

Appendix D: **Convention Handbook**

Alabama Library Association Convention Handbook

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PREFACE

Revised by an Ad Hoc Committee of the 2005 Convention Committee and compiled by Hope Cooper.

Produced by Sonja McAbee, Handbook Chair, 2004-2006

Introduction

This handbook has been compiled to assist in planning and executing the Alabama Library Association Annual Convention. The Ad Hoc Committee on the Convention Handbook was composed of Association members with experience in conducting Alabama Library Association conventions. Future committee members should include Association members who served as Convention Chair and/or Co-Chairs from the preceding year.

Distribution

To save on the expense of printing and distribution and to facilitate future revisions and updating, the Handbook is being distributed in electronic format linked to the Association's website. As pages are revised or added, these pages are to include month and year of revision in the lower right-hand corner. To save the expense of printing and distribution, The Handbook will only be available on the Association website.

Revision

Recommendations for revisions are to be made annually by the Convention Chair as part of the final convention report. The Handbook Committee is to draft recommended revisions to the Convention Handbook for approval by the Executive Council. After approval by the Executive Council, revisions are to be made to the electronic version of the document on the Association's website.

Purposes of the Annual Convention

The purposes of the annual convention shall be: programming for professional education and stimulation; exhibition of new publications, services and equipment; meetings of Divisions, Round Tables and the Association as a whole; promotions of professional concerns; and support of the profession.

RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

Site Selection

The Executive Council is responsible for approving the site and the dates of the annual convention as advised by the Site Selection Coordinator. Selection of the site is made by the Council and is determined, when practical, five years in advance of the annual meeting. Commitment to book a site for the convention should be done only on the authorization of Council with the advice and recommendation of the Association Administrator. In 2002, a motion was passed to start a regular location for annual conventions around the state by geographic region in order to assure equal opportunities for attendance. It was recommended that the annual convention sites rotate between Montgomery, Birmingham, Huntsville, and Mobile

Contracts with hotels and/or convention centers shall be signed by the President and/or members of the Executive Council as set forth in the ~~By-laws~~ Bylaws of the Association.

Fiscal Responsibilities

The Executive Council is responsible for the following:

1. Decisions on the amounts of the convention registration fees upon the recommendation of the Convention Committee;
2. Decisions on the amounts of the advertiser's fees upon recommendation of the Convention Committee;
3. Decision on the amounts of the exhibitors' fees upon the recommendation of the Convention Committee;
4. Decision on the total amount to be budgeted for speakers' honoraria upon recommendation of the Convention Committee to the Budget and Finance Committee who will present it to the Executive Council;
5. Decision on the amount to be budgeted for convention expenditures and the amount to be projected for receipts upon the recommendation of the Budget and Finance Committee. Costs of meals to be purchased by registrants should not be included in the projected income or expenses;
6. Approval of the Convention budget proposed by the Convention Committee.

Other Responsibilities

The Executive Council is responsible for final approval of the keynote speaker choice.

The Executive Council must also give approval for a potential Round Table to meet at convention one time free of charge to organize and petition Council for formation.

RESPONSIBILITIES OF THE CONVENTION SITE SELECTION COORDINATOR

The Convention Site Selection Coordinator investigates appropriate sites for Association Conventions. Factors to be considered are:

- a. Location – proposed sites should be distributed geographically around the state.
- b. Size of the Facility – The hotel should have sufficient number of rooms for participants. The average block of rooms is 50 for the preconference day (Tuesday), 125 for the 2nd day (Wednesday), and 150 for the 3rd day (Thursday). There should be a sufficient number of meeting rooms either at the hotel or an adjacent civic/conference center. There should be a sufficient amount of space for approximately 70-80 exhibitors either at the hotel or an adjacent civic/conference center.
- c. Cost – since costs for hotels and civic/conference centers, vary, the coordinator needs to explore all costs at various proposed sites and be able to negotiate with these facilities.
- d. Convention Committee potential – sites should only be considered where there are sufficient numbers of librarians/paraprofessionals, etc, who can work on a convention committee.

The Convention Site Selection Coordinator investigates and negotiates sites 2-3 years in advance of conventions. Contracts must be signed at least two years in advance.

