Conference Programmers Handbook

2012 - 2013 Annual Conference
September 25-28, 2013
Niagara Falls, NY

NYLA
6021 State Farm Road
Guilderland, NY 12084
518-432-6952 / 518-427-1697 (fax)
events@nyla.org
# 2012 Conference Timeline
*(Some dates may be subject to change)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td>December 31</td>
<td>- Program proposals due</td>
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<tr>
<td>February 5</td>
<td>- Mandatory programmers meeting in the Albany area</td>
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<tr>
<td>February 28</td>
<td>- Program Submission Forms due</td>
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<tr>
<td>March 31</td>
<td>- Speaker photos due</td>
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<td>- Details for special/ticketed events due</td>
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<td>- Program verifications due</td>
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<tr>
<td>May 1</td>
<td>- Conference Brochure printed &amp; ready for mailing in May</td>
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<td>July 1</td>
<td>- Poster Session proposals due</td>
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<td>- Speaker detail forms due</td>
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<td>- Audio/Visual requests due</td>
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<td>- Internet requests due (if applicable)</td>
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<td>- Special event arrangements should have begun by now</td>
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<td>July 15</td>
<td>- Ribbon requests due</td>
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<td>- Book stocking request forms due</td>
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<td>- W9 form for all speakers receiving honoraria, lodging, travel, etc.</td>
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<td>- Speaker contracts due</td>
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<td>- Speaker housing request forms due</td>
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<td></td>
<td>- Room monitor assignments due</td>
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<tr>
<td>July 31</td>
<td>- Group awards information due</td>
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<td>- Food &amp; beverage requests due</td>
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<td>- Poster Session candidates notified</td>
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<td>- Check requests due</td>
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<td></td>
<td>- Conference programmer for following year recruited</td>
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<td></td>
<td>- Final Program verifications due</td>
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<tr>
<td>August 15</td>
<td>- Guest ticket requests due</td>
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<td></td>
<td>- Food &amp; beverage guarantees due</td>
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<tr>
<td>@ Conference</td>
<td>- Joint programmers meeting for current &amp; following year at the annual conference. Current year wrap up &amp; future year planning.</td>
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NYLA Conference Programmers Handbook

Thank you for volunteering to serve as a conference programmer. This is no small undertaking, and your willingness to give of your time and talents is what makes the NYLA Annual Conference possible.

This handbook is provided to serve as a guide to conference programmers as you move through the process of creating, planning and executing NYLA annual conference programs.

Getting Started

Ideally, conference programmers are recruited and in place by September 1 of the year prior to the conference. This allows the new programmer time to make plans to attend the current year’s conference. Conference programmers should understand that this is a commitment of about ten hours of time spread out over the course of the entire year in addition to the time spent planning the programs within the group represented by you. It is important that conference programmers attend the first programmers meeting held each year at the conference and the winter conference programmers meeting.

Introductory Information for Conference Programmers

The NYLA Annual Conference is perhaps NYLA’s most important event each year. It delivers to our members both continuing education and professional development programming, as well as networking and social opportunities. The annual Trade Show is also held in conjunction with the conference each year. This offers attendees the chance to view the latest and greatest in products and services for the library community. The revenue generated by the conference and trade show represents over 65% of NYLA’s annual operating budget.

The role of the conference programmer is to focus on a small portion of the conference which relates to your section, roundtable, committee, or affiliate and to provide the best possible learning opportunities for the conference attendees. You will become a member of a conference programmers listserv.

This handbook is divided into seven sections:

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II. Program Submission and Review P. 10
III. Program Details P. 12
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I. Program Preparation

The process of preparing your group's conference program proposals may be the most difficult part of the entire process. Starting from scratch to come up with ideas for conference sessions is no easy feat. Each group may have internal systems in place for the development of such proposals. In addition, conference programming proposals can be sought from the library community at large.

Some groups opt to assign a single volunteer to work on a particular program; this division of labor is very effective. Please note that you are the only programming representative for your group, and it is your responsibility to ensure that all materials are submitted and deadlines followed, should your group decide to divide its programming responsibilities among several volunteers.

Do not underestimate the value of contacting the previous programmer from your group for advice and guidance.

