs. The representative should also anonymize submissions before sending them to a blind-review panel consisting of members from the PDC, ArLiSNAP, and Gerd Muesham Award Committees. The representative of ArLiSNAP can prepare a scoring system to facilitate the jury's selection.

- Diversity Forum Session
  - Organized by the Diversity and Inclusion Committee, but a formal proposal should be submitted

- Conference Speakers of Color
  - Treasurer informs Program Co-Chairs and Meeting Planner of available funding, included in ARLIS/NA annual budget. Honoraria may be divided among multiple speakers.
  - Fund availability should be publicized prior to call for proposals
  - Self-identification of eligible speakers on proposal submission form
    - Follow up with Conference Speakers of Color Application Form (which will help determine speaker funding needs) to all selected speakers who indicated that they qualify for funding. The Diversity and Inclusion Committee has the Application Form.
  - Selection of funded speaker(s) coordinated with the Diversity and Inclusion Committee, based on strength of program proposal and on Application Form

- Others identified during CPAC meeting
  - [Virtual] Consider games (treasure hunt, bingo), musical interludes, or other events to diversify the content.

- Conference Networking Program is managed by the Mentoring Sub-Committee of the Professional Development Committee to match new members or first-time attendees with experienced members for guidance. This is a very popular program. Please coordinate with PDC and PDC-Mentoring for timing of registration and related administrative details.

- The Year-long Mentoring Program is coordinated and managed by the Mentoring Sub-Committee of the Professional Development Committee. The registration process should occur no later than January or February preceding the conference to allow time to find matches for mentors and mentees. Coordinate with the current chair of the PDC-Mentoring Sub-Committee.

- Videorecorded Sessions (ARLIS/NA Commons (Kaltura))
  - Select the four most professionally relevant sessions for recording and posting to ARLIS/NA Commons (Kaltura)
    - [Virtual] More sessions may be selected
  - Notify Professional Development Committee Chair and ARLIS/NA Commons Manager of selected sessions
  - Notify speakers from selected sessions that they will be recorded and have them complete the public appearance consent form in advance of conference to ensure that recordings can be posted to the ARLIS/NA Commons
  - Schedule the four sessions in the same meeting rooms on two consecutive days to minimize labor and equipment rental costs.
  - Coordinate closed captioning of the recordings (Google Slides offers some captioning) in collaboration with HQ and AV company
○ Additional Conference Recording Details:
  ▪ ARLIS/NA will make hotel room reservation for recording technician
  ▪ ARLIS/NA will arrange for a locked storage room onsite for equipment

○ AV Details
  ▪ Require a riser for recording videographer/camera within 50 feet of the stage
  ▪ Require floor space next to the camera riser for our 34” equipment cart
  ▪ Required AV items will be confirmed with vendor
  ▪ All feeds should be run to recording tech’s position
    ● 2 XLR feeds split from mixer
    ● VGA or HDMI feed split from projector or laptop
    ● Isolated video feed of the speaker
    ● Access to power within 10 feet
    ● Lavalier mics are preferred for speakers
      ○ if using lectern mic, speaker will be advised not to step away from the mic while talking
    ● Hand-held mics will be in the rooms for Q&A
      ○ speakers should be asked to repeat any questions that are not spoken into the mics

● Provide Meeting Planner with list of speaker honoraria commitments to be redistributed.
● Determine which presenters are not ARLIS/NA members. HQ Staff to create code and distribute promo codes to eligible speakers.
● After the basic schedule has been devised, Meeting Planner notify moderators/primary contacts about time slots and logistics
● Self-Schedule Rooms
  ○ Demand for meeting space for smaller, informal groups has increased dramatically, and has been accommodated by providing onsite registration for self-scheduled conference rooms (15-25 seats); these may be unoccupied session/workshop spaces. Hours are all day or as available, and registration sign-up sheets for blocks of time are posted near the hospitality/registration desk
  ○ Information is available on the online schedule to facilitate reserving space in advance, but Program Co-chairs should set a deadline for changes to the online schedule.
  ○ Last-minute changes can be made through registration desk only; registration desk staff will have list of available rooms per the Meeting Planner

Moderators
  See Appendix C for moderator packet contents and detailed responsibilities
  ● Program Co-Chairs inform moderators or workshop leaders of sponsored sessions to acknowledge their sponsors at the beginning and end of the session
  ● Diversity and Inclusion Committee will sponsor a webinar to train moderators on the Code of Conduct
  ● Completed Moderator Packets are returned to the Registration desk before the end of the conference
  ● Meeting Planner collects all presentations

4. WORKSHOP COORDINATOR
● Serves as primary contact to workshop presenters after Program Co-chairs determine acceptance

● Help calculates workshop fees with Meeting Planner, for Executive Board approval as part of the ARLIS/NA annual budget
  o Overhead costs / Number of Attendees + Profit Margin = Workshop Fee
    • Overhead costs include non-ARLIS/NA member speaker fees, transportation, facility costs, equipment and/or extra AV needs, materials
    • Profit margin to be determined in consultation with Treasurer and the Meeting Planner, and approved by the Executive Board as part of the ARLIS/NA annual budget
  o Workshops should be priced so that they will break even when they are half full
  o Workshops that do not break even should be cancelled
  o ARLIS/NA members who choose to lead workshops are not paid
  o Non-ARLIS/NA members who lead workshops can be paid for these services

● Builds spreadsheet of accepted workshops: names of speakers, speakers’ institutional affiliations, titles of workshops, revised abstracts for program (this is best kept in OpenConf as long as possible so that presenters can manage their own information before it is exported)

● Determines what supplies are needed (markers, easels, notepads, etc.) and submits list to Meeting Planner

● Requests receipts from workshop organizers for any supplies purchased and submits to ARLIS-HQ

● Ensures that all information on website is correct, including fees (if any) and maximum number of attendees

● Answers logistical questions from workshop presenters, in consultation with Meeting Planner