The coordinator prepares preliminary reports for Executive Council on potential sites. Once Council has approved the preliminary sites, the coordinator negotiates the contracts. The coordinator then submits the contracts to Council for approval and for the President's signature.

The coordinator should be open minded about exploring new sites, especially when new facilities are built in the state.

The coordinator must maintain records of each year with copies of contracts, correspondence, etc., for a permanent set of files.

The coordinator is appointed by the President-Elect. Continuity must be maintained in this position. The position should be evaluated every 5-7 years to determine if the coordinator is satisfied and to determine the coordinator's effectiveness. If the President-Elect decides to appoint a new coordinator, the new appointee must work with the current coordinator in order to learn the responsibilities of the position.

CONVENTION COMMITTEE

Composition

The Convention Committee shall be composed of voting members who hold the following positions:

- Convention Chair and/or Co-Chairs
- President
- Vice President/President-Elect
- Assistant Convention Chairman (will serve as the Convention Chair the following year)
- Immediate Past Convention Chair
- Exhibits Chair
- Hospitality Subcommittee Chair
- Local Arrangements Subcommittee Chair
- Speaker Subcommittee Chair
- Public Relation/Program Subcommittee Chair
- Registration Subcommittee Chair
- Convention Treasurer
- Association Administrator ex officio
- Alabama Librarian* Editor, ex officio

The Convention Chair in close consultation with the President appoints the Convention Treasurer; the subcommittee Chairs and all other members of the Convention Committee except those who are on the committee because of other positions that they hold in the Association.

At least one representative from each of the Divisions should be appointed to serve on each subcommittee. It is especially important that the Speaker Subcommittee be composed of members in each Division.

Organization

The Chair of each subcommittee is responsible for calling the initial meeting of the subcommittee early in the year to involve its members, brainstorm and layout an

operations plan. Having this initial meeting early is imperative even if most of the subcommittee's work will occur much closer to convention time.

Theme

The Convention Committee will adopt a convention theme to be used in planning programs and entertainment.

GENERAL POLICIES

Advertising for Program

Advertising in the convention program may be sold to pay for the program. The advertising rates to be set by the Executive Council on the recommendation of the Convention Committee should be high enough to cover the costs of printing a program suitable for displaying advertising. See Appendices B and C for sample letter for soliciting advertising, a sample contract and an invoice.

Awards Function

The Authors Awards are presented at the Authors Awards Luncheon by the Authors Awards Committee. Other Association awards and citations are presented by the chair of the Awards and Citations Committee at the President's reception.

One meal ticket or reception ticket is to be provided for each honoree and one additional meal ticket or reception ticket for a guest of each honoree. Information on purchasing additional tickets should be sent to each honoree, for ordering any additional tickets for friends and relatives. Travel expenses and one night's lodging are provided for each of the recipients of an Author's Award and for each of the recipients receiving an award from the Awards and Citations Committee, if he/she is not a member of the Association. The Chair of the Authors Awards Committee and of the Awards and Citations Committee purchase plaques for the recipients of their respective awards within amounts approved for these items in the convention budget. Each Authors Award is accompanied by a \$250.00 honorarium. Corsages or boutonnieres are provided for award recipients.

Financial Concerns

1. Budgetary Considerations

The annual convention is expected to pay for itself. All expenses are to be budgeted at 75% or less of the amount projected as income from registration fees, exhibitors' fees and advertising fees. The projected expenses are to include an amount to be set by Council upon recommendation of the Budget and Finance Committee to cover support from the Association Administrator's Office and other Association units such as the *Alabama Librarian*. See Appendix D for a sample budget and sample list of income sources.

The budgeting of no more than 75% of projected income to meet expenditures will provide a margin to cover bad weather, poor economic conditions, unexpected expenses, or other problems which might reduce anticipated revenues.

Prices of registrants' meals should be set at a rate to pay for the meals (including tax and gratuity) but not generate a profit. Thus the amount budgeted for meals expenses should include only costs projected for speakers' meals—not costs of registrants' meals; the amount projected for registration income should not cover amounts to be paid by registrants for meal tickets. This policy is necessitated by difficulties in projecting meal attendance accurately. The convention's net income will not be affected by fluctuations in attendance at meal functions.