The process of moving from program proposal through execution at the NYLA conference moves through the following steps:

1. Program Proposal
2. Conference Advisory Committee Review
3. Conference Programmers Meeting / Review
4. Program Refinement & Revision / Recruitment of Speaker(s)
5. Program Submission Form
6. Program Verification Form (including speaker(s) / speaker photos)
7. Conference Promotional Brochure
8. Program Details (including A/V / speaker contracts and speaker lodging / food & beverage)
9. Final Program Verification Form
10. Printing of Conference Catalog
11. Execution at NYLA Conference
General Suggestions
When preparing your proposals be sure to place quality of the programming over quantity. The depth of the content far outweighs the need for the number of programs. As a member of the profession, you are aware of what topics are “hot”, relevant, or in need of exploration. Follow your instincts, and don’t be afraid to approach anyone that your group would like as a potential speaker. Often speakers are willing to work within your budget even if their “typical” fees are high.

Program Titles
The title that is given to a program is almost as important as the content or the speaker. Conference attendees have a vast number of choices when deciding which programs to attend, and often only read the descriptions of programs where the title catches their interest. While it is important for program titles to be accurate, there is also plenty of room for creativity and fun. The program title need not be a condensed version of the program description. Program titles should be six words or less and not include a hyphen or a colon.

Program Descriptions
Program description writing is challenging due to the restricted length. It is important to capture the essence of the program and to make sure it is connected to what will actually be presented. It is advisable to review the draft of your program description with the presenter/speaker to ensure that it accurately reflects the intended content of the program. You can ask the speaker to provide you with a description as long as he or she realizes it may be edited. Conference attendees are often dismayed when a program’s content does not match the description. Program descriptions should be fifteen words or less and need not include information on the speaker.

Programming Allotments
Each NYLA group is allotted a set number of programming slots.

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<th>Group</th>
<th>Program Slots</th>
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<td>Sections</td>
<td>6</td>
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<tr>
<td>Roundtables</td>
<td>3</td>
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<tr>
<td>Affiliates</td>
<td>1</td>
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These numbers represent the maximum number of programs that your group can sponsor at the conference. Your group is NOT required to use all of its allotted programming slots. Again, think quality of programming over quantity. The reason for these limitations on the amount of programs comes from the space restrictions that exist in the hotels and conference centers where the NYLA conference is held. A program slot is one hour and fifteen minutes in duration. This realistically allows for one hour of programming.
Double Slots – Occasionally, in the conference schedule, there exists the opportunity to offer double programs. This is accomplished by offering a program in two consecutive program slots. Each slot counts as one of your group’s allocation.

When a program is co-sponsored by one or more groups, the program is counted toward the programming allotment of the primary sponsor.

Conference Theme
Each year the NYLA president chooses a conference theme. The theme for the next conference is typically announced at the current year’s conference. Each of the groups is encouraged to submit at least one proposal that addresses the conference theme in some way if feasible. Once all of the conference programs have been finalized, the NYLA president chooses programs that best fit within the theme and may designate those programs as president’s programs. These programs may be marked in the conference program with a designation as a president’s program. Additionally, a president’s theme track may be listed in the program outlining all of the president’s programs.

Program Co-Sponsorships
Any two or more groups can opt to co-sponsor any conference program. There are two types of program co-sponsorship.

1. Standard co-sponsorship
   This applies when a group wishes to express to its members that it feels that the content of a given program being sponsored by another group is fitting and of interest. There are no other obligations on the part of the co-sponsor. The program’s primary sponsor is solely responsible for the program, and the program counts as one of the primary sponsor’s allotted slots. The co-sponsoring group(s) is listed as such in the conference program next to that particular session.

2. Financial Co-Sponsorship
   This applies when two groups wish to share the expenses related to a given program. This can include speaker cost, AV costs, food and beverage costs, lodging, and other considerations. This agreement is far more formal and requires that a written agreement be drafted and signed by representatives of all groups involved. The program counts as one of the primary sponsor’s allotted slots.

Commercial Program Sponsorships
It is permissible to approach commercial sponsors for a conference program provided that the process is first cleared by the NYLA office. This prevents more than one group from approaching the same sponsor and standardizes the rates for program sponsorship.

<See Conference Program Sponsorship Form>

Should you find a sponsor for a specific conference program, please notify the NYLA office immediately. A written agreement must be signed between the commercial sponsor and NYLA.
The NYLA Executive Director is the only person who can sign a contract for NYLA and have it be legally binding. The NYLA office will issue an invoice to the commercial sponsor, collect the funds, and apply them to your group’s account.