● Scheduling guidelines:
  ● Workshops are usually half-day or full-day programs held on days before and after regular conference programming
    o [Virtual] Workshops can be shorter (90 minutes) and held outside the regular programming days.
    If a workshop is expected to attract more attendees than one session could accommodate, a second session may be scheduled where possible

  ● Annual workshops
    o Career Mentoring Workshop (no fee), organized by Mentoring Subcommittee of PDC
    o Leadership Institute (no fee, funded by Executive Board), organized by President
    o THATCamp (optional), organized by Digital Humanities SIG

5. POSTER COORDINATOR
Poster Coordinator role and duties managed by HQ staff, under the guidance of the Meeting Planner

● Primary contact to poster presenters, communicates:
  o Acceptance of poster
  o Poster size and format
  o Location and time of session(s)
  o Availability of local printing options near conference location
  o Setup/takedown times

● Builds spreadsheet of accepted poster presenters: names of speakers, speakers’ institutional affiliations, titles of posters, revised abstracts for program (this is best kept in OpenConf as long as possible so that presenters can manage their own information before it is exported)
● Answers logistical questions from poster presenters

● Poster sessions should be located in Exhibit Hall if space permits, or another central space, such as near registration desk
  ○ [Virtual] Posters may take the form of PDFs or video presentations.

6. CONFERENCE MATERIALS EDITOR
Conference Materials Editor role and duties managed by HQ staff, under the guidance of the Meeting Planner

● Obtains signed publication agreements and public appearance consent forms.

● Collects conference slides, abstracts, handouts, etc. (see list below) for public posting on the ARLIS/NA Website

● Converts file formats and file names to the formats and naming conventions required to post on the ARLIS/NA website

● Materials include (where presenters are able/willing to share online):
  ○ Session slides and related materials (ideally received from the session moderators, or when moderators are unavailable, from individual presenters themselves)
  ○ Posters (ideally received from the poster coordinator, or when unavailable, from individual presenters themselves)
  ○ Workshop slides and related materials (ideally received from the workshop coordinator, or when unavailable, from individual presenters themselves)
  ○ Convocation Program (ideally received from the Awards Committee chair, or when unavailable, Meeting Planner and HQ staff)
  ○ Distinguished Service Award (DSA) nominator/recipient comments (ideally received from the Awards Committee chair, or when unavailable, from the DSA sub-committee chair)
  ○ Remembrances (received from the President, or another member of the Executive Board)

7. LOCAL ARRANGEMENTS CO-CHAIRS (TWO POSITIONS)

● Work with the members of the CPAC to select promotional items to distribute at the preceding year’s conference

● Create a promotional presentation to be shared with ARLIS/NA members at the preceding year’s membership meeting

● Delegate responsibilities and supervises all group or sub-committee leaders relating to local logistics
  ○ Registration Hospitality Volunteers
  ○ Tours & Transportation
  ○ Special Events
  ○ Local Guide Editor
  ○ Silent Auction
  ○ Website/Publicity/Social Media (managed by HQ staff)

● Provide social media content to HQ staff for inclusion in overall social media marketing plan

● Present a list of tours, special events and venues to the CPAC which will approve, reject, or ask for more refinement.
  ○ [Virtual] Think about how some tours might be adapted to a short video and consider if some production budgets could be allocated to video tours.

● Assist as necessary with the coordination of volunteers for on-site hospitality and registration assistance.

● In consultation with the Meeting Planner:
  ○ Assist and provide feedback on hotel selection
Ensure hotel/conference center can and will provide all-gender restroom access.
Identify and work on contracts for off-property venues (not at the hotel) for special events
Coordinate all signage which will be produced by HQ
Ensure that the rooms at the hotel are set up appropriately with the correct signage
Ensure that special event venues are set up
Frequently check with the Meeting Planner to see if anything needs to be attended to and troubleshoot any issues that may arise during the conference
Identify any catering requirements for all breaks, receptions, meals, and events
  ▪ Each event’s budget covers food, drink, decorations, entertainment, AV, transportation, etc.
  ▪ Caterers should provide options for gluten-free, dairy-free, vegetarian, and vegan foods.
  ▪ All foods should be marked with ingredients for those with allergies and other dietary restrictions.

Special Events

Establish Co-Chair role and committee roles as early as possible. Establish who will give welcome or opening remarks (usually the President).

Welcome Reception
  o A large-scale evening reception for attendees
  o Events of this type are very expensive and need heavy sponsorship
  o More than one sponsor may be enlisted for a single event
  o Catering costs are paid out of the conference budget
  o Welcome/remarks: President

Society Circle Event
  o Attendance at this event is by invitation only; invitees include:
    ▪ Prior calendar year Society Circle members (e.g., 2021 Society Circle members invited to the reception at the 2022 annual conference)
    ▪ Qualifying donors in current year (from January 1st to the registration deadline set for the current year conference)
    ▪ Current year annual conference sponsors
    ▪ Executive Board
    ▪ Development Committee
  o Organized in conjunction with the Development Committee
  o Approximate attendance 80 to 100
  o Usually held outside the hotel at a venue that is culturally rich, unique to the local area, but is not widely accessible, for example, a private collector’s home.
  o Society seeks in-kind donations for catering and rentals costs
  o Welcome/remarks: President and/or Development Chair

Convocation
  Convocation is the conference’s official gala event at which awards are presented.
  o Keynote Speaker - 20-25 minutes
  o Award presentations - 30 minutes
  o Distinguished Service Award winner - 10-15 minutes
  o Welcome/remarks: President

Convocation Reception
  Convocation Reception is a catered reception following the convocation.
  o Welcome/remarks: President

First Time Attendees Reception
  o Hosted by the Membership Committee
  o Attendance at this event is by invitation only
  o Usually held at the hotel immediately before the Welcome Reception
Approximate attendance is 100 including the Executive Board
Catering costs are paid out of the conference budget
Welcome/remarks: TBD

International Guests
- Logistically, it works well to combine with the First Time Attendees Reception
- Catering costs are paid for through fundraising first; then from conference budget; past grants have been received from the Getty Foundation and the Kress Foundation
- Attendance at this event is by invitation only [invitation sent by Headquarters in conjunction with the President]
- Planned and implemented by the President and the IRC
- Past President invites International Kress recipients (if grant has been awarded)
Welcome/remarks: TBD

Membership Brunch/Meal (optional)
- Held immediately prior to the annual business meeting of members
- Organized with ARLIS/NA HQ
- Welcome/remarks: President

Exhibits Opening and Closing Receptions

Coffee/snack Breaks
- Organized with ARLIS/NA HQ
- Sponsors should be acknowledged with signage and verbal thank you

Membership Meeting
- President creates agenda and posts on ARLIS-L one week before the conference begins.