The Executive Council determines the levels at which fees shall be set for registration, exhibiting and advertising as well as limits on honoraria. Fees shall be set at levels calculated to generate the amount that is expected to be needed to meet the income figure recommended to Council by the Budget and Finance Committee.

All reimbursable expenses must be budgeted in advance by the Convention Committee and approved by the Executive Council.

All grants, gifts, etc., should be included in the conference budget as revenue items.

2. Exhibitor's Fees

Exhibitor's fees are established by the Executive Council upon the recommendations of the Exhibits Chair. The exhibitors' fees are to be reviewed annually to determine that they remain within the range of those charged by similar groups.

A portion of the exhibitors' fees representing approximately \$25 for the first booth purchased by each exhibitor is reserved to entertain conferees. If possible, this entertainment should be scheduled to serve as an exhibits grand opening. The fee for the first booth purchased entitles the vendor to tickets for this entertainment equal to the number of sales people registered at the convention.

Prior to the convention and with the approval of Council, Association groups may request on a first come, first serve basis, the use of any unsold booths in the exhibit area.

3. Honoraria and Keynote Speaker Expenses

The Executive Council, upon recommendation of the Budget and Finance Committee determines the total amount to be budgeted for speakers. The Convention Committee will allocate this amount based on the following criteria:

- a. The Keynote Speaker is the first priority.
- b. The amounts requested for honoraria, lodging, meals, transportation and other expenses are to be itemized.
- c. Mileage is to be paid at the Internal Revenue Service's current standard mileage rate for business transportation.

4. Division and Round Table Expenses

- a. Divisions have second priority and will be allocated an amount as recommended by the Convention Committee with approval by the Executive Council.
 - b. Round Tables will be allocated an amount as recommended by the Convention Committee with approval by the Executive Council.
 - c. Divisions and Round Tables are encouraged to combine resources when presenting convention programs.
 - d. If there is not enough money available to fund the programs that specific groups wish to have, they are encouraged to find outside funding.
 - e. An Association member is not eligible for an honorarium nor will an Association member serving as a presenter receive reimbursement for expenses; however, the cost of a meal may be waived by the Convention Chair for a member at a session at which the member is the speaker or a panelist.
 - f. The amounts requested for honoraria, lodging, meals, transportation and any other expenses are to be itemized.
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- g. Mileage is to be paid at the Internal Revenue Service's current standard mileage rate for business transportation.

5. Registration Fees

Lower registration fees may be set for pre-registration. Registration fees for nonmembers should be set high enough to encourage them to join the Association. The difference between member and nonmember registration fees should be at least as much as the lowest membership category.

Consideration should be given to establishing special registration rates for students, spouses and others who are members' guests but not Association members themselves.

Exhibitors do not pay registration fees.

Meal ticket prices are to include gratuities and taxes. Prices are to be rounded off to an easily handled amount.

Local Arrangements

1. Booths in the Lobby

All requests for lobby booth space must be arranged with the Convention Chair ahead of time. Outside groups may not set up fund-raising booths in the lobby. Membership tables may be set up if space is available.

2. Lodging Provided

All rooms which the Association will provide are to be reserved by the Convention Chair. Expenditures for these rooms are to be included in the budget. Double rooms should be provided only for:

- Presenters as agreed upon when speaker requests are approved.
- The Association President.
- The Association Administrator
- The Association Convention Chair.

The convention hotel will provide the Association with a number of free rooms based on the number of registrants booked (into the hotel). The Site Selection Coordinator should determine the hotel policy in writing at the time the hotel is selected to be the convention site. Any free rooms are to be assigned by the Convention Chair to individuals for whom the Association has accepted responsibility for providing rooms.

3. Program Equipment Needs

The Convention Chair should survey the general session speakers and those responsible for Division and Round Table programs at the time final arrangements are made in order to ascertain their equipment needs. See Appendix E for sample forms. This information should be given to the Chair of the Local Arrangements Subcommittee in order to arrange for any necessary equipment.

4. Hotel Arrangements

The Convention Chair should inform the hotel that staff members are to receive instructions only from the Convention Chair, Local Arrangements, Hospitality, Registration and Exhibits Subcommittee Chairs.