**Speaker Considerations**
Once a topic has been determined, the next important detail is finding the right speaker or speakers to present the topic. Speaker arrangements are made between your group and the speaker(s). Your group will be responsible for any compensation in either the form of honoraria and/or travel reimbursement that you decide upon with your speaker(s).

**NYLA’s Honoraria Policy**
As outlined in the NYLA Leadership Manual, Financial Handbook, Section XIII:

NYLA Council believes that the sharing of a librarian's professional knowledge is a professional obligation. Therefore, NYLA and its units do not pay honoraria or fees to NYLA members or to any librarian who resides or works in New York State, and who performs work for NYLA and its units.

Exceptions to this policy can be made with advance approval of the NYLA Council. The council has approved the payment of honoraria or fees to NYLA members in the following situations:

1. A NYLA member who plans and presents a NYLA Continuing Education Workshop or NYLA Unit Pre-Conference at the NYLA Annual Conference.

2. A NYLA member who performs work for a NYLA section or NYLA unit project funded by an external grant or donation.

3. A NYLA member who performs work for a project which clearly and specifically requires professional expertise which is outside the field of libraries or librarianship and for which a fee is normally charged.

Approved by Council 10/28/92

In short, if your presenter is a NYLA member, your group is prohibited from providing that speaker with an honorarium. It IS permissible for your group to cover travel, lodging, and other expenses for the speaker. There is a form required for requesting speaker housing through NYLA. The speaker housing request form is used only if your group is paying for the speaker's housing. See “Speaker Housing” below for further information.

**Complimentary One-Day Registration Policy for Speakers**
In lieu of monetary reimbursement for registration, NYLA will provide speakers and guests who are attending the NYLA Annual Conference with a complimentary waiver of a one-day
conference registration fee upon specific request. This policy applies to all speakers and special guests including NYLA members who are speakers and guests.

The complimentary one-day registration allows a speaker or guest to attend any of the conference programs and exhibits scheduled for the day he or she is speaking and to purchase any special event tickets for that particular day that are available.

Each speaker presenting at the conference will automatically be registered for the single day on which they are presenting and a registration packet, complete with badge, will be prepared for them. No special request is required.

NYLA and its units may purchase special event tickets for speakers and special guests. A guest ticket request form is required for the purpose of requesting and tracking event tickets purchased by a section, roundtable, affiliate, or committee for a speaker or guest. Guest tickets should be requested at least three weeks prior to the first day of the conference.

<See Guest Ticket Request Form>

**Speaker Agreements**
NYLA strongly recommends that you complete a contract or agreement with every speaker for each program. Having your terms in writing is simply good policy and helps ensure that all parties understand what is being promised/expected. There are two different templates for crafting an agreement between your group and a speaker.

Sample Speaker Contract
This is a template starting point for creating letters of agreement between your group and your speaker. This version is extremely detailed and is best suited for instances where an *honoraria is being paid to the speaker*. Feel free to delete from the document all those details that do not pertain to your specific situation.

<See Generic Speaker Contract>

Sample Speaker Letter of Agreement
This is a template starting point for creating a simple barebones agreement between your group and a speaker. This version is best used if an *honoraria is NOT being paid*. This simple form will be ideal for most conference programs. Feel free to delete from the document all those details that do not pertain to your specific situation.

<See Generic Speaker Agreement>

**W9 Form**
All speakers must submit a W-9 Form with their contract in order to be reimbursed for any honoraria, meals, travel expenses, etc. It is the responsibility of the speaker to report the
income to the IRS under current tax laws. This form must be returned to the NYLA office by August 15. The NYLA Office must have the original W9.

**Speaker Housing**
There is a form required for requesting speaker housing through NYLA. The speaker housing request form is used only if your group is paying for the speaker’s housing. Requests for speaker housing are typically due at the end of August. While speakers are normally housed at the headquarters hotel, your group may opt to house a speaker at any of the available conference hotels. Your group will be billed at the prevailing conference room rate.

<See Speaker Lodging Request Form>

**Speaker Listings in the Conference Program**
When submitting details on your speakers, please provide only:
Title (if applicable) Speaker’s Full Name (First Last)
Speaker’s place of employment

e.g. - Dr. John Doe, Anytown Public Library

Space limitations in the conference program prevent us from listing details on speaker’s titles and positions held.