Typically includes:
- Call to order and President’s report
- Remembrances
- Secretary’s report
- Treasurer’s report
- Development Committee Chair’s report
- Editorial Director’s report
- Next year’s Conference Planning Committee presentation
- Future conference announcement
- ARLIS/NA Executive Board transition
- Incoming President’s remarks
- Question and answer period (open to entire membership)
- Adjourn

Traditionally the President gives gifts before the meeting adjourns:
- Small token gifts to all board members
- Thank you gifts for each of the 4 co-chairs
- Gavel to the incoming President (HQ will purchase)

Meeting may/or not follow a luncheon/brunch
- Meeting Planner coordinates with the President to set the menu.
- It is always held at the conference hotel as one of the contracted hotel food events.
- This meal may be offered free to members if the conference budget allows. If not, a fee is charged to attendees and appears as a check-off item on the registration form. At the CPAC
meeting the summer before the conference, the pricing fee for the event will be determined so it can be included in the registration.

○ Membership meetings may draw more people than attend a luncheon, if there is one, so make sure that extra seating is available. A raised dais with microphones for the Executive Board and Executive Director should be in place for the meeting.

● AV needs usually include projection screens, a data projector, a podium microphone, and standing microphones in the audience for comments.

8. PUBLICITY COORDINATOR – WEBSITE/PUBLICITY/SOCIAL MEDIA

Publicity Coordinator role and duties managed by HQ staff, under the guidance of the Meeting Planner, in conjunction with Media Editor. For content ideas, HQ works with CPAC.

The conference website and interactive scheduling tool (e.g., SCHED) are the most visible source of updated information about the program, tours, workshops, special events, the hotel, and the host city.

● The website should include:
  ○ Registration information (including deadlines and refund policy)
  ○ Registration form
  ○ Hotel
  ○ Transportation
  ○ Local information/guides
  ○ Interactive scheduling tool (e.g., SCHED) and daily conference schedule
  ○ General timetable and array of sessions; some information such as session titles, speakers, and sites will not be available at the beginning and may change
  ○ Members of the conference committee
  ○ Ongoing activities and services
  ○ Code of Conduct statement
    ● The conference website should include a statement of appropriate conduct at ARLIS/NA conferences with links to the code of conduct page on the ARLIS/NA website
    ● The code of conduct team is comprised of current members of the Executive Board and the Diversity and Inclusion Committee
    ● Members of the code of conduct team should offer a webinar to moderators approximately two-four weeks before the conference.
    ● Accessibility Statement: See the Montreal 2021 conference accessibility statement
    ● Land acknowledgement
  ○ Consider writing a land acknowledgement for the conference, and encourage participants to share their land acknowledgements by providing resources. (Examples available at https://www.arlisna.org/virtual2020/index.php/land-acknowledgement and https://www.arlisna.org/general-info)
  ○ Photography statement and link to public appearance consent form allowing ARLIS/NA to use photographs of attendees
  ○ Welcome from President
  ○ Blog
  ○ Exhibitors
  ○ Sponsors
  ○ Prospectus
  ○ Accessibility Information
  ○ [Virtual] Information about conference platform and technical specifications for attendees
Information should be regularly updated and become more specific as the conference date approaches.

- Information on the forthcoming conference should be disseminated internationally, nationally, regionally, and locally, and in coordination with the ARLIS/NA Media Editor. The publicity coordinator is responsible for contacting the Media Editor for direction concerning social media postings and press release distribution. Content is the responsibility of the local committee. The Media Editor is responsible for putting content in press release format and distribution to regular channels. The local committee is responsible for identifying local media outlets and distributing press releases to them. See below for information about social media responsibilities.

- Distribution channels:
  - ARLIS-L
  - Conference blog
  - ARLIS/NA social media sites (in coordination with the ARLIS/NA Media Editor); the Media Editor will authorize local publicity person/group to post on ARLIS/NA sites; publicity group should do pre-conference publicity postings, as well as posting during the conference.
  - Press releases (in coordination with the ARLIS/NA Media Editor; responsibilities outlined above.)
  - Local press (in coordination with the ARLIS/NA Media Editor; responsibilities outlined above.)
  - Student list-servs (in coordination with ArLiSnap) including information studies programs in North America

- Awards Chair gathers / prepares one month in advance of the conference all award related press releases, identifying those which need an individual press release and those which can be grouped together, and provides all information to the media editor for dissemination as soon as possible after convocation. The media editor sends them to the AWS content editor for posting to the ARLIS/NA website. The content editor also posts news articles on the website about the award winners.
  - Those requiring an individual press release/recognition:
    - Distinguished Service Award
    - Wittenborn Award
    - Sponsored Awards

- Approximately six months before the conference, publicity about the conference begins

- It is essential to keep up members' interest in attending the conference by including information throughout the year (see Appendix D)

- Locate and contract with a local photographer to document conference events
  - Poster Session Opening
  - Exhibitor Reception
  - Convocation Awards Ceremony
  - First Time & International Attendees Reception
  - Welcome Reception
  - Keynote Speaker
  - Society Circle Reception
  - General events (sessions, workshops, MakerSpace, Registration Desk, etc.)

