ARLIS/NA Conference Planning Manual
May 2017

CONFERENCE PLANNING ADVISORY COMMITTEE (CPAC)
INCOMING CONFERENCE CO-CHAIRS (program and local arrangements)
CONFERENCE CO-CHAIRS (program and local arrangements)
PROGRAM CO-CHAIRS
WORKSHOP COORDINATOR
POSTER COORDINATOR
CONFERENCE MATERIALS EDITOR
LOCAL ARRANGEMENTS CO-CHAIRS
PUBLICITY COORDINATOR – WEBSITE/BLOG/PUBLICITY & SOCIAL MEDIA COORDINATOR
REGISTRATION/VOLUNTEER COORDINATOR
LOCAL GUIDE EDITOR
SILENT AUCTION/ETSY SITE COORDINATOR (Optional)
TOURS AND TRANSPORTATION COORDINATOR
CONFERENCE DEVELOPMENT
EXHIBITOR COORDINATOR
HONORARIA
PRESIDENT
ARLIS/NA TREASURER
CONFERENCE MANAGER/STAFF

Appendix A – Session Submission Form Questions
Appendix B – Session Submission Review Form Questions
Appendix C – Speaker Release Forms
Appendix D – Moderator Packets
Appendix E – Publicity Schedule/topics
Appendix F – Volunteer Form
Appendix G – Sample Budget
Appendix H – Evaluation Questions
Committee Positions

Program
- Program Co-Chairs (2 people)
- Program Committee (2 - 4 people to assist Program Co-Chairs)
- Workshop Coordinator
- Poster Coordinator
- Conference Materials (speaker presentations) Editor
- Conference Manager

Local Arrangements
- Local Arrangements Co-Chairs (2 people)
- Convocation (President)
- Awards (chair of National Awards Committee)
- Website/Publicity/Social Media
- Hospitality/Registration/Volunteer Coordinator
- Local Guide Editor
- Silent Auction Coordinator
- Tours and Transportation Coordinator
- Conference Manager

Development
- Sponsorship
- Exhibits

Awards
- Budget (Treasurer)
- Website
- Publicity
Chair (local Chapter member)
Previous year’s Chair
Next year’s chair
Liaison from National Development Committee
Exhibitor coordinator
Sales Manager (staff)
Conference Manager (staff)

President
Chair of CPAC

Treasurer
Budget Review

**INCOMING CONFERENCE CO-CHAIRS** *(program and local arrangements)*

- **Branding** - Develop and adopt at least 18 months before the beginning of the conference. This brand will be used in all conference publications including:
  - Logo
  - Color Scheme
  - Conference website
  - Schedule app
  - Social media hashtag [coordinate social media promotion with ARLIS/NA Media Editor; format should always be #arlis and then the year, e.g. #arlis2017]
  - Exhibitor and Sponsors Prospectus
  - Conference Signage

- **Promotional materials**
  - Save the Date
  - Ephemeral handouts i.e. – beads, magnets, pins, buttons, etc.
  - Reach out to the Convention and Visitors Bureau

- **Survey/Evaluation**
  - Incoming co-chairs take the lead on the development and execution of the evaluation.
  - The evaluation should be ready via digital survey forms before the end of the conference.
  - The deadline for completing evaluations is typically two to three weeks after the end of the conference.
  - Part I - a narrative summary of the responses 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 CPAC including the Executive Director and the Conference Manager, and to the members of the Conference Planning Committee.

- **Presentation during the Membership Meeting**

- **Prepare the Call for Proposals**
Call should be sent out within 2-3 weeks following the close of the current conference

CONFERENCES CO-CHAIRS (program and local arrangements)

- Attend the Post-Conference Board meeting at the previous conference and the Pre-Conference and Post-conference Executive Board meetings of their conference.
- Receive complimentary registration for the conference and all conference events; if they intend to attend workshops or tours as participants, they should pay the relevant fees.
- Appoint coordinators and oversee the activities of sub-committees
- Responsible for conference logo development
- Conference Evaluation Survey
  - Collaborate with incoming co-chairs on the development of the conference evaluation/survey.
  - Incorporate final evaluation results into the final report.
- Coordinating the writing of post-conference thank-you notes
  - The appropriate committee chair sends acknowledgements for sponsors of ARLIS/NA research, publication, and travel awards.
- Provide final conference data and feedback to the President for inclusion in the President’s Annual Report
- Once the board approves your conference, work with the Chapters Liaison and the President to identify and appoint members of the local conference committee to fill all needed roles
- Meet weekly or as needed with the conference manager and the President
- Produce Final Conference Report
  - Each member of the conference team reports on their conference role
  - Reports should include:
    - Timetables
    - Costs/financing information
    - Pertinent documentation and correspondence
    - Evaluations of success/failure
    - Suggestions for future planners
    - Suggested revisions to conference planning manual
  - Report due to the President no later than 60 days following the last day of the conference.
  - Report Dissemination:
    - Sent to the Executive Board via Past-President (posts to executive board’s document sharing site)
    - 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 updates to Past-President
- Conference Program
  - Select and help manage proposal/peer review software, like OpenConf
  - Conference Manager:
- secures app via payment
- Set up app
- Grants admin privileges to Program Co-chairs
  - The Conference Program (online or in print) should include:
    - introductory material
      - President’s welcome message
      - Co-Chair’s welcome message
    - hotel floor plan
    - rooms location for sessions and meetings
    - advertisements
    - sponsors
    - exhibitors
    - descriptions for tours and workshops, sessions plenary sessions, posters
    - thank yous

**PROGRAM CO-CHAIRS**

- Identify 2 – 4 people to review submissions
- Primary communicators with moderators and speakers
- Program Content
  - The content areas of the Divisions & Sections are always included in the program either as a session or a workshop. Division and Section leaders should be encouraged each year to submit at least one proposal for consideration.
    - Academic
    - Museum
    - Art and Design School
    - Visual Resources
    - Architecture
    - ArLiSNAP
    - Cataloging
    - Reference & Information Services
- Coordinate the **Call for Session Proposals** within 2-3 weeks of the previous conference
  - The deadline for session proposals should be at least six weeks before the CPAC meeting
  - Develop Session Proposal Submission Form (See Appendix A) or develop form using software, like 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) or develop form using software, like OpenConf
  - 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
- Two weeks after the CPAC meeting, inform the primary session contact of acceptance or rejection of the proposal
• Discuss with the primary contact of the session that require modification or that have been targeted for a change in format (i.e. from a panel session to a workshop) if the proposers are still interested in coordinating the session.