**Membership Meetings**
Many groups opt to hold annual membership meetings at the annual conference. If your group opts to hold a membership meeting during a programming slot, this will count as one of your allotted slots. You must follow all standard protocol (form submission) for a membership meeting as you would for any other program.

It has become popular to combine a membership meeting with a program, specifically those programs with more informal topics such as table talks. In cases where a membership meeting is being combined with a conference program, you may add that a membership meeting will precede or follow the program in the program’s description.

**Special Events and Receptions**
Some groups opt to hold special events or receptions. These events typically take place outside of the programming schedule, and some are ticketed events. Arrangements for this type of event should begin no later than August 1. For ticketed events all details must be in place by April 1.

NYLA will not authorize the scheduling of any program if it is in conflict with the NYLA Annual Membership Meeting, General Session, Keynote Session, exclusive Trade Show time, or all conference events including, but not limited to, the Scholarship Bash, Inaugural Banquet & Awards Ceremony, and the Conference Farewell Luncheon.
In recent years, a one hour block of time on Thursday or Friday evening has been put aside for the scheduling of section receptions.

For special events that your group would like to hold “on-site” at the conference (in the conference center or headquarters hotel) please contact NYLA (events@nyla.org) so that you are able to reserve space and make food and beverage arrangements for your event.

For “off-site” events, your group will typically need to sign a contract with the venue where your event will take place. As with all contracts, they must be reviewed by the NYLA office and signed by the NYLA Executive Director in order to be legally binding. NYLA can also provide your group with an insurance liability certificate, should one be required.

Please feel free to contact the NYLA office (events@nyla.org) for suggestions on the scheduling and planning of special events and receptions.

II. Program Submission and Review

**Submitting Conference Program Proposals**
Program proposals must be submitted via online form in late December by the announced deadline. This allows time for the Conference Advisory Committee to review the proposals and make recommendations regarding them in advance of the winter programmers meeting.

You are permitted to submit as many program proposals as you like. Your group is limited to the number of program sessions you are allotted, but submitting additional proposals has several advantages: you offer ideas for feedback from other programmers, you will have extra programs in case another group makes the same proposal, and other groups may decide to “adopt” one of your extra proposals.

When submitting the proposals, please be mindful of spelling, grammar, and punctuation. They will eventually appear in the conference brochure and catalog exactly as they are submitted by you.

In advance of the winter conference programmers meeting, you will be emailed a document of all the proposals submitted by the deadline date. Please review the proposals of the other groups involved. This allows you to become aware of opportunities which exist for program co-sponsorships or where two ideas can be combined into one program.

<See Annual Conference Program Request Form>

**Winter Conference Programmers Meeting**
Attendance at this meeting is crucial to the overall planning process. This is the one time during the year where the conference programmers come together in one place to discuss their plans and directions for the conference. The collaboration and exchange of ideas that takes place at this meeting is invaluable to the process. Please mark your calendar and plan to attend. NYLA
provides reimbursement for travel expenses relating to attendance at the programmers meeting. If you can’t attend, there is usually an opportunity for you to participate via a conference call. The meeting is held at the NYLA office, in the Albany area.

At this meeting, the conference programs are reviewed to see if they need to be adjusted after having been scrutinized by the Conference Advisory Committee. Also, opportunities for program co-sponsorships are explored and pursued in person.

Program Submission Forms
Following the conference programmers meeting, the next step in the process is to finalize your conference program proposals. The information that you submit is EXACTLY what will be appearing in the conference program. Please be sure to submit the information carefully and precisely. All program descriptions should be cleaned up and reviewed for grammar and punctuation. At this time, your speakers should be listed for each program if at all possible. Before being listed, speakers should be confirmed and speaker agreements prepared and signed. (See speaker considerations section.)

During this process you are also asked to provide your best estimate on the potential audience size for each program. This offers some guidance to NYLA in assigning meeting room space. The deadline for submitting program details is typically near the end of February.