- At CPAC meeting set the social media hashtag, e.g. #arlisnaYYYY

- Coordinate with HQ to establish Flickr albums after the Conference Photographer has provided the photos

9. REGISTRATION/VOLUNTEER COORDINATOR

The Hospitality (Registration) Desk Coordinator should plan to open and close the hospitality desk each day.
Some coordinators choose to stay during the entire time it is open, so that there is consistency throughout the day. Otherwise, it is best to work the first shift or work with the new volunteers until things are running smoothly. A list of volunteer duties should be available at the desk, along with desk copies of the program, list of exhibitors, list of conference attendees, etc. for attendees to consult for quick reference. Also, have a map of the hotel meeting rooms so that you can provide directions to meetings.

Registration
- All registration issues are handled by the Meeting Planner and HQ.
  - Pre-registration or early bird registration begins approximately three months before and ends one month before the beginning of the conference
  - The regular registration rate is in effect until the conference
    - On-site registration may be for the full conference or for one day
    - The registration desk should be located in a secure location to accommodate HQ computers and money-related activities and allowing them to leave the set-up without the takedown and set-up otherwise required when the desk is closed. HQ staff is present during the hour that the Registration desk is open.
    - Besides registration, other activities that take place at the registration desk include the temporary storage of materials for sessions, etc.
      - Acknowledgement of Code of Conduct should be added as a checkbox on the registration page

Registration Forms (online via platform from HQ)
- Members
- Non-members
  - All non-members that are presenting are eligible for a one-day voucher. The registration form must have a place to enter voucher code for presenters.
- Accompanying guests
  - Indicate cost and included events (sessions, exhibits, plenaries, receptions)
- Volunteers (see next section)
- Add-ons (especially for things not covered by institution funding)
  - Child-care, tours, workshops, etc.

Volunteers
- The first call for volunteers should be made in the autumn preceding the conference at a local chapter meeting. Another announcement should be sent out via email to the local ARLIS/NA chapters in early January followed by a later announcement on ARLIS-L. After the volunteers receive the preliminary program, they should be contacted for scheduling. Following their responses, a schedule should be sent back for their confirmation and a reminder sent out closer to the conference.

  - The Volunteer Coordinator is responsible for determining with conference planners (silent auction, exhibitor hall, tour shepherds, special events) how many volunteers are needed and how shifts will work out. Once a schedule is made, a form can be created (e.g. google doc). It is very important to get the cell phone number and email address volunteers will be checking AT CONFERENCE SITE in case of schedule changes.

  - Arrange for extra volunteers to be in hallways to direct attendees to rooms during transitions to sessions, plenaries, receptions. Extra signage would be an advantage, too.

  - Prepare a volunteer registration form and link from the conference registration page. (Example: Conference Volunteer Form -- 2019 Annual Conference, Salt Lake City)

Convocation
- Assist those arriving at the Convocation with directions to the auditorium, location of checkrooms,
and to hand out programs (if applicable).

**Registration**
- Distribute badges and lanyards, answer questions, and give room directions.
  - Remind registrants to check their name badges before they leave the registration desk (particularly important for exhibitors) to be sure that their name is correct or as they wish it to read. In general, 2-3 volunteers are scheduled for 3 or 3-1/2 hour shifts at the beginning of the conference.
  - Volunteers for the registration desk should have an orientation session the day before the conference opens and receive instruction on the desk materials and a list of the potential “most popular” questions, with anticipated responses. This list can be added to over the course of the conference and passed on from shift-to-shift along with instructions on how to best utilize the other desk materials.

**Volunteer Registration Fee Guidelines**
- Professionals and students who are members of ARLIS/NA should be asked to volunteer but not be compensated with free registration to the conference. Their volunteering should be seen as a contribution to the organization and a successful conference. They should be thanked publicly.
- Retirees should enroll for membership at the discounted retiree rate.
- Currently employed, enrolled members of ARLIS/NA who do not have the funds to pay for the full conference registration should be encouraged to apply for the numerous travel awards offered by both groups.
- Students who are regional locals and who are not members may be recruited. These students would be in Information Schools and perhaps Art programs and would be offered a single day to the conference for each day that they commit to four hours of volunteering. The volunteer slots would be organized and assigned by the volunteer coordinator. The volunteer students would receive a promo code that would work for single-day registration only.
- A separate registration voucher code for volunteers who are neither ARLIS/NA members nor planning to attend the conference sessions (e.g., those who staff the MakerSpace, tour guides) so they can also have an ID badge. A decision must also be made about whether they are invited to receptions.

**10. LOCAL GUIDE EDITOR**

Each location has its own culture and the Local Guide Editor prepares guides for the conference website about such topics as:
- relevant walking tours
- restaurants
- cultural highlights
- transportation
- museums
- discount offers
- local music playlists for various interludes in person or online (optional)

**11. CHILDCARE COORDINATOR (Optional)**
Note: this may not be a separate coordinator position, but the responsibilities do need to be taken on by one or more people, possibly the Meeting Planner or a member of the Art Librarian Parents and Caregivers SIG:

- Develop list of and vet local childcare providers. Includes identifying services and activities that will be offered.
- Arrange for a lactation room at conference location, with refrigerator, for days of main conference.
- Arrange for a suite with separate sleeping room at conference hotel, for all days of the main conference.
- Distribute survey to assess attendees’ needs four months prior to conference.
- Coordinated with Art Librarian Parents and Caregivers SIG for distribution of survey, marketing, and specific needs.

