Conference Curators’ Handbook

2017

November 8-10, 2017
Saratoga Springs, NY

NYLA
6021 State Farm Road
Guilderland, NY 12084
518-432-6952 / 518-427-1697 (fax)
events@nyla.org
# 2017 Conference Timeline
(Some dates may be subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tr>
<td>December 31</td>
<td>Program proposals due</td>
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<tr>
<td>February 14</td>
<td>Mandatory curators’ meeting @ NYLA Office (Snow date Feb. 16)</td>
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<tr>
<td>March 31</td>
<td>Program submission forms due, Speaker photos due, Details for special/ticketed events due</td>
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<tr>
<td>April 30</td>
<td>Program verifications due</td>
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<tr>
<td>May 30</td>
<td>Conference Brochure printed &amp; ready for mailing in June</td>
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<tr>
<td>July 15</td>
<td>Speaker contracts due, W9 form for all speakers receiving honoraria, lodging, travel, etc., Speaker housing request forms due</td>
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<tr>
<td>August 15</td>
<td>Audiovisual requests due, Special event arrangements due, Ribbon requests due, Book stock request forms due, Pecha Kucha proposals due</td>
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<tr>
<td>September 15</td>
<td>Group awards information due, Food &amp; beverage requests due, Pecha Kucha candidates notified, Check requests due, Conference curator for following year recruited, Final program verifications due</td>
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<tr>
<td>October 15</td>
<td>Guest ticket requests due, Food &amp; beverage guarantees due</td>
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<tr>
<td>@ Conference</td>
<td>Joint curators’ 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 Curators’ Handbook

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

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

Getting Started

Ideally, conference curators are recruited and in place by September 1 of the year prior to the conference. This allows the new curator time to make plans to attend the current year’s conference. Conference curators 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 you represent. It is important that conference curators attend the first curators’ meeting held each year at the conference and the winter conference curators’ meeting.

Introductory Information for Conference Curators

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 50% of NYLA’s annual operating budget.

The role of the conference curator is to focus on a small portion of the conference that relates to your section, roundtable, committee, association, or affiliate and to provide the best possible learning opportunities for the conference attendees.

This handbook is divided into five sections:

I. Program Preparation P. 4
II. Program Submission and Review P. 11
III. Program Details P. 14
IV. On-Site Responsibilities P. 19
V. Post Conference P. 19
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. Even if your group decides to divide its programming responsibilities among several volunteers, you are the sole curator for your group.

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

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

1. Program Proposal

2. Conference Curators’ Meeting / Review

3. Program Refinement & Revision / Recruitment of Speaker(s)

4. Program Submission Form

5. Program Verification Form  
   (including speaker/speakers’ photos)

6. Conference Promotional Brochure

7. Program Details  
   (including AV, speaker contracts, and speaker lodging plus food & beverage)

8. Final Program Verification Form

9. Printing of Conference Catalog

10. 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 should 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 essential 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 thirty words or less and need not include information on the speaker. Longer descriptions can be used for the online brochure.

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

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<th>Group</th>
<th>Guaranteed Slots</th>
<th>Sponsorship Cap</th>
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<td>Sections</td>
<td>3</td>
<td>6</td>
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<tr>
<td>Roundtables / Chapters</td>
<td>1</td>
<td>3</td>
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<tr>
<td>Affiliates/Associations/Committees</td>
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Each group is granted a number of guaranteed slots, which are intended for membership meetings, and other perennial programs. NYLA Sections and Roundtables are eligible to sponsor additional programs beyond their slate of guaranteed slots. The sponsorship cap represents 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 in duration. This realistically allows for fifty minutes 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. Programs that relate to the conference theme are encouraged, but not required.

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, travel expenses, 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.

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 Handbook:

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 that 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 who are attending the NYLA Annual Conference with a complimentary waiver of a one-day conference registration fee for the day on which they are presenting. This policy applies to all speakers including NYLA members. This is intended for those individuals who are presenting at a
program as a means of acknowledging their preparation time and effort. It is not intended for those presiding over membership or committee meetings.

The complimentary one-day registration allows a speaker 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.

Speakers who are attending the entire NYLA Annual Conference (registering for full conference registration or package plan registration) will receive a discount on their registration fees equal to the “wholesale” value of a single day registration fee equal to $85.