Scheduling
One of the biggest challenges in planning the conference is the scheduling of all of the conference programming. There are a number of factors that come into play when placing your programs into the conference schedule. A draft conference schedule is distributed at the first conference programmers meeting, typically held at the current year’s conference. This draft schedule serves as a guide to help you make requests as to when you feel your program should be presented. In your submissions, you are requested to offer both a first and second choice for the placement of your program in the schedule. If no requests are submitted, the scheduling of the program is left to the discretion of the NYLA office. If for some reason your program requires a specific placement within the conference program, please note this in your proposal. We can, of course, honor a scheduling request when a speaker is only available on a specific day or at a specific time. Every effort is made to schedule conference programs in accordance with the requests of the programmer. Other factors that come in to play when scheduling a program are:

- Availability of space
- Conflicts in topic or potential audience
- Speaker availability
**Speaker Photos**
Photos of speakers presenting conference programs are of great value. These photos add interest to the conference program and can break up what otherwise can be a very text-filled document. Please submit photos of your presenters if possible.

When submitting photos, they should be sent via email to events@nyla.org as an attachment. Files should be sent in jpeg format. The files should be at least 300 dpi in order to look good when printed. Another means of evaluating the photo is by file size, the file should be 500kb or larger. This ensures that the photo will reproduce well. Photos submitted that are of low resolution will not be able to be included.

In the email with the photo, please include the name of the speaker and the program(s) they are presenting. Also, please note if there is any required photo credit in conjunction with the photo. Speaker photos should be submitted by the end of March.

**Program Reviews**
This process is a confirmation of the information that you have provided. You will receive an e-mail with all the details on each program that you have submitted. The title, the program description, the speakers, and when the program has been scheduled are included. Any missing details will be brought to your attention at this point as well. You will be given at least two weeks to review this information, make changes or corrections as needed, and return the information to the NYLA office. This process is typically completed in April, and once it is done, the details are then compiled into the conference brochure. This piece is the primary vehicle used to promote the conference and having the information as complete as possible makes the conference brochure extremely effective in generating conference attendance.

**III. Program Details**

After the conference brochure is complete and mailed, attention turns to completing the remaining details needed to execute each program.

**Audio/Visual Considerations**
This is perhaps one of the most important details of any conference program. Due to the fact that so many of our AV requests are identical, NYLA equips all meeting rooms with a standard AV package. Each meeting room will have one standing microphone, one small powered speaker, one 6’ tripod screen, an LCD projector, and a projector stand. This standard equipment package is provided at NO COST to your group. The AV request form must still be filled out for EVERY conference program, even if all you do is check off the ‘No additional AV equipment needed” box. This provides a record of what is needed (or not needed) for every conference program.

It is a good idea to discuss the AV needs of each of your speakers in the early planning stages. Your group may need to deny your speaker’s request for a particular AV item if it falls outside of your budget.
Other items you may request include tabletop and/or wireless microphones, laptops, etc., all of which are outlined on the request form. If you add even one additional microphone into a program (besides the standard provided one) you must also order a 4-channel mixer. This allows for up to four microphones to be in use at the same time. If you choose to order a wireless lapel microphone, a 4-channel mixer is also required.

NYLA provides for on-site AV technicians for assistance with AV set ups. These technicians will check the set up in each room just before the start of every program to ensure that all equipment that was ordered is in place and functioning properly. Should you need additional AV equipment at the last minute, typically your requests can be accommodated, but the technician will check with NYLA’s staff for authorization of the additional request.

In order to lower expenses, your group may opt to bring in its own AV equipment. This is typically in the form of laptops and is completely permissible. However, please make sure that whoever is responsible for bringing the equipment has all of the peripherals, parts, and cables necessary and knows how to operate said equipment. The on-site AV technicians are typically willing to help with the set up of your equipment, but please realize that this is outside of their responsibilities. Please be familiar with the functioning of any equipment that you plan to bring with you.

<See Audio/Visual Request Form>

Internet Access

Wireless Internet access is sometimes available in the meeting rooms for no charge, but circumstances can change from year to year. If your speaker needs the Internet and free access is not provided, there will be a fee for setting up internet access for your meeting – this can range anywhere from $100 – $300 per day.

In a vast majority of cases, an Internet connection is NOT needed and can be avoided by using screen captures to display images of web sites.

Program planners should discuss with presenters the need for backup plans in case Internet access becomes unavailable at the scheduled program time.
Paying for AV Equipment
Please be sure to discuss your AV equipment needs and the costs with your group’s treasurer prior to submitting your requests. No payment for equipment is due until after the conference. Following the event a statement will be issued to each group reviewing your expenses. An AV labor fee will be added to your invoice. This fee covers the cost of the on-site AV technicians.