• Confirm the names of speakers, speakers’ institutional affiliation(s), final title of the session, the title of the individual presentations, and the name of the session moderator.

• Confirm that there are no extraordinary AV/Computer equipment requests
  + LCD Projector, screen, speakers, 2 mics are provided for each session
  + Note: laptops are not provided
  + Anything other than the above needs to be pre-approved due to the additional expense

≥ Coordinate the Call for Posters following 2-3 weeks CPAC

• The deadline for session proposals should be at least six weeks before registration opens

• Develop Session Poster Submission Form (see Appendix I)

• Review submissions in order to accept or reject the posters with a view toward building a cohesively themed conference (see Appendix B for review questions)

• Inform Poster Coordinator of the accepted posters

• Poster Coordinator is responsible for notifying and organizing the poster presenters

≥ Prepare, maintain, and update the online master conference schedule in conjunction with Meeting Manager

• The schedule should be posted approximately 5 months before the conference

• Allow travel time between sessions and breaks (15 minutes is recommended)

• Try not to schedule meetings before 8:00am

• Pay close attention to meeting room sizes and quantities when identifying the schedule

• Automatically schedule the following:
  + Pre and post conference Executive Board meetings
  + Society meetings i.e. Committees, Chapters, Sections, Divisions, including Chapter Chairs roundtable/meeting hosted by Chapters Liaison
  + note: schedule Chapters meeting before the Membership Meeting when the Board Chapters Liaison is outgoing
  + note: Canada and Northwest chapters have overlapping membership; need to schedule them at different times
  + SIGs are usually self-scheduled
  + Convocation Ceremony
  + Convocation Reception
  + Membership meeting
  + Membership brunch or lunch
Leadership Institute
Society Circle Reception
President’s Choice Session
  - Intended for late breaking topic
  - Coordinated by the President
Sessions
Workshops
Tours
Ancillary/User Group Lunches (if requested, i.e. OCLC, Artstor)
Exhibit Hall with 2 to 3 hours non-conflict time
Exhibitor reception (i.e. opening and/or closing)
First time Attendees and International Guests Reception
Silent Auction (optional)
Yoga
Poster Session
Self-Schedule Rooms
Year-Long Mentoring Workshop
  - organized by the Professional Development Mentoring Subcommittee
New Voices in the Profession Session
  - organized by the Professional Development Committee, ArLiSNAP, and Gerd Muesham Award Committee, and the Sotheby’s Institute of Art Research Award Committee
Alternative Voices
  - coordinated with the Diversity Committee
  - Speakers self-identify on proposal submission form
  - Program co-chairs send list of self-identified speakers to Diversity Committee Chair
  - Diversity Committee chair recommends which speaker(s) should receive honoraria
  - $1,200 is made available each year for honoraria from the Alternative Voices Speaker Fund; funding contingent on donations, consult with ARLIS/NA Treasurer for total available honoraria amount; amount can be divided among more than one speaker
 Others identified during CPAC

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 the PDC and PDC-Mentoring for the 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.

Learning Portal:
  - Select the 4 most professionally relevant sessions for recording and posting to the Portal
  - Notify the Professional Development Committee Chair and Learning Portal Coordinator of the selected sessions
  - Notify speakers from selected sessions that they will be recorded and have them complete the Speaker Consent form (https://www.arlisna.org/images/LearningPortal/SpeakerConsentForm.pdf) in advance of conference to ensure that recordings can be posted to the Learning Portal
  - The 4 sessions should be scheduled for the same meeting room—2 each day—to minimize labor and equipment rental costs
○ Additional Conference Recording Details:
  + ARLIS/NA will make hotel room reservation for recording technician
  + ARLIS/NA will make arrangements to have a locked storage room on site 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 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 to not 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 Conference Manager with list of speaker honoraria commitments to be distributed to the moderators during the conference
  + After the basic schedule has been devised, the Program Co-Chairs to confirm with the primary speaker contacts of the time slots for their session(s)

○ Self-Schedule Rooms
  + In recent years, the demand for meeting space for smaller, informal groups has increased dramatically, and these discussion groups have been accommodated by providing one or two small self-schedule conference rooms (15-25 seats) for groups to reserve on-site.
  + Hours are usually all day and registration sign-up sheets for blocks of time are posted near the hospitality desk
  + The information is available on the online schedule to facilitate reserving space in advance
  + While we do not want to discourage participation, members must realize that planning an annual conference is a complex activity which means last-minute changes are not easily accommodated.

Modemors
  + The Program Co-Chairs should inform each moderator or workshop leader whose session is sponsored that the sponsor must be publicly thanked at the beginning and end of the session
  + See Appendix D for moderator packet contents and detailed responsibilities
  + Completed Moderator Packets are returned to the Registration desk before the end of the conference
  + Pick up speaker honoraria from Registration desk and distribute to any non-member speakers in their session
  + Collect presentations on jump drives (HQ will set-up a drop box for collected presentations.)

WORKSHOP COORDINATOR
  + In general workshops are held before the start of regular conference programming
  + If a workshop is expected to attract many more attendees than a single session could accommodate, it may be necessary to schedule a second section.
Workshops are either half-day or full-day programs.

Calculates Workshops Fees
- 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 the Treasurer
- Workshops should be priced so that they will break even when they are half full
- Workshops that do not break even should be cancelled
- ARLIS/NA members who choose to lead workshops are not paid for such
- Non-ARLISNA members who do lead workshops can be paid for these services

Year-Long Mentoring Workshop (no fee)
- Annual workshop organized by the Mentoring Subcommittee of the PDC

Leadership Institute (no fee, paid for by the Board)
- Organized by the ARLIS/NA President

THATCamp (optional by the Digital Humanities SIG)

POSTER COORDINATOR
- Consider blind peer review of poster proposals via OpenConf with each entry being reviewed by at least two people.
- Ideally the poster session should be located in the exhibit hall if space permits. Otherwise a common space central to the conference such as a ballroom foyer, or near the registration and hospitality desk.
- Primary contact to the poster presenters

Communicates
- Acceptance of Poster
- Poster Board Size and format
- Location and time of session
- Set up/take down

Two people should be present during the poster set up period to help. (ex. two people can hold the poster up and the presenter can make sure it looks level.) It is helpful if each side of the poster board area had a cup full of tacks tacked on to it.

