

## CONFERENCE PLANNING COMMITTEE

The Conference Planning Committee is appointed by the Vice President/President-Elect, and typically consists of the following members\*:

- NCCCLA President
- NCCCLA Treasurer
- Conference Sessions Coordinator
- Printed Program Coordinator
- Exhibitor Coordinator
- Registration Coordinator
- Local Arrangements Coordinator
- NCCCLA Webmaster
- NCCCS Library Resources Division Representative

\* Ideally at least one library paraprofessional will be a member of the planning committee.

### GENERAL PROCEDURES

The first Committee meeting should be held as soon as possible after the last annual Association conference (at least nine months prior to the conference being planned).

- Prior to the first meeting:
  - The Vice President identifies volunteers to serve as coordinators on the Planning Committee.
  - The Vice President sends a “welcome” to Committee members via electronic mail, and solicits agenda items for the first meeting.
  - The Vice President appoints a Committee member to take minutes of the meetings.
  - Committee members are asked to think of suggestions for a conference location, theme, logo, speakers, and potential session topics.
  - The Vice President reviews the results of the survey from the previous conference.
  - The Vice President reviews the previous year’s budget.
  - The Vice President appoints a Committee member to take minutes of the meetings.
- First meeting:
  - The Committee discusses and identifies potential host schools/conference centers as possible conference sites, keeping geographical location and site of previous conferences in mind (see “Site Selection Considerations” section below).
  - The Committee chooses at least two potential sites to contact.
  - The Committee determines potential dates for the conference.
  - The Committee begins preliminary discussion of conference theme, speakers, and programming.
  - The Vice President presents the previous year’s budget.
  - The Committee decides whether to have a preconference event.
  - The Coordinators convey any particular needs or concerns.

- After the first meeting:
  - The Vice President contacts the potential sites to gauge their interest and/or availability, and reports back to the Committee.
  - The Committee (or a subset thereof, including the Exhibitor Coordinator) makes a site visit to potential sites (this has proven crucial to conference success).
  - Based on the site visits, the Committee determines the best site for the conference and presents its recommendation to the Executive Board for approval.

Eight months prior to the conference:

- The Vice President calls Planning Committee meetings as needed, to:
  - Decide on the conference theme.
  - Select someone to design a conference logo.
  - Make preliminary budget decision, such as:
    - Registration charges and exhibitor fees
    - Allotment of money for speakers (Vice President's decision)
    - Allotment for food and beverage expenditures
    - Registration and Exhibitor Coordinator's expenses
  - Vice President requests suggestions for possible keynote speakers from committee and begins contacting potential speakers.
- The Local Arrangements Coordinator contacts local hotels to obtain rates and reserve rooms.
- The Vice President and Local Arrangements Coordinator develop tentative plans for catering and restaurant selections.

Six months prior to the conference:

- The Vice President invites dignitaries (i.e. representatives from System Office, State Library, NC LIVE, etc.) to attend the conference.
- The Conference Sessions Coordinator sends out a call for session proposals to the membership.
- The Vice President presents the preliminary budget to planning committee and to Executive Board for approval.
- The Local Arrangements Coordinator presents update on food and beverage arrangements, including morning and afternoon refreshments and lunch catering.
- The Vice President secures speaker contracts.
- Committee members report on their areas of responsibility and any problems are discussed.

Four months prior to the conference:

- Exhibitor Coordinator sends out invitations to potential exhibitors and sponsors and maintains a list of registrations and payments.
- Advertising strategies for the conference are developed and implemented.
- Webmaster posts basic information on the NCCCLA Conference website.
- The Vice President, Conference Sessions and Printed Program Coordinators present a conference schedule for Committee approval.
- Committee members report on their areas of responsibility and any problems are discussed.

Three months prior to the conference:

- The Registration Coordinator orders any supplies needed (i.e. name badges, receipt books, lanyards, ribbons, tote bags, raffle tickets, etc.).
- The Printed Program Coordinator compiles information for sessions, including presenter biographies, session descriptions, and poster sessions.
- The Webmaster posts registration information and forms on the website.
- Committee members report on their areas of responsibility and any problems are discussed.

Two months prior to the conference:

- The Vice President and Local Arrangements Coordinator assign rooms for sessions and give information to Printed Program Coordinator.
- The Local Arrangements Coordinator assesses equipment needs for speakers and classroom sessions, and makes any needed arrangements.
- Committee members report on their areas of responsibility and any problems are discussed.
- The Vice President, Registration Coordinator, Exhibitor Coordinator and the Treasurer maintain a shared master conference registration spreadsheet for the purpose of creating name badges, meal counts, payment information, etc.

Six weeks prior to the conference:

- The Vice President and Registration Coordinator recruit volunteers to staff the registration table and other tables with items for sale (raffle tickets, books, t-shirts, etc.).
- The Vice President double-checks all arrangements.
- Committee members report on their areas of responsibility and any problems are discussed.
- The Vice President and Local Arrangements Coordinator select and gather materials for the conference packets/tote bags.