Example:
Program Title
Standard AV (1 standing mic, 1 small powered speaker, 1 6’ tripod screen, projector/stand) $0
Two Table Top Mics @ $40 $80
Four Channel Mixer $50 $50
AV Labor Fee $15 x 3 items $45

Total AV Costs for Program: $175

Speaker Housing
Speaker housing request forms are typically due at the end of July. See the “speaker considerations section” for complete details.

Final Program Reviews
In early August, you will receive an email outlining all of the program details for each of your programs. The title, the program description, the speakers, when the program has been scheduled, and meeting room assignments are included. Any missing details will be brought to your attention at this point as well. You will be given at least two weeks to review this information, make changes or corrections as needed, and return the information to the NYLA office. This process is typically completed by the end of August. If you will be away when a given set of materials are due please plan to submit them in advance or make arrangements for a proxy to submit them by the deadline. Once completed, this information is compiled for the creation of the conference catalog.

Last minute changes and corrections are discouraged as much as possible, but are an unavoidable part of the process. If you have last minute changes to your speakers or programs, please notify the NYLA staff as soon as possible. The more advance notice we have, the easier it is to make the necessary changes. Every year there is a conference addendum, which is added to each of the conference catalog.

Conference Program Evaluation Forms
The evaluation of any given conference program falls to the sponsoring group. This process is optional, though highly encouraged. NYLA provides a standardized conference program evaluation form which can be customized to meet the needs of your group. The feedback provided on conference program evaluation forms can be invaluable in planning for the next year’s programming. Completed conference program evaluation forms do not need to be submitted to the NYLA office.

<See Program Evaluation Form Template>
Group Awards
Many groups present awards at the conference, some as part of conference programming, some at group meetings, and others at special events. You will receive an inquiry from NYLA requesting details on any award that your group is presenting. This information is included in the event program for the Inaugural Celebration, typically held Friday evening at the conference. The information that you provide will be kept in strict confidence. Information on group awards and recipients is usually collected by the end of August.

Food & Beverage Requests
It has been increasingly common for groups to incorporate food and beverage offerings into their programs. While this is certainly a nice addition to the programs for conference attendees, it is a costly endeavor and is not a requirement. All hotel and conference centers make large profits from food & beverage sales and do not allow for “outside” food or beverage items to be brought into the property for distribution. For this reason, groups are required to order all food & beverage items through NYLA.

If you decide to order food or beverage items for your program, please contact the NYLA office. All orders are aggregated by us and submitted to the hotel or conference center, rather than having thirty people contacting the banquet manager.

NYLA can also aid you in determining the estimates of your needs. For example, you might want to know how much coffee to order for fifty people. NYLA does not add a surcharge on to the prices of food & beverage items. Remember that food and beverage items are subject to a service charge which can range from 15% – 22%.

A reminder for food & beverage requests will be issued in August as food & beverage requests are due in to the office by the end of August. A guarantee on the number of guests you plan to serve (for lunch, dinner, or other functions) is due by mid-September.

Food & beverage items will be billed back to your group as part of the conference billing process. Please be sure to discuss the expense with your group’s treasurer and board before ordering food & beverage items.

<See Food & Beverage Form>

Ribbon Requests
Many groups distribute ribbons to the conference attendees denoting their membership within the given group. These ribbons can be ordered through the NYLA office, thus getting better pricing. There is a form for processing such a request, which is typically due at the end of July. Ribbons are produced and delivered at the conference. All ribbons are turned over to the ordering group and become its property and responsibility. Ribbons will be delivered to the person who has been registered with NYLA as responsible for that group’s trade show display.

<See Conference Ribbon Request Form>
Room Monitors
A room monitor **MUST** be assigned to each conference program. He or she is someone separate from the speaker(s). This ensures that if there is an issue, the program can continue while that person seeks help to remedy the issue.

While room monitors serve an important role at the NYLA conference, they do not receive free conference registration. Room monitor assignments must be submitted to NYLA by the end of August.

**Room Monitor Responsibilities:**
1. Meet the program speaker(s) in a designated area, such as the conference registration area, hotel lobby, etc. before the start of the program. A registration packet will be assembled for all speakers. This packet may be picked up in the registration area by the monitor, speaker, or some other designated person.
2. Introduce the speaker. If someone is serving as a moderator of a program and will be participating throughout the program, than they should be listed as a panel moderator or speaker and cannot serve as the room monitor.
3. Determine the location of convention center/hotel emergency exits and restrooms.
4. Check the program meeting room. Is the room set up appropriately? Is the audio/visual equipment ordered in the room and working? Is the lighting suitable? Is the temperature of the room comfortable?
5. Check badges to ensure that only NYLA conference registrants are attending the program. Exhibit “Fast Passes” cannot be used to enter a conference program.
6. If applicable, distribute the materials to be used by speakers or panelists.
7. Distribute and collect program evaluation forms that your group has developed. These forms are for your group’s use only and should not be returned to the NYLA office.