CONFERENCE MATERIALS EDITOR
- Conference materials/presentations are made available on the ARLIS/NA website.
- The conference materials editor is responsible for compiling the presentations and preparing them for posting on the ARLIS/NA website.
- Content should be sent to the ARLIS/NA Content Editor for posting on the ARLIS/NA website.
- To include:
  - Session presentations and materials
  - Posters
  - Workshops
  - Convocation Program
  - Remembrances
  - Distinguished Service Award introductory comments
  - Distinguished Service Award recipient comments

LOCAL ARRANGEMENTS CO-CHAIRS (2 people)
- 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
Delegates responsibilities and supervises all group or sub-committee leaders relating to local logistics (see organization chart on page 2)

- Registration Hospitality Volunteers
- Tours & Transportation
- Special Events
- Local Guide Editor
- Silent Auction
- Website/Publicity/Social Media

Contact the Media Editor for access to and information about how/what to post to social media; coordinate with Media Editor in person at the conference the year before if possible

Present a list of tours, special events and venues to the CPAC which will approve, reject, or ask for more refinement.

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

In consultation with the Conference Manager:
  - Assist and provide feedback on hotel selection
  - 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 checks with the Conference Manager to see if anything needs to be attended to and trouble-shoot any issues that may arise during the conference
  - Identify any catering requirements for all breaks, receptions, meals, and event
    - Each event’s budget covers food, drink, decorations, entertainment, AV, transportation, etc.

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

Society Circle
  - Attendance at this event is by invitation only
  - Organized in conjunction with the Development Committee
  - Approximate attendance 80 to 100
  - 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.
  - Catering and rentals costs ideally would be donated

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

Convocation Reception - a catered reception following the convocation.

First Time Attendees Reception
  - Attendance at this event is by invitation only
  - 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

International Guests
  - Efforts are made to include them in the First Time Attendees Reception
  - Catering costs are paid for through fundraising first; then from conference budget; past grants 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
  - Approximate attendance 50 to 70 including IRC members and the Executive Board
Membership Brunch/Meal
- Held immediately prior to the annual business meeting of members

Exhibits Opening and Closing Receptions

Coffee/snack Breaks

Membership Meeting
- President creates agenda and posts on ARLIS-L one week before the conference begins.
  - The agenda is also made available onsite
  - Include Remembrances

- Meeting may/or not follow a luncheon/brunch
  - Local Arrangements Chair 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.

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

- The annual change of the Executive Board occurs at the conclusion of the membership meeting.

PUBLICITY COORDINATOR – WEBSITE/PUBLICITY/SOCIAL MEDIA (2 people, recommended)
The conference website and 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
  - SCHED program and daily conference schedule
  - some information will not be available at the beginning such as session titles, speakers and sites may change but the general timetable and array of sessions should be set when this information is first posted.
  - Should be constantly updated and become more specific as the conference date approaches.
  - Members of the conference committee
  - Ongoing activities and services
  - Conduct statement
  - Photography statement and Release Statement allowing ARLIS/NA to use photographs of attendees.
  - Welcome from President
  - Blog
  - Exhibitors
  - Sponsors
  - Prospectus
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 should be the responsibility of the local committee. The Media Editor will be responsible for putting content in press release format and distribution to regular channels. The local committee will be responsible for identifying local media outlets and distributing press releases to them. See below for information about social media responsibilities

Distribution tools are:
- 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.)

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 Content Editor for posting to the ARLIS/NA website. The Content Editor also posts news articles on the website for the award winners.
- Those requiring an individual Press Release/recognition:
  - Distinguished Service Award
  - Wittenborn
  - 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 E)

At CPAC set the social media hashtag, e.g. #arlis2017

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 or if they leave their bags in their room. Also, have a map of the hotel meeting rooms so that you can provide directions to meetings.

Conference bags
- Solicited as donations from local resources such as museums or tourist offices, the registration bag includes:
  - an exhibitor’s list
  - promotional item for the next conference
  - paid inserts from sponsors and exhibitors
  - other materials of local interest
- Arrangements should be made to stuff the registration bags one day before the registration desk opens.
  - The process of stuffing the bags takes about 4-6 hours if 6-10 people work on it.

Registration
- All registration issues are handled by the Conference Manager and HQ.
  - Pre-registration or early bird registration begins three months before and ends one month before the
Volunteer Registration Fee Guidelines

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 e-mail 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.

It is the responsibility of Volunteer Coordinator to check with conference planners (silent auction, exhibitor hall, tour shepherds, special events) to determine 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.

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

Registration
- Distribute the registration envelopes (including event tickets, badges, badge holders and lanyards, ribbons which are prepared by HQ), stuff conference bags, answer questions, and give room directions.
- Remind each registrant to check their name badge 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.

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

The ARLIS/NA Pinterest board is also used for local guides. (As mentioned above, the Publicity / Social Media team manages Pinterest for the conference.)

SILENT AUCTION/ETSY SITE COORDINATOR (Optional)
- 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
- 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.
- 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 web page 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).

TOURS AND TRANSPORTATION COORDINATOR
- All transportation negotiations and contracts are handled by the Conference Manager. 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 Conference Manager.
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 5 months prior to the conference, the coordinator will contact several bus rental companies or destination management companies to obtain estimates for service as well as information about their cancellation fees 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 destination management company as directed by the Conference Manager.

As the conference approaches, keep updating the schedule and keep the Conference Manager apprised of any changes so that this information can be conveyed to the destination management 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 Conference Manager 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 AR LIS/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 conference manager 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 Conference Manager. The Conference Manager 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 Conference Manager. 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 Conference Manager.

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 Executive Director 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 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. Handicapped access 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 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.

CONFERENC DEVELOPMENT

Conference Development Team Composition

- Chair (local Chapter member)
- Previous year’s Team Chair
- Next year’s Team Chair
Member from National Development Committee
Exhibit Coordinator (local Chapter member)
Conference Manager
One of the Program Chairs and/or one of the Local Arrangement Chairs (optional/occasional participant)

Development Team Responsibilities

The Conference Development Chair In charge of all fundraising for the conference

National 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
- Conference Manager keeps a working spreadsheet to track progress

Conference Development Team should work to identify local donors/sponsors/exhibitors
- 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 the sponsor(s) so he or she can exercise some choice.