One month prior to the conference:

- The Registration Coordinator receives and records pre-registration information and monies.
- The Local Arrangements Coordinator prepares signs for the sessions.
- The finalized conference program is sent to the printer.
- The Vice President contacts all moderators to explain their responsibilities.
- Committee members report on their areas of responsibility and any problems are discussed.
- The Vice President and Local Arrangements Coordinator works with staff at the conference site regarding seating, logistics, technology, etc.
- The Committee discusses who will volunteer to be conference photographers.
- The Committee makes a final determination of equipment needs and any remaining concerns are addressed.

Two weeks prior to the conference:

- The Committee meets via conference call before the official opening of the conference to discuss and resolve any problems that have arisen.
- The Exhibitor Coordinator confirms final arrangements with the Local Arrangements Coordinator regarding exhibitors' needs in the exhibit area.

Day before the conference:

- The Exhibitor Coordinator works with site staff and exhibitors to set up the exhibit area.
- The Registration Coordinator and volunteers set up the registration table.
- The conference packets/tote bags are assembled.

After the conference:

- The newly installed President writes thank-you letters as appropriate.
- An electronic evaluation survey is sent out to conference attendees; results are tabulated and a summary is prepared.
- All bills are paid.

## REGISTRATION PROCEDURES

- Webmaster will create and post registration information on the NCCCLA conference site to include the cost of the conference and the membership dues for each of the different membership categories.
- Treasurer will complete receipts for conference attendees who mail in checks and have them ready to be distributed at the check-in desk at the conference.
- When conference attendees pay at the conference, receipts will be issued for the payment of the conference fees and membership dues.
- Treasurer will periodically check on the MemberPlanet account and post membership dues during the rest of the year. Membership dues can also be sent to the Treasurer using personal checks and the membership form found on the NCCCLA homepage.
- Treasurer will deposit monies collected into the account with the State Employees Credit Union.

## EXHIBITOR COORDINATION PROCEDURES

The Exhibitor Coordinator is appointed by the Vice President, and may recruit additional help as needed. Responsibilities are as follows:

- Keep a current list of exhibitors and sponsors and contact information.
- Visit potential conference sites during the site selection process.
- When site has been determined:
  - Obtain prices charged for tables, drapes, and/or other set-up items.

- Obtain floor plan or blueprint of the exhibit area, noting location of electrical outlets, loading dock, rest rooms, etc.
- Determine time for set-up and break-down.
- Arrange for site contact person and procedures for shipping/receiving exhibitor materials and/or equipment.
- Determine exhibitor and sponsor fees.
- Work with Webmaster to create exhibitor and sponsor registration forms to post on the conference website.
- Draft an invitation to exhibitors for approval by the Executive Board. The invitation should include:
  - Date and location of conference
  - Link to exhibitor registration form
  - Conference hotel room rates and reservation cut-off date
  - Fee per table including fee for drapes or other set-up items
  - Exhibit hours; set-up and break-down times
  - Additional information on conference site and/or conference hotel as applicable
- Send invitations no later than four months prior to the conference.
- Receive responses from exhibitors; handle these as follows:
  - Use the responses to determine the number of tables needed, equipment needs, electrical connections needed, etc.
- Make sure time is left in the program schedule for visits to exhibitors. Arrange for program breaks to be held in or near the exhibit area.
- Prepare layout of the exhibit area:
  - Designate and number tables, including exhibitor registration table.
  - Designate and color-code any needed electrical connections.
  - Send copies of layout to conference site staff, Planning Committee members, and any workmen involved in conference set-up.
  - Make sure adequate chairs, trashcans, recycling containers, etc. are provided.
  - Arrange for security.
- Prepare cards with table number and company name. Prepare color-coded cards for placement where electrical connections are to be made, if applicable.
- Provide free coffee/soft drinks for exhibitors.
- Make sure exhibitors are aware of the identity of the Exhibitor Coordinator and other contact persons.
- Remain available throughout the conference to handle requests or problems.
- Before the conference ends, visit and thank all exhibitors, as well as the conference host staff.

## SITE SELECTION CONSIDERATIONS

- The conference is typically held during the host institution's spring break (usually in mid-March or early April) for one and one-half days.
- Hotel accommodations needed:
  - Approximately 60 rooms for the night before the conference
  - Approximately 100 rooms for the night of day one
  - No rooms typically needed for the night of day two as most attendees will leave that afternoon

- Session accommodations needed:
  - 1 large room to accommodate 100-150 participants for the general sessions
  - 3 medium-sized rooms for concurrent sessions
  
- Considerations for exhibit accommodations:
  - Approximately 25 tables are typically reserved, although numbers may vary.
  - Possibly half these tables will need access to electrical outlets.
  - The exhibitors will likely want to be able to set up the afternoon before day one and break down the afternoon of day two.
  
- Other considerations:
  - Security for exhibit area
  - Equipment storage area
  
- Considerations for accommodations/amenities available at or near the conference site:
  - On-site or nearby restaurants:
    - How many
    - Distance from conference site
    - Price range
  - Hotel accommodations:
    - Distance from conference site
    - Ability to reserve block of rooms
    - Room rates (especially regarding willingness to provide group discount and/or to accommodate state “per diem” rate)
    - Breakfast buffet availability
  - Area attractions:
    - Distance from conference site
    - Price range
    - Possibility of group tours/discounts