12. SILENT AUCTION/OPPORTUNITY DRAWING COORDINATOR (Optional)

- The idea to continue the tradition of holding a Silent Auction (usually in the exhibits hall if there is room) may be suggested at the CPAC meeting.
- It should be scheduled during a time with few programming conflicts so that as many people as possible are able to attend.
- At least two hours should be set aside for event preparation in the exhibit hall.
- Most items for the auction should be received and stored by a local member or institution as the hotel generally charges for storage.
- The donations should be brought to the registration desk just before the auction.
- Pre-registered hand-delivered items and additional unregistered items are received and held at the registration desk until the set up.
- At the registration desk, sheets with the donation item description, donor, and value should be placed with each item to make it easy for the Silent Auction Coordinators to determine what each item is and who gave it when picking up the items for set-up. This is especially important for late donations that weren’t officially donated through the Google forms ahead of time. Registration volunteers should be prepped ahead of time with how to process donations they receive.
- HQ manages payment of auction items.
- Winners take the bid sheet to the registration desk and ARLIS/NA HQ staff will pull the corresponding receipt and fill in the selling price.
- The conference webpage and/or tool such as Pinterest may be set up that includes a description of the event, an online form for donating items, (using Google Forms or some other form software), and a gallery of donated items (optional).
- It is best to establish a spreadsheet to track all donated items. A unique auction lot number is assigned to each donation, with all of the information about the donor included in the spreadsheet.
- It is suggested that as much pre-processing of donations be done as possible. Customized bid sheets, for example, are possible only if generated during the months before the event.
- Donations are usually slow to arrive. Until the suspension of the online donation form the week before the conference, items arrive at an impressive rate. Some donors donate last minute during the auction, so it’s important to have extra blank bid sheets on hand.
- A generic bid sheet to accompany each item should be prepared, as well as a sheet describing the item. A suggested marker to set an initial auction price is 50% - 60% of the items’ value. This number is set at the discretion of the silent auction coordinators (best judgement).

13. TOURS AND TRANSPORTATION COORDINATOR

- All transportation negotiations and contracts are handled by the Meeting Planner. It is strongly advised to limit the number of buses for hire to contain costs.
- It is essential that the tour coordinator work closely with the Meeting Planner.
● The Tour Coordinator should determine all events, including tours, which require transportation.

● The Tour Coordinator sets up a tentative day-by-day schedule, detailing events, times of departure and return, anticipated number of participants, and any particular travel conditions which may make the trip unusual. In the case of the convocation, to which all members are invited, several buses may be used on a shuttle basis.

● About five months prior to the conference, the coordinator will contact several bus rental companies to obtain estimates for service as well as information about their costs and conditions based on the tentative schedule.
  ○ Can buses be added at the last minute for over-subscribed events?
  ○ What happens if the weather is bad?

● It is preferable to use a single company for all conference transportation needs.

● The selected company may require a deposit. HQ will send the deposit to the transportation company as directed by the Meeting Planner.

● As the conference approaches, keep updating the schedule and keep the Meeting Planner apprised of any changes so that this information can be conveyed to the transportation company.

● The company should provide the coordinator with the name and phone number of the dispatcher with whom to be in daily touch once the conference begins concerning weather conditions, possible cancellations, or additions. Confirm any major changes in writing.

● If the vehicles fail to arrive at the appointed times, the coordinator will call immediately to find out why.

● Do not assume that the bus drivers know the route to the more distant places where your buses are going. Be sure that each tour leader has a good highway map of the region to help the driver if necessary.

● It is customary to tip the drivers of long-distance bus tours, and the tips average $10-$50 per driver. The Meeting Planner will handle all tips. The amount should be based on the norm in the conference city, so ask around for advice. The tip should be given to the local ARLIS/NA member who acts as the tour assistant for each busload of people to give to the driver.

● The price of tours must take into consideration the costs of transportation, tour guides, meals, tips to bus drivers, admission fees, and any special requirements of the facilities you propose to visit. Tours should be priced equitably and coherently so that the price for each type of tour is similar. Tours priced to cover their costs and ideally generate additional income. The Meeting Planner in coordination with development coordinator and conference chairs sets the final price for the tours.

● The number, type, and scheduling of tours vary over the years, depending primarily on the character of the conference city. All day and half-day tours can be planned as well as walking and bus tours.

● Tour possibilities are reviewed at the CPAC meeting and the price of each tour is determined before they are listed on the website.

● Responsibilities are usually split between a tours coordinator and the Local Arrangements Chair, who work very closely with the Meeting Planner. The Meeting Planner coordinates tour transportation as
part of the general conference transportation contract.

- Determine a break-even number—if pre-registration does not reach this level, the tour may be subject to cancellation. If attendance is limited, adhere strictly to this limit. Some institutions refuse to admit any number of visitors over the upper attendance limit.

- Confirmation and Deposits: Once dates have been blocked, the tour coordinator should keep in touch periodically with each institution to be visited, checking plans, particularly for any food service. Three weeks prior to the conference, the tour coordinator should reconfirm and make sure all details are covered. Some institutions will require deposits to reserve space and food service. This will be handled through the Meeting Planner. Be sure to alert institutions/guides that they must submit an invoice AFTER the tour to HQ for payment.

Tour assistants: The tour coordinator, in conjunction with the local conference committee, will need to have approximately one volunteer for each tour event. Work with the volunteer coordinator to procure volunteers. These do not necessarily have to be people expert on the particular place to be visited, although when they are, it adds value. They should stand at the bus door to collect tickets (if used), check lists of attendees, count heads at each stop, and announce where the bus will pick up tour members at each stop throughout the day.

- Cancellation of undersubscribed tours: With online pre-registration, it is possible to know a couple of weeks prior to the conference how many people have registered for each tour. If it seems that a specific tour is severely under booked, it may be necessary to cancel it if there is still time to avoid cancellation charges for transportation and food service. This must be done in conjunction with the ARLIS/NA Meeting Planner.

- If cancellation of a tour due to bad weather or other emergency (e.g., a transit strike) is necessary, this information should be conveyed immediately to all members, posted in all spots likely to attract their attention, such as the registration desk or near the bus doors. A decision on refunds in such a situation must be made by the Conference Co-Chairs, the Meeting Planner and the ARLIS/NA President.