In the summer preceding the conference, the Conference Manager and the Development Chair prepares the Exhibit and Sponsor Prospectus.
- A draft Prospectus is presented during the CPAC meeting
- It is completed after the CPAC meeting and distributed no later than September
- It is also 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.

Almost every session, workshop, speaker, event, and tour is available 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 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 (ie EBSCO, ProQuest, etc.)
- ARLIS/NA Chapters (Executive Board Chapters Liaison)

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

Donation Acknowledgements
- Ideally acknowledgements 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 acknowledgement letters

# Sponsor and Exhibitor benefits are outlined in the Prospectus and implemented by the Conference Manager

# All sponsorship invoicing and payments are handled through HQ

**EXHIBITOR COORDINATOR** (co-chairs recommended)

- Works with the Conference Manager to plan and execute the conference exhibits.
- Acts as a liaison between the exhibitors and Conference Manager to ensure that smooth operations are maintained at all times.
- Checks and augments the list of exhibitors.
- Review final table assignments.
- 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 e-mail to all previous exhibitors.
- Collaborate with Volunteer Chair to secured 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”
- The Conference Manager:
  - supervises the exhibition company, such as:
    + Table setup
    + Electrical needs
    + affixing exhibitor name signs after tables are draped
    + Shipping/dragey 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
  - Through the hotel arrange for security during the hours the exhibit hall is closed
  - Provide map and table number to exhibitors
  - The Exhibitor’s Prospectus is designed 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)
  - Receive 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.

HONORARIA

- Honoraria are payments given for professional services that are rendered nominally without charge and not meant to cover travel or other expenses
- ARLIS/NA members do not receive honoraria, with the exception of the Alternative Voices or other funded awards and non-member speakers
- The total amount of honoraria available each year is 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 Brunch/Lunch Speaker
  - Session speakers (non-members only)
    - The maximum non-member honorarium is $150 for local speakers and $300 for non-local depending on the total available funds
- The exact amount for each speaker honorarium is 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
  - 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.

PRESIDENT

- Inform the Chapters Liaison who they will appoint to be the Co-Chairs; Appoint the Co-Chairs
- 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 the international guests reception; attendance at this event is by invitation only [invitation sent by Headquarters]

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 Presidents coordinate with the Conference Manager for catering.
Membership Meeting
- President creates agenda and posts on ARLIS-L one week before the conference begins.
  - The agenda is also made available onsite
  - Include Remembrances
- Meeting may/or not follow a luncheon/brunch
  - Local Arrangements Chair coordinates with the President to set the menu.

Convocation/Awards
- Works in consultation with the Chair of National Awards Committee and the Conference Manager
  - ARLIS/NA Awards Chair
    - Each award sub-committee chair or designate 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 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.
- It is usually scheduled for the last day of the conference and is followed by a catered reception.
- 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 winner, a short biography must be obtained, and may be printed
  - 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

ARLIS/NA TREASURER
- A budget for each conference is developed by the 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 the Treasurer and Conference Manager.
- 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 at the Midyear
Executive Board meeting.

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 Conference Manager is responsible for determining this and notifying
the Conference Co-Chairs and any potential creditors.

**CONFERENCE MANAGER/STAFF**

- Plans and executes the attendee registration
- Responsible for all hotel communication
- Setup online scheduling app
- Any print materials
  - Signs
    - The major categories of conference signs are
      - Sponsors and Exhibitors
      - meeting rooms
      - tours
      - sponsored events
      - registration desk
      - directional (if needed)
- Exhibits registration and set-up
  - Arranges for Decorator/Exhibition Company
  - Exhibit hall layout
  - Prospectus
  - 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
  - Hotel
  - AV
  - Decorator
  - Caterers
  - Venue rental fees
- Provides honoraria checks
- 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
  - Creating Exhibitor and Sponsor Prospectus
○ Solicitations/fundraising
○ Communications
○ Implements as outlined all Sponsor and Exhibitor benefits

Coordinates invites for special events (e.g. Society Circle, Leadership Institute)

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 Conference Manager is responsible for determining this and notifying the Conference Co-Chairs and any potential creditors.

Appendix A

Session Submission Form Questions

≠ title
≠ moderator(s)
≠ brief description (250 words)
≠ speakers
○ name
○ institutional affiliation(s)
○ contact information
≠ Special requirements (AV, budget, etc.)
≠ Alternative Voices
○ coordinated with the Diversity Committee
○ Speakers self-identify on proposal submission form
≠ Number of Speakers needed by Session Length
○ 90 minute sessions: no more than 5 speakers, plus 1 (one) moderator
○ 60 minute sessions: no more than 3 speakers, plus 1 (one) moderator
○ Ideally an individual should not be a speaker in more than 2 sessions
≠ submission type
○ POSTER: A visual display that sparks conversation among attendees about new research, innovative idea, or a case study. The posters will be exhibited during conference with a 60 minute session for presenter interaction.

○ PAPER: A single submission of an individual presentation, potentially addressing new research, a case study, or other innovative idea. Presentations should share new information with attendees, and should provide attendees with new tools, strategies, skills, or inspiration. CPAC, the conference planning advisory committee, will group two to four selected presentations in a Session that runs from 60 to 90 minutes.

○ SESSION: A 60 to 90 minute event with speakers addressing a common topic or theme. A session could involve two to four speakers with a moderator, multiple lightning talks, or other possibilities. Describe your ideal session format and include the names of suggested speakers in session proposals, if known.
Suggesting a moderator is optional.

- WORKSHOP: An opportunity to teach and explore current and emerging topics in an intimate atmosphere. They encourage a focused, hands-on experience led by experts who combine active learning, collaboration, and discussions. Sessions last two, four, or eight hours.