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, association, 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 **honorarium 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 honorarium 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. This is preferable to having your speaker pay for their room and them reimbursing them, because it allows NYLA to avoid paying the room taxes. Requests for speaker housing are typically due by July 15. 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 15. For ticketed events all details must be in place by March 31.

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 Fundraising Event, Inaugural Banquet & Awards Ceremony, and the Saturday Breakfast.

In recent years, a one-hour block of time on Thursday or Friday evening has been put aside for the scheduling of 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 (director@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 (director@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 the online form, which opens shortly after the closing of the current year’s conference, with a submission deadline of December 31. All program proposals are submitted via this one form; this includes ‘open call’ proposals from the library community at large.

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 curators, 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 you submit them.

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

<https://www.surveymonkey.com/r/NYLA2017-Proposals>

**Winter Conference Curators’ Meeting**
Attendance at this meeting is required for all Section, Roundtable, Affiliate, Association, and Committee curators and is crucial to the overall planning process. This is the one time during the year where the conference curators 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 curators’ meeting. If you can’t attend in person, there is the opportunity for you to participate via web stream. The meeting is held at the NYLA office in Guilderland.

At this meeting the conference programs proposals, sorted by track, are reviewed. The best program proposals from each track will be advanced for sponsorship and presentation at the conference. Sections and Roundtables will have the opportunity to sponsor additional programs that have been approved by the committee.

Once a program has been sponsored by a Section, Roundtable, Affiliate, Association, or Committee, it then becomes the responsibility of that curator to shepherd the program through the remainder of the planning process. Curators may opt to sponsor program proposals that they submitted.
Program Submission Forms
Following the conference curators’ 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 brochure and catalog. 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. 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 March.

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 curators’ 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 curator. Other factors that come into 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 director@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 email 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 completed, mailed, and posted online, attention turns to completing the remaining details needed to execute each program.

Audiovisual 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.

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 Audiovisual Request Form>

Internet Access
Wireless Internet access is typically 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**
- 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 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 that 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.

**Book Stock Requests**
Should you have a presenter who has written books pertinent to his/her session or is an author speaking at one of the luncheons, you may want to order books to be sold by our on-site conference book seller and then autographed by your speaker/author. You will have to fill out a book stock request form that is due to the NYLA office by August 15.

<See Book Stock Request Form>

**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 numerous 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 that can range from 18% – 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 audiovisual equipment ordered in the room and working? Is the lighting suitable? Is the temperature of the room comfortable? However, the facility may not be able to adjust the temperature to suit everyone.
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>

Continuing Education Programs
The Continuing Education Committee (CEC), working within the structure and timetable of the Conference Program Committee, develops and coordinates pre- or post-conference continuing education workshops. Each NYLA Section has the option to offer a continuing education workshop at the annual conference every other year. The focus is on topics that require more in depth treatment and individual participation than is possible in the standard conference program time allotment. Participants pay a separate registration fee to attend a continuing education workshop and continuing education credit is issued for workshop attendees. Thus it is important to be sure that the content accurately reflects the description in the publicity. Workshops must be structured with measurable outcomes. Sections are responsible for all expenses and arrangements related to the workshop they sponsor. In addition to expenses related to the presenter (e.g. honorarium, travel, lodging,) the section is responsible for AV fees and other expenses. There is a chargeback from NYLA to cover break refreshments, certificates, preparation of evaluation forms (per person fee), and registration / general administration (flat fee).

Conference Luncheons
During the conference each year, certain NYLA sections, (LAMS, RASS, & YSS) plus the Empire State Center for the Book, hold luncheons that include a speaker relevant to their constituents. The pricing for those luncheons is fixed, as is the entrée served, since they are part of the package plan offered to conference attendees. Any profit, minus the costs to NYLA associated with the luncheons, is given to the group sponsoring said luncheons. However, be aware that there isn’t a big profit margin.
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 curator 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 Curators’ Meeting
The final meeting of the current year’s conference curators 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 curators.

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, committee, and association groups) for payment.
List of Conference Forms

On the NYLA website you will find the Conference Curators’ 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
Audiovisual Request Form
Book Stock Request 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 Details Form
Speaker Lodging Request Form