- Refunds will be sent from HQ during the month after the conference. Under no circumstances will onsite refunds for cancelled tours be made.

- If buses are needed to transport members to and from the hotel and the convocation site, the Meeting Planner (Conference Manager) must determine which hotel entrance buses must use, where they may park, and where they are to pick up members after the Convocation, so that this information may be passed along to the bus drivers. If needed, buses usually run continuously 30 to 45 minutes before and after the event. Access for those with special needs should be planned.

- The transportation coordinator (or tour coordinator, are we distinguishing?) will serve as the onsite contact for the bus company(s). This includes helping to shepherd people onto the buses before convocation or other large events, directing the drivers when and how to shuttle back and forth, and signaling last call for the final bus at the end of the event.

- The Meeting Planner (Conference Manager) will provide the Co-Chairs with regular updates related to enrollment on tours, food events, and the conference as a whole. By day one of the conference, the Co-Chairs should have a fairly precise count of the enrollment for each event. This gives the Co-Chairs data for likely attendance at sessions, workshops, special events, and tours as well as a general idea of potential income.
14. CONFERENCE PHOTOGRAPHER

- Arrangements for the conference photographer is made by the local arrangements co-chairs and Meeting Planner (Conference Manager).
- Contract samples are available through the ARLIS/NAHQ.
- It is essential (for both ARLIS/NA and the photographer) to communicate openly what each of you expect from your partnership. Everything from ‘how can I get in touch with you if I have an urgent question?’ to what time you need the photographer onsite and what events to shoot, to how and when you will receive your photos, what is included in their pricing, and if you have unlimited, exclusive rightsto the photos afterwards.

15. CONFERENCE DEVELOPMENT Conference Development Team Members:

- Local Development Coordinator (host chapter member)
- Next year’s Development Team Chair
- Development Committee chair
- Exhibitor Coordinator(s) (host chapter member(s))
- Meeting Planner (Conference Manager)
- One of the Program Chairs and/or one of the Local Arrangement Chairs (optional/occasional participant)

Conference Development Team Responsibilities

- The Local Development Coordinator is nominated concurrently with the program and local arrangements co-chairs and serves as a member of the conference planning committee as lead for local development activities (universities, museums, galleries, local businesses). The incumbent also serves a two-year term (ex-officio) on the ARLIS/NA Development Committee starting in the year preceding the chapter’s conference and attends planning meetings for the preceding conference and the hosted conference.

- The Development Committee maintains a database of previous sponsors and potential prospects. It contains information on organizations and businesses that have donated to the Society in the past, have been exhibitors, or have been contacted but chose not to donate. The Conference Development Team will be provided access to the database after signing the Code of Ethical Standards.
  - All solicitations successes or failures should be reported to the team and entered into the database
  - HQ keeps a working spreadsheet to track progress

- The Local Development Coordinator and Conference Planning Committee identifies local donors/sponsors/exhibitors and share that information with the Development Committee
  - Initial contact with potential sponsors usually takes place sometime between June and September preceding the conference.
  - It is advisable to have a couple of different ideas to present to each sponsor

- In the summer preceding the conference, the Meeting Planner (Conference Manager) and the Development Committee chair prepares the Exhibitor and Sponsor Prospectus.
  - A draft prospectus is presented during the CPAC meeting
  - It is completed after the CPAC meeting and distributed as soon as possible after the CPAC meeting
  - It is also posted to the conference website and the link is updated by the HQ on the ARLIS/NA website.

- Almost every session, workshop, speaker, meeting, event, and tour is eligible for sponsorship.
- Sponsors are paying for the privilege of having their name attached to an event, not necessarily to cover all the costs.

- The Development Committee chair assigns committee members to identify and solicit from the following broad categories (and others that may be identified):
  - Foundations
  - Regional Libraries
  - Regional Library Schools
  - National University Libraries
  - Major Museum Libraries
  - Local Collectors
  - Local Museums, Galleries, Auction Houses, & Art Schools
  - Major Vendors (i.e., EBSCO, ProQuest, etc.)
  - ARLIS/NA Chapters (Executive Board Chapters Liaison)

- List of sponsorship opportunities should include, but are not limited to:
  - Division, section, and special interest group meetings
  - Childcare
  - Wi-fi
  - Green Sponsor (ARLIS/NA branded lanyards, digital alternative to paper flyers, etc.)
  - Sched
  - Receptions
    - First-time/International Attendees
    - Welcome
    - Convocation
    - Exhibition Hall Breaks
  - Workshops
  - Sessions
  - Diversity Forum
  - Featured Vendor Talks
  - Leadership Institute
  - MakerSpace
  - Year-long Mentor/Mentee Workshop
  - [Virtual] Conference platform
  - [Virtual] Live transcription service, if virtual
  - Sign language interpretation (if applicable)

- Donors for the following are approached by the President:
  - Research Awards
  - Travel Awards
  - Leadership Institute

- Donation Acknowledgements
  - Ideally, acknowledgments should be sent once the donation is received by HQ:
    - All donations must be acknowledged within 30 days of the close of the conference
  - President thanks all donors of:
    - Research Awards
    - Travel Awards
    - Leadership Institute
  - Chapters Liaison thanks:
    - Past/Current chapter chairs
  - Conference Development Chair:
 RESPONSIBLE for writing a form thank you letter stating the amount of the donation and the function to which it applies, if appropriate and sends to all donors
• The form letters should be personalized by the committee member who made the original solicitation
  ○ HQ receives a copy of all acknowledgment letters

• Sponsor and Exhibitor benefits are outlined in the Prospectus and implemented by the Meeting Planner (Conference Manager)