- **Topic Areas:**
  - Arts Outreach across Cultures and Ethnicities
  - Cataloging
  - Collection Development and Management
  - Digital Humanities/Digital Art History
  - Digitization and Preservation of Digital Collections
  - Diversity and Inclusivity in the Arts and in Arts Librarianship
  - Instruction
  - International Collections and Collaborations
  - Library Planning and Design
  - Local Art and Architecture
  - Management and Administration
  - Museum Library Trends
  - Preservation
  - Resource Sharing
  - Scholarly Communications
  - User Experience

- **Primary Tags:**
  - Collaboration
  - Collections and Access
  - Diversity and Inclusion
  - Instruction
  - Leadership and Advocacy
  - Outreach
  - Reference
  - Scholarly communications
  - Technology and Innovation

- **Secondary Tags:**
  - Access
  - Advocacy
  - Architecture/built environment
  - Art and design
  - Arts outreach across cultures and ethnicities
  - Assessment
  - Cataloging/metadata
  - Collaboration
  - Collections
  - Copyright/intellectual property/open access/creative commons/OER
  - Digital scholarship (DH, Digital Art History, etc.)
  - Diversity and equity
  - E-content/content delivery/dams/digitizing
  - Inclusivity in the arts and in arts librarianship
  - Information literacy
  - International collections and collaborations
  - Local art and architecture
○ Management and administration
○ Mentoring
○ Museum library trends
○ New members
○ Preservation
# Appendix B

## Session Submission Review Form Questions

Please review the entire form before starting to fill it out to ensure you have all the required information.

### General Information

<table>
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- Paper  
- Session  
- Workshop |

**PAPER:** A single submission of an individual presentation, potentially addressing new research, a case study, or other innovative idea. Presentations should focus on new and innovative ideas.

**SESSION:** A 60- to 90-minute event with speakers addressing a common topic or theme. A session could involve 2-4 presentations with a moderator, multiple presentations, or a panel discussion.

**WORKSHOP:** An opportunity to teach and explore current and emerging topics in an intimate atmosphere. Workshops encourage a focused, hands-on experience.

### Author(s)

**Author 1**

- **First/Given Name:**
- **Last/Family Name:**
- **Position/Title:**
- **Organization:**
- **Country:**
- **Email:**
- **ARLIS/NA Member:** Yes  No

**Author 2**

- **First/Given Name:**
- **Last/Family Name:**
- **Position/Title:**
- **Organization:**
- **Country:**
- **Email:**
- **ARLIS/NA Member:** Yes  No

**Author 3**

- **First/Given Name:**
- **Last/Family Name:**
- **Position/Title:**
- **Organization:**
- **Country:**
- **Email:**
- **ARLIS/NA Member:** Yes  No

**Add Author**

### Contact Author

- **Contact Author:**
  Author who will serve as the point of contact for correspondence about the submission.

- **Alternate Contact:**
  Alternate contact information, such as personal email address or telephone number; used only if unable to contact using above email address.
Contact Author

Alternate Contact

Topic Areas

To help match submissions to reviewers and sessions, please select the area(s) most applicable to your submission.

Topic Areas:
- Arts Outreach across Cultures and Ethnicities
- Cataloging
- Collection Development and Management
- Digital Humanities/Digital Art History
- Digitization and Preservation of Digital Collections
- Diversity and Inclusivity in the Arts and in Arts Librarianship
- Instruction
- International Collections and Collaborations
- Library Planning and Design
- Local Art and Architecture
- Management and Administration
- Museum Library Trends
- Preservation
- Resource Sharing
- Scholarly Communications
- User Experience

Content

Please ensure that your submission is of adequate length (well-considered yet concise) for its program type.

Abstract:

When you submit your proposal, please apply 1 (one) primary tag.

Primary Tags:
- Collaboration
- Collections and Inclusivity
- Diversity and Inclusivity
- Instruction
- Leadership and Advocacy
- Outreach
- Reference
- Scholarly Communications
- Technology and Innovation

When you submit your proposal, please apply 2-3 secondary tags.

Secondary Tags:
- Advocacy
- Architecture/Built Environment
- Art and Design
- Arts Outreach across cultures and ethnicities
- Assessment
- Cataloging/Notes
- Collaboration
- Collections
- Copyright/Intellectual Property/Open Access/Creative Commons/OER
- Digital Scholarship (DH, Digital Art History, etc.)
- Diversity and Equity
- Exhibits/Content Delivery/Exhibits/Digitzing
- Inclusivity in the arts and in arts librarianship
- Information Literacy
- International Collections and Collaborations
- Local Art and Architecture
- Management and Administration
- Mentoring
- Museum Library Trends
- New Members
- Preservation

Considerations

The ALTERNATIVE VOICES SPEAKER FUND provides honoraria to non-ARLIS/NA members from under-represented groups who are presenting at an ARLIS/NA conference.

Alternative Voices Speaker Fund

Yes, please consider me for Alternative Voices funding
No, I am an ARLIS/NA member, and am not part of an under-represented group

Comments

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Publication Agreement

This agreement follows the principles set forth in the Scholarly Publishing and Academic Resources Coalition (SPARC) author rights initiative.

The Art Libraries Society of North America (ARLIS/NA) recommends that all authors review its Contributor Guidelines before completing this form. ARLIS/NA cannot publish the work cited below until a completed and signed publication agreement has been received from each named author.

Please send completed original agreements to:  

Inquiries:

[Editor contact information to be provided here]

T:

F:

email:

Editor will send a copy of the completed agreement to ARLIS/NA Headquarters.

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Author (for additional authors, please mark here [ ] and see p. 2)  

Primary contact [ ]

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I/we hereby accept the Society's right to reproduce and disseminate the work cited above mechanically or digitally in support of its educational and professional mission.

I/we understand that the undersigned author(s) retain the rights to reprint, republish, prepare derivative iterations, and authorize others to make non-commercial use of their own works without permission from ARLIS/NA provided the Society is credited as the first place of publication.

My/our acceptance of this agreement signifies that the aforementioned work does not violate or infringe on any personal or property rights of others, whether common law or statutory; that it contains nothing libelous or contrary to law; that I/we have full power to enter into this agreement. My/our acceptance will also signify that I/we have obtained the necessary permissions and included full credit information for any copyrighted or unpublished materials (including text, tables, diagrams, photographs, and other illustrations) that have been used in the work, and agree to provide permission documentation to the Society upon request.

Please keep a copy of the signed agreement for your records.
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| Author’s signature: | Date: |

**Author [ ] of [ ]:**

Name:

Job title:

Organization:

Address:

City:         State/Province: |

Country:      Zip/Postal code: |

Telephone:

Fax:          Email: |

| Author’s signature: | Date: |

**If space for additional authors is needed, please photocopy add additional author sections to this form.**

**Please keep a copy of the signed agreement for your records.**
Appendix D
Moderator Packets

The following information and guidelines are for the Session and Workshop moderators of the ARLIS/NA 45th annual conference in New Orleans, Louisiana.