Trade Show Display Space
All NYLA sections and roundtables are provided with a display space at the conference in order to promote their group. If space allows, this can be provided in the form of booth or table space on the Trade Show exhibits floor for a fee. If space does not allow, alternate free space in the hotel or conference center will be provided. In order to be provided with this space each group must submit a NYLA Group Booth Request Form. Included on this form is the designation of a representative from your group who will be responsible for your group’s display. Electricity for your groups display is available for an additional fee, as is additional furniture and booth space. Those NYLA members who are attending the conference ONLY to help staff the group’s display will be issued a “Fast Pass” at no charge. The “Fast Pass” will grant them access to the Trade Show exhibits floor only.

<See Display Booth Reservation Form>
IV. On-Site Responsibilities

Once you arrive on-site your work is nearly done. Your programs and speakers are all arranged, and your room monitors will be handling each of your individual programs. While it is our hope that you will enjoy your time at the conference, please remain vigilant to ensure the success of each of your programs. Double check on your sessions, ensure that your speakers have arrived in advance of their programs, verify that the ordered AV equipment is in place and functioning.

Speaker Arrival and Registration
Each conference programmer should make arrangements in advance of the conference with each speaker as to what that person should do when he or she arrives at the conference. Should the speaker:
- Check in at the conference registration desk and claim his/her own speaker packet?
- Report directly to the room in which the program is scheduled to take place?
- Meet the person assigned as the room monitor in a predetermined location?

Conference Programmers Meeting
The final meeting of the current year conference programmers takes place on Wednesday of the conference. It is crucial that you attend this meeting for any last minute corrections, changes in room assignments, or other details that need to be addressed. This meeting is also combined with the first meeting of the next year’s conference programmers.

V. Post Conference

Conference Billing
After the conclusion of the conference, the one remaining item is the processing of the conference bills. Your group will be issued invoices for speaker housing, AV equipment used, food & beverages costs, and any other expenses incurred in conjunction with the conference. An overview of all of your group’s expenses will be prepared and submitted to your group’s treasurer (or to you for affiliate groups) for payment.

VI. Glossary

Conference Advisory Committee
This group is made up of the current NYLA president, immediate past president, president-elect, the current conference chair, the previous conference chair, and the NYLA conference manager. This committee offers suggestions and comments on conference program proposals, directing the development of the conference content. This committee is also responsible for the review and selection of the annual poster and diversity fair sessions.
Conference Program Committee
This committee is made up of the conference planners from each section, roundtable, committee, or affiliated group. The current NYLA president, the current year’s conference chair, and NYLA’s conference manager are also part of this committee, as well as the president-elect.

Conference Programmer
A representative from a NYLA section, roundtable, committee, or affiliate group responsible for the preparation of the NYLA conference programs.

Program Slot
A one hour and fifteen minute block of time during which conference programming is scheduled.

NYLA Conference Manager
This administrative position in the NYLA office is responsible for the coordination of all aspects of the NYLA annual conference. All questions pertaining to the conference can be directed to events@nyla.org or 518-432-6952 Ext. 102

Conference Programmers Listserv
There is an electronic mailing distribution list in place each year to facilitate the communications between members of the conference program committee. As a member of the committee, you are automatically enrolled in the listserv.

VII. Sample Forms and Guidelines

On the NYLA website you will find the Conference Programmers Resource page; there you can find samples of the forms used in the preparation of NYLA conference programs. Included are:

- Annual Conference Program Proposal Form
- Annual Conference Program Submission Form
- Audio/Visual Request Form
- Book Stock Request Form
- Conference Program Sponsorship Form
- Conference Ribbon Request Form
- Display Booth Reservation Form
- Food & Beverage Form
- Generic Speaker Contract
- Generic Speaker Letter of Agreement
- Guest Ticket Request Form
- Program Evaluation Form Template
- Room Monitor Detail Form
- Speaker Lodging Request Form