• All sponsorship invoicing and payments are handled through HQ

16. EXHIBITOR COORDINATOR (one onsite position recommended)

• Works with the Meeting Planner (Conference Manager) to plan and execute the conference exhibits
• Acts as a liaison between the exhibitors and Executive Director (Conference Manager) to ensure that smooth operations are maintained at all times
• Checks and augment the list of exhibitors
• Reviews final table assignments to ensure no competitors are next to each other, etc.
• As soon as Headquarters and the Program Chairs finalize exhibit hall days and set up times, compose a “save the date” letter for Headquarters to email to all previous exhibitors
• Volunteer coordinator to secure ARLIS ambassadors volunteers to circulate in the hall in case anyone needed a break and to chat with exhibitors and see their booths.
• Send upcoming “save the date” notification – Handled by HQ
• The Meeting Planner (Conference Manager) and/or HQ Staff:
  ○ supervises the exhibition company, such as:
    • Table setup
    • Electrical needs
    • affixing exhibitor name signs after tables are draped
    • Shipping/drageage firm
      • Firm places any shipped materials in front of the exhibitor's assigned tables the day before the exhibits open
    • All questions or problems with set up or breakdown should be referred to the exhibition company
  ○ arranges with the hotel for security during the hours the exhibit hall is closed
  ○ is responsible for exhibit hall volunteers during lunch hours and breaks
  ○ provides map and table number to exhibitors
  ○ prepares the exhibitor’s prospectus in coordination with the conference development committee posted to the conference website and the link is updated by the ARLIS/NA Content Editor on the Conference Sponsorship page on the ARLIS/NA website.
    • emailed from HQ to all prospective exhibitors no later than the September preceding the conference
    • Work with President, Development Chair, and HQs to ensure exhibitors are thanked with signage and a few words of welcome/thanks at the opening of the exhibit hall (and other exhibit hall events)
  ○ receives exhibit reservation forms and payments and communication with vendors

• The CPAC (with ARLIS/NA Executive Board) approval sets the exhibit fees. Exhibit fees should be discussed at the CPAC meeting and are based on previous charges plus any additional space rental or service fees charged by the hotel. Since this is one area in which the conference makes money, it is important to examine the price structure annually at the summer CPAC meeting.
  • Present during all the hours the exhibits are open, visiting the booths, chatting with each exhibitor, trying to determine if the exhibitors are satisfied with the arrangements, getting tips
from them on how this or that could have been done better.

- Advocate for at least 3 hours of no conflict time during the program so that the exhibitors have the attendees' undivided attention.
- It is traditional to have the exhibits open with a reception and this event can be successfully combined with the conference welcome reception.
- It is sometimes possible to include additional attractions in the exhibit space including an auction or poster sessions. This helps ensure traffic through this area.
- After the conference is over, the Exhibits Coordinator should write a letter to each exhibitor, including joint exhibitors, thanking each for participating in the conference and expressing the hope that they will return to exhibit in the following year’s conference.

17. HONORARIA

- Honoraria are payments given for professional services that are rendered nominally without charge and not meant to cover travel or other expenses. An exception to this is for recipients of the Conference Speakers of Color Fund, which may assist in funding travel in addition to honoraria.
- ARLIS/NA members are not eligible to receive honoraria.
- The total amount of honoraria available each year is determined by the Executive Board as part of the ARLIS/NA annual budget, approximately 15% of the Conference Speaker Fund, which provides for:
  - Convocation Speaker
    - Mention the honorarium you are offering (if you are offering one), and whether ARLIS/NA plans to cover other expenses related to the speaker’s talk. An honorarium is not required, but an offer of one may persuade a non-ARLIS/NA member to speak.
  - Membership Meeting Speaker
  - Session speakers (non-members only)
  - The maximum non-member honorarium is $150 for local speakers and $300 for non-local dependent on the total available funds.
- The ARLIS/NA annual budget shall also include line items and funding amounts for travel awards (not including the Conference Speakers of Color Fund) to CPAC. Amounts awarded to speakers are determined by CPAC with final approval of the President.
- Speaker Conference Registrations
  - ARLIS/NA members do not receive complimentary conference registration
  - Non-member speakers are offered complimentary registration for the day on which they speak; they should register and pay if attending entire conference.
  - The Distinguished Service and Gerd Muehsam Award winners are given complimentary registration.
- Session Moderators are responsible for picking up honoraria checks at the conference registration desk and distributing to speakers at the conclusion of their session.
- Employees of the U.S. government are required to follow established agency guidelines for accepting honoraria and it is their responsibility to notify the session coordinator of their eligibility.

18. PRESIDENT

- Appoint the co-chairs; inform the Chapters Liaison of appointments
- Invite Presidents of affiliated organizations to attend the conference; remind them that they or an appointed delegate are entitled to complimentary registration
- Work with HQ to create invitee list for
  - Leadership Institute
  - Society Circle (don’t forget to invite all vendor donors and other sponsors)
- Land acknowledgement should begin Convocation and Membership meeting

Executive Board Pre-and Post-Conference Board Meetings

- The Executive Board usually meets for one day before, and one day after the conference.
- The current President sets the agenda for the pre-conference board meeting.
● The incoming President sets the agenda for the post-conference board meeting
● The outgoing and incoming Presidents coordinate with the Executive Director (Conference Manager) for catering.

Convocation/Awards

● Works in consultation with the society’s Awards Committee chair and the Meeting Planner (Conference Manager) (keeping ARLIS/NA President and Executive Director informed).