Moderator Guidelines
General Information:
Free wifi will be available throughout the meeting rooms of the The Hilton New Orleans Riverside
- Session rooms will be equipped with a screen, projector, a lavalier microphone, a wireless microphone for Q&A, and speakers.
- You are responsible for bringing (or coordinating with your speakers to bring) a laptop for use with the projector.
- There will be on-call AV tech support in the session rooms. Report technology problems by calling the cell phones of either Kim Collins, 404-993-6666, or Kasia Leousis, 334-734-2188, who will coordinate AV tech support.
- Bring your own VGA adapter for the projector if you bring a MacBook or iPad. Information on the latest versions of Apple VGA adapters can be found on Apple’s website. Note: Older Apple products require different adapters.
- We strongly encourage you to pre-load all presentations onto one laptop or one flash drive to minimize the likelihood of technological problems. Make certain all presentations are compatible with the software on your laptop.

Either Kim or Kasia will check-in with you in your session room before your session starts. The Registration & Hospitality Desk staff will also be able to locate us. Again, you can also reach us by cell phone: Kim Collins, 404-993-6666, or Kasia Leousis, 334-734-2188

Before your arrival in New Orleans, Louisiana:
- If your session needs a recorder to document unscripted (e.g., question-and-answer) portions of your session, please recruit a volunteer. This information will be part of the session’s record in the ARLIS/NA Conference Proceedings. Please add this information to your ARLIS/NA flash drive where you will be collecting all the speakers’ presentations.
- Contact session speakers to develop “starter” questions for the Q&A portion of your session. Ideally, the questions will tie into the conference theme, Arts Du Monde, and relate to the objectives stated in the session abstract. The prepared questions can supplement spontaneous discussion from the audience.
- All speakers are required to register for the conference in order to obtain a name badge. Speakers who are not members of the society or are otherwise not attending any other conference programs should register using the promo code: speaker2017 before completing the registration form. This will allow them to attend the conference for one day without paying the registration fee.

Before your session on-site at the New Orleans, Louisiana:
Pick up your Conference Proceedings packet at the Registration & Hospitality Desk. The packet will include:
- An ARLIS/NA flash drive to collect all the speakers’ presentations
- Publication agreements for your speakers to sign and return to you
- A checklist to indicate which presentations and agreements you have collected and which are pending
- “Time remaining” signs for timekeepers to alert speakers during the session

As indicated above, all speakers should have registered in advance. If you have a last-minute substitution and thus, a non-registered speaker in your session, direct the individual to the Registration & Hospitality...
Desk to pick up a name badge.

Plan to arrive 10-15 minutes before the session starts to check equipment, test presentations, and meet the speakers. Tell your speakers to arrive at least 10-15 minutes early as well. Brief each speaker on how the session will be conducted, including when and how time warnings will be communicated.

Before and during your session:
- Start on time. This is extremely important and ensures each speaker has the full allotted time as well as having time for questions and answers.
- At the start of the session, request that the audience silence their cell phones.
- Thank the sponsor of your session (if applicable) at the beginning and end of the session. Sponsors are included with the session listing in the conference program.
- Introduce all speakers in the order listed in the program. Be sure to mention each person’s name, affiliation, and presentation title.

Speakers should present in the order listed in the program if possible. Remember attendees can session hop and plan their attendance based on the order listed in the program.

- Keep time for the speakers. Use your “time remaining” sign found in your Conference Proceedings packet to indicate to the speakers when 5 minutes, 2 minutes, or 1 minute remains in the time allotment, and when time has expired. A timekeeper may be available to help with tracking time. Remember to allow time for questions from the audience unless otherwise specified.
- Lead and moderate the Q&A, using discussion starter questions prepared in advance with the speakers’ help.
- End the session on time. The schedule provides a 15-minute break between most sessions. Your session must end on time so that the next session’s moderator and speakers can test their presentations.

After your session:
- Return your completed Conference Proceedings packet to the Registration & Hospitality Desk before Thursday, February 9th at 11:00 a.m.
- The completed packet should include:
  1. The flash drive provided in your original packet, loaded with speakers’ presentations.
  2. Publication agreements signed by all speakers.
  3. A completed checklist indicating what is included and what is missing from the packet

Direct questions about the ARLIS/NA Conference Proceedings to the proceedings editor: Lee Sorensen <mailto:LSLILLY@duke.edu> LSLILLY@duke.edu

We sincerely thank you for the time and effort you have pledged to serving as a moderator. Feel free to contact us if you have any questions or if we can provide assistance.
Appendix E
Publicity Schedule/topics

Include pre-conference chat coordinated by the Education Sub-Committee of the Professional Development Committee approximately one month before conference.

PUBLICITY CALENDAR FOR ARLIS/NA CONFERENCE, Feb. 5-9, 2017, NOLA

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>26</td>
<td>7</td>
<td>1 &amp; 15</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>7</td>
<td>16 &amp; 19</td>
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<td>30</td>
<td>7 &amp; 28</td>
<td>11 &amp; 29</td>
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<td>28</td>
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</tbody>
</table>

**PUBLICITY CALENDAR FOR ARLIS/NA CONFERENCE, Feb. 5-9, 2017, NOLA**

<table>
<thead>
<tr>
<th>Date</th>
<th>Message Theme</th>
<th>Message Writer</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>23 Potluck session proposals close</td>
<td>Poster Session coordinators</td>
</tr>
<tr>
<td></td>
<td>27 Conference theme/leave the date, i.e. ‘Why come to NOLA in 2017 post’</td>
<td>Program co-chairs, Local Arrangements co-chairs</td>
</tr>
<tr>
<td></td>
<td>30 Thinking about NOLA Friday post: Mixed</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td>October</td>
<td>1 Conference blog goes live</td>
<td>Stephanie Grimm</td>
</tr>
<tr>
<td></td>
<td>10 Registration coming soon! Dates (early reg costs vs late reg cost)</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>17 Announce re NOLA conference websites, blog, social media &amp; hashing post</td>
<td>Stephanie Grimm, conf. website</td>
</tr>
<tr>
<td></td>
<td>7 &amp; 28 Thinking about NOLA Friday post: 1) Fine/invite 2) Photography</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td>November</td>
<td>7 Registration opens - note Early bird vs. Late bird costs</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>7 &amp; 28 Call for Volunteers - pre-conf, at conf, social events, auction post</td>
<td>Patricia Gimenez, Volunteer &amp; Registration coord.</td>
</tr>
<tr>
<td></td>
<td>9 &amp; 30 Info, date, solicitation of items for Silent Auction post</td>
<td>Silent Auction coordinators Vegas &amp; Crempston</td>
</tr>
<tr>
<td></td>
<td>10 &amp; 30 Town highlights post</td>
<td>Tours &amp; Transportation Co-coordinators</td>
</tr>
<tr>
<td></td>
<td>11 &amp; 29 Workshops information post</td>
<td>Kristina Keogh, Workshop coordinator</td>
</tr>
<tr>
<td></td>
<td>1 &amp; 28 Thinking about NOLA Friday post: Literature &amp; books 1) classic 2) popular</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td>December</td>
<td>1 &amp; 15 Program session highlights post</td>
<td>Program co-chairs, program committee</td>
</tr>
<tr>
<td></td>
<td>6 Workshops Information post</td>
<td>Kristina Keogh, Workshop coordinator</td>
</tr>
<tr>
<td></td>
<td>16 Program highlights post</td>
<td>Kristina Keogh, Workshop coordinator</td>
</tr>
<tr>
<td></td>
<td>14 Silent Auction info and any updates</td>
<td>Silent Auction coordinators Vegas &amp; Crempston</td>
</tr>
<tr>
<td></td>
<td>8 SCHED software - news &amp; tips Reminder, networking, social media post</td>
<td>Stephanie Grimm, conf. website</td>
</tr>
<tr>
<td></td>
<td>16 Reminder that early bird registration ends in one week</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>16 Thinking about NOLA Friday post: Food post</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>16 Info, date, solicitation of items for Silent Auction post</td>
<td>Silent Auction coordinators Vegas &amp; Crempston</td>
</tr>
<tr>
<td></td>
<td>19 Call for Volunteers - one at conference, social events, auction post</td>
<td>Patricia Gimenez, Volunteer &amp; Registration coord.</td>
</tr>
<tr>
<td></td>
<td>19 Local Guide staff complete</td>
<td>Ana Umbri, Local Guide editor</td>
</tr>
<tr>
<td></td>
<td>21 Info on Members’ lunch and speaker post</td>
<td>Kim Collins, program co-chair</td>
</tr>
<tr>
<td></td>
<td>30 Early bird registration ends today</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>31 Regular advanced registration fees blog; reminder 9 Jan. child care reg’n deadline</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td>January</td>
<td>1 &amp; 17 Program session highlights post</td>
<td>Program co-chairs, Committee</td>
</tr>
<tr>
<td></td>
<td>4 Description of affiliated events, if any</td>
<td>Marty Miller, Local Arrangements co-chair</td>
</tr>
<tr>
<td></td>
<td>5 Promote lunch time chat w/conference co-chairs, local arrangement chairs</td>
<td>Teresa Burke, ARLIS educ. com.</td>
</tr>
<tr>
<td></td>
<td>6 Silent Auction info and any updates</td>
<td>Silent Auction coordinators Vegas &amp; Crempston</td>
</tr>
<tr>
<td></td>
<td>7 &amp; 19 Town highlights / tours still open</td>
<td>Tours &amp; Transportation Co-coordinators</td>
</tr>
<tr>
<td></td>
<td>8 Silent Auction / add any info and updates</td>
<td>Silent Auction coordinators Vegas &amp; Crempston</td>
</tr>
<tr>
<td></td>
<td>9 SCHED software - news &amp; tips Reminder, networking, social media post</td>
<td>Stephanie Grimm, conf. website</td>
</tr>
<tr>
<td></td>
<td>16 Reminder of last week for advanced registration date on-site only</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>20 Ground transportation: getting from airport/train; Weather &amp; what to wear post</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>23 Last day for advanced registration</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>24 As of this date, registration on-site only, Feb 5-9</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>as needed Update re SHF meetings, name/event changes</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>27 Another thing — More to think about NOLA post</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>27 NOLA Safety - day and date post</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>31 GoToMeeting FAQs review</td>
<td>Kim Collins, program co-chair</td>
</tr>
<tr>
<td>February</td>
<td>During conference</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>1 Tickets for a Perfect Meeting post</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
<tr>
<td></td>
<td>4 Volunteer staff group work day, prep registration materials</td>
<td>Patricia Gimenez, Volunteer &amp; Registration coord.</td>
</tr>
<tr>
<td></td>
<td>5-9 Registration open on-site</td>
<td>Patricia Gimenez, Volunteer &amp; Registration coord.</td>
</tr>
<tr>
<td></td>
<td>6-8 MailMsterSpace 8 a.m. - 4 p.m.</td>
<td>Kim W., Peter K.</td>
</tr>
<tr>
<td></td>
<td>7 Silent Auction/ add any info and updates</td>
<td>Silent Auction coordinators Vegas &amp; Crempston</td>
</tr>
<tr>
<td></td>
<td>8 Volunteers walk members from hotel to Odgen post Convocation</td>
<td>Patricia Gimenez, Volunteer &amp; Registration coord.</td>
</tr>
<tr>
<td></td>
<td>8-9 Poster sessions times reminder</td>
<td>Poster Session coordinators</td>
</tr>
<tr>
<td></td>
<td>9 Final day of Conference</td>
<td>Lee Ellsworth, Publicity coordinator</td>
</tr>
</tbody>
</table>
Appendix F
Volunteer Form

volunteer google form goes live on the registration form.