The ARLIS/NA Awards Chair

● Each award sub-committee chair or designate in coordination with HQ prepares all appropriate audio-visual materials for the convocation ceremony and makes the presentation.
● Recipients are seated in the audience with the donor of their award; both should rise and move to the stage when the award is announced. A simple handshake is all that is needed; neither donors nor award recipients are given an opportunity to speak.
● The Awards Chair in coordination with HQ, prepares one slideshow with contributions from each award sub-committee chair or designate, including all appropriate audio-visual materials for the convocation ceremony.
● Each sub-committee chair or member presents their own award
● Convocation is the conference’s official gala event at which awards are presented
● The entire membership and honored guests are invited
● A catered reception follows
● Convocation should occur before the membership meeting (and board transition)
● It often takes place at the principal art museum of the city in which ARLIS/NA meets, but other sites including the conference hotel might be equally suitable. It is advisable to find an auditorium or other meeting space that can accommodate all conference attendees, exhibitors, and guests—more than 500 people may attend
● Determines the Convocation program:
  ○ Timing of each segment
    ▪ Keynote Speaker - 20-25 minutes
    ▪ Award presentations - 30 minutes
    ▪ Distinguished Service Award winner - 10-15 minutes
  ○ Sequence of speakers and presenters
  ○ Text describing the nature of the awards presented and the award winners with the titles of their books or projects
  ○ Acknowledgments of the event’s sponsors
  ○ Approves final Convocation Program
  ○ Award components assembled by the Awards Committee Chair
  ○ If there is a Distinguished Service Award recipient:
    ▪ Photo and bio for large poster (created by HQ) to be placed at the registration desk at the start of the conference (content provided by the DSA committee)
    ▪ Introduction at the Convocation by the nominator
    ▪ Photo and bio for press release (content provided by the DSA committee)
    ▪ HQ to provide engraved crystal award
  ○ Conduct a “dry run” prior to the event in the room where the convocation ceremony will be taking place; all presenters and award winners are required to attend, including the Distinguished Service Award winner.

Conference Development

● The President sends written acknowledgements as they are confirmed by HQ and/or within 30 days of conference completion.
● Donors of the following are approached by the President
  ○ Research Awards
  ○ Travel Awards
  ○ Leadership Institute
19. ARLIS/NA TREASURER

- A budget for each conference is developed by the Meeting Planner (Conference Manager) and the ARLIS/NA Treasurer for presentation at CPAC and then approved at the following midyear Executive Board meeting. (see Appendix G for sample budget)
- Once the budget has been set, it is managed by Meeting Planner (Conference Manager) with oversight by the Treasurer.
- In preparing the budget, it should be recognized that the profit goal will vary from year to year, depending on the location and time of year; however, ARLIS/NA relies on a fairly substantial profit from every conference to help offset the difference between membership dues and the actual cost of serving ARLIS/NA members.
- Because each conference is expected to realize a profit for the Society, registration fees for the conference as a whole and for individual special events must take into consideration the expenses of both the conference and the individual events associated with it.
- The CPAC determines general registration and exhibitor’s fees, which are then approved by the Executive Board, the Executive Board has ultimate authority on the society’s annual budget.
- Fees for individual events, such as workshops and tours, are also determined by the CPAC but are subject to revision by the Executive Board.
- Events that involve a separate fee must cover their own individual costs, while the general registration fees must cover all other costs which are not offset by donations or sponsorships.

**Tax Exemption:** Policy varies from state to state and in Canada as to whether ARLIS/NA, as a non-profit organization, is exempt from state and local taxes on services and goods. The Meeting Planner (Conference Manager) and HQ is responsible for determining this and notifying the Conference Co-Chairs and any potential creditors.

20. MEETING PLANNER (CONFERENCE MANAGER) AND HQ STAFF

- Scheduling application (i.e., SCHED):
  - Secure app via payment
  - Configure app
  - Grant administrative privileges to conference program co-chairs
- Plans and executes the attendee registration
- Responsible for all hotel contract negotiation and communication
- Setup online scheduling app (HQ “sets-up” the app; program co-chairs populate most of the content)
- Any print materials
- Signs: The major categories of conference signs are:
  - sponsors and exhibitors
  - meeting rooms
  - tours
  - sponsored events
  - registration desk
  - DSA poster
  - directional (if needed)
- Exhibits registration and set-up
  - Arranges for Decorator/Exhibition Company
  - Exhibit hall layout
  - Prospectus (see above)
  - Communication with Exhibitors
- Schedules conference committee meetings at regular intervals throughout the conference planning period
  - Co-Chairs Calls
  - Conference Development Calls
• Coordinates bill payments
• Execute all conference related contracts
• Arranges for AV Company
• Reconciles final conference income and expenses
  o Hotel
  o AV
  o Decorator
  o Caterers
  o Venue rental fees
• Provides honoraria checks (CPAC assists with preparing a list of checks to be issued.)
• Responsible for collection and disbursement of any onsite funds, fees, or payments
• Coordinates logistics for the pre and post Executive Board meetings with the President
• Works with local arrangement co-Chairs on any catering needs for breaks and events
• Responsible for purchasing and shipping any conference related materials
• Works with conference development team
  o Creating exhibitor and sponsor prospectus
  o Solicitations/fundraising
  o Communications
  o Implements as outlined all Sponsor and Exhibitor benefits
• Coordinates invites for special events (e.g., Society Circle, Leadership Institute, International Attendees Guest Reception)
• Tax exemption: Policy varies from state to state and in Canada as to whether ARLIS/NA, as a non-profit organization, is exempt from state and local taxes on services and goods. The Meeting Planner (Conference Manager) is responsible for determining this and notifying the Conference Co-Chairs and any potential creditors.

21. CODE OF CONDUCT TEAM

• The conference website should include a statement of appropriate conduct at ARLIS/NA conferences with links to the code of conduct page on the ARLIS/NA website
• The code of conduct team is comprised of current members of the Executive Board and the Diversity and Inclusion Committee
• Members of the code of conduct team should offer a webinar to moderators approximately 2-4 weeks before the conference.

22. TRANSLATION AND ACCESSIBILITY

• Translation: Consider translating key materials into French and Spanish (prospectus, website, registration) and providing captions or live translation to any AV material, especially when the host city’s official language is not English.
• Closed Captioning: All translation is evolving and improving; research latest options to provide best possible user experience.
• On-site facilities
  • Fully accessible
  • Washrooms: accessible and gender-neutral option
  • Lactation room

23. LAND ACKNOWLEDGEMENT