Appendix G
Sample Budget

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Early Rate Nov 1 - Dec 31</th>
<th>Regular Rate Dec 31 - Jan 31</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Registration Fee</td>
<td>Single Day Fee</td>
<td></td>
</tr>
<tr>
<td>Members</td>
<td>$280</td>
<td>$140</td>
<td></td>
</tr>
<tr>
<td>Affiliate Organization Members</td>
<td>$280</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Not Included: Membership Branch/Lunch, Workshops</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and Tours</td>
</tr>
<tr>
<td>Non-Members</td>
<td>$425</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$425</td>
<td></td>
<td>Included: 1 year of membership w/ full registration fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Not Included: Membership Branch/Lunch, Workshops</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and Tours</td>
</tr>
<tr>
<td>Students (members)</td>
<td>$135</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Retired (members)</td>
<td>$135</td>
<td></td>
<td>Not Included: Membership Branch/Lunch, Workshops</td>
</tr>
<tr>
<td>Unemployed (members)</td>
<td>$135</td>
<td></td>
<td>and Tours</td>
</tr>
<tr>
<td>Student (non-member)</td>
<td>$150</td>
<td>$55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$180</td>
<td></td>
<td>Included: 1 year of membership w/ full registration fee</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Not Included: Membership Branch/Lunch, Workshops</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>and Tours</td>
</tr>
<tr>
<td>Exhibit Hall Pass</td>
<td>$20</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>(members and non-members)</td>
<td></td>
<td></td>
<td>Included: All days/times the exhibit hall is open</td>
</tr>
<tr>
<td>Workshop &amp; Tours Only</td>
<td>$15</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>(members and non-members)</td>
<td>$15</td>
<td></td>
<td>Not Included: Membership Branch/Lunch, Workshops</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and Tours</td>
</tr>
<tr>
<td>Accompanying Guest</td>
<td>$75</td>
<td>$75</td>
<td></td>
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<tr>
<td></td>
<td>$75</td>
<td></td>
<td>Only one Accompanying Guest can be registered per</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>regular attendee.</td>
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<td></td>
<td></td>
<td></td>
<td>Includes: Welcome Reception, Convocation and</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>reception, Exhibit Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Not Included: Membership Branch/Lunch, Workshops</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and Tours</td>
</tr>
</tbody>
</table>
Appendix H
Sample Poster Session Guidelines

ARLIS/NA 2014 Conference Poster Guidelines
The ARLIS/NA 2014 Conference Program Committee looks forward to your participation in the conference poster sessions this spring.
The poster creator -- or in the case when more than one person has created the poster, one person from the group -- must be in attendance at the Poster Session scheduled from 2:30 to 4:30 pm on Saturday, May 3 in the Grand Hyatt Independence Foyer. Presenters will have time to set up their posters on Saturday, May 3, from 7:30 to 9:00 am when volunteers will be on hand to assist you. Your poster can be displayed in the Independence Foyer starting at 9:00 am on Saturday, May 3; it can remain on display until Monday, May 5, at 2:30 pm. All poster session materials not retrieved by that time will be discarded.
A poster consists of a visual display accompanied by pertinent handouts. We will provide easels, poster board (30" x 42"), double-sided tape, and T pins (to mount your poster on the board). The poster board size will accommodate a 24" x 36" size poster (a standard U.S. paper size) or a combination of other paper sizes. We will provide a chair for each poster presenter and there will also be some shared tables for handouts.
The visual poster display can take any form or look, provided it is confined to the 30" x 42" area. Creating the opportunity for conversation is the main goal of the poster session, and all presenters need to be ready to talk. Please remember that you are not presenting a paper: do not create long text documents; aim instead to encourage questions from attendees. Poster sessions place you, as the expert on your topic, in front of ARLIS/NA conference attendees, who will find great value in what you present.
The poster session format allows several benefits:
Some ideas are best presented as posters. Posters can provide a means to display physical connections between related ideas (as in a flow chart) or clear topic outlines.
Those who are most interested in a given topic have the opportunity to speak at length with the presenter. The real benefit of a poster session is that it sets aside time for those interested in your presentation to speak with you. Group discussions have been known to occur at posters, with several interested parties contributing to the conversation as well as the presenter.
Presentations requiring graphic components will be better conveyed. Often in panel or paper presentations, graphics are displayed for a short period, sometimes less than 10 seconds. Posters allow your audience to spend more time with your visuals. Be aware, however, that both complex graphics and text can easily add confusion and “noise.”
Planning your poster

Before you begin, break down your topic into individual components by asking the following questions:

- What is the general idea?
- Why did you undertake this project/research?
- When?
- How did you plan/execute?
- What did you find/learn?
- What is the significance of your conclusions?
- Would the topic benefit from further investigation?

You may or may not take every question/answer and develop a poster component, but by asking these questions, the components will begin to develop. These are questions many in your audience will want to know, and by designing your poster from an audience perspective, you will create a poster that conveys your ideas more directly and with purpose.

Once you have decided on your components (e.g. text block, photograph, graphic, etc.), create “proxy” versions on loose sheets of paper or cards. Measure out a space the size of the poster on the floor or a table. Lay your components in the measured space, and step back. Again, ask the set of questions listed above to see how the components answer the questions. Would adding, subtracting, or rearranging a component improve clarity?

In the U.S. FedEx Kinko’s provides printing on 24” x 36” paper from a PDF. You may place an order online. PowerPoint slides can also be formatted for printing to a variety of sizes.

What to Bring and How to Bring It

You will be provided some time to set up your poster, but there are basically two approaches:

1. Print everything on one or several sheets of paper easily carried in a tube, and mount them on the poster board that will be supplied at the conference.
2. Mount everything on your own poster board at home, and carry your poster to the conference.

Presenters in past years have asked if it is possible to mail poster components or handouts to the hotel. The Program Committee does not recommend this, and we have not investigated the possibility. The best way to ensure that your presentation comes with you at this point is to put the items in your carry-on if possible. If you feel you must ship, please contact Tessa Brawley.
Note that we cannot guarantee reliable Wi-Fi access in the conference hotel. Should you wish to direct attendees to a website, we suggest that your handouts include pertinent URLs or that you provide a QR code to redirect Smartphone users to your website. Should you require any supplies other than easels, poster board, double-sided tape, and T-pins, please plan to bring these supplies with you.

Other items to bring:
• Handouts
• Business cards

A Selection of Tips for Presenting Professional Posters
• Poster Presentations - Designing Effective Posters (University of Buffalo, Libraries): http://library.buffalo.edu/asl/guides/bio/posters.html
• Preparing a Poster Presentation: http://www.webguru.neu.edu/communicating-science/communicating/preparing-poster-presentation
• Pro Tips for Poster Sessions From a Successful Example: http://joemurphylibraryfuture.com/pro-tips-for-poster-sessions-from-a-successful-example/
• Tips on Poster Presentations at Professional Conference (Scott W. Plunkett): http://www.csun.edu/plunk/documents/poster_presentation.pdf

Please let me know if you have questions about these guidelines or if you need additional information.

Tessa Brawley
Poster Session Coordinator

email@contactpostersession.coordinator