5. Travel Arrangements

Program planners or their speakers will coordinate all travel arrangements. Travel Expenses are submitted to the Convention Chair and Convention Treasurer for approval and reimbursement via the C-6 Monetary Request Form. The Convention Chair and/or Convention Treasurer will submit the C-6 Monetary Request Form to the Association Administrator.

Program Scheduling

1. Exhibit Hours

Exhibits are to be open for at least 1 ½ days of the convention, preferably during the last two days rather than on the pre-conference day. If possible, time should be set aside during the day for conferees to visit the exhibits while no programs are scheduled. Events should be scheduled to draw attendees to the exhibit area.

2. General Sessions

General sessions which are open to all registrants include the Association Business Meeting, the First General Session and the Awards Session. These are to be scheduled at times during which there are no conflicting meetings. Responsibility for planning general sessions rests with the Convention Committee, which shall coordinate with the various awards committees involved, as well as with the Executive Council.

a. First General Session

The First General Session, over which the President presides is to include the welcoming of conferees, general announcements, greetings from the host site mayor, and the keynote address.

b. Business Meeting

At least two hours need to be scheduled for the Business Meeting. The Business Meeting should be scheduled early in the convention before most members depart.

c. Awards

Awards ceremonies/luncheons should not be held in conjunction with the keynote address or a banquet speaker. .

3. Annual Meeting and Leadership Transition Workshop

One session of at least two hours with no scheduled conflicts must be provided for Association Officers, Round Table Moderators, and Executive committee Chairs for an orientation to Association concerns and each official's responsibilities. The meeting may be scheduled at any time during the convention. The incoming President should preside over this session. Both incoming and outgoing officers should attend.

4. Joint Programming

With limited program funds and frequently encountered space limitations, units within the Association should try to plan joint programs.

5. Emeritus Council Breakfast

The immediate past President recommends a time for the Emeritus Council breakfast and presides at the breakfast. This session is an informal meal function open to all past Presidents, the President, and the Vice President/President-Elect.

6. President's Reception

The Association may honor the President with an appropriate event. Association Awards and Citations are to be presented by the chair of the Awards and Citations Committee during this time.

Public Relations

Units should utilize the *Alabama Librarian*, the Association's electronic newsletter, and the Association's listserv to publicize convention events and thus reduce printing and postage costs.

Refunds

After the convention the Association Administrator will issue all refunds authorized by the Convention Chair. No refunds are to be given for registration or meals canceled after the deadline. No cash refunds are to be given at the convention.

Registration Policies

Registration Forms and instructions will include a notation: NO REFUNDS.

Everyone in attendance at only a pre-conference or workshop is required to pay a one day registration fee. Everyone will pay a registration fee **except** the Association Administrator; exhibitors, award recipients, presenters who are not members of the Association, and Presidents of other state, regional, and/or national library associations.

Non-members who join at the convention, prior to registration, are eligible for membership registration rates.

The pre-registration packet must include a statement that those registering as students must be able to show proof of student status.

If there is no envelope at the Registration Desk for a person who claims to have pre-registered, the person must re-register and pay the registration fee. If a duplicate payment is received after the convention, it will be refunded. No refunds are made at the convention site.

Site Selection

1. Geographic Considerations

A large hotel which can handle all convention functions is preferred. However, a hotel with a civic center nearby is acceptable. In order to provide equal access for people from different parts of the state, it is best to rotate the site geographically around the state among locations where facilities are available.

2. Convention Facility Selection

Before a facility is selected, a report resulting from an on-site visit by the Site Selection Coordinator shall be given to the Executive Council. See Appendix F for the checklist. Site considerations in approximate order of importance are:

- a. Reputation of the facility for ability to hold conventions for the number of participants expected.
- b. Number and sizes of meeting rooms and number of exhibit spaces available
- c. Projected expenses for the Association and the conferees.
- d. Availability and expense of housing
- e. Accessibility for the handicapped
- f. Meal quality and ability to serve projected numbers of attendees.
- g. Parking
- h. Audiovisual capabilities
- i. Security (primarily for exhibits)
- j. Location geographically in relation to most recent convention sites.

Programs

1. Pre-conference

Any contracts to have outside organizations put on any such workshop must be approved by the Executive Council and signed by the President.

Workshops for pre-conference will be scheduled by the Convention Committee at the request of the sponsoring group.

Request to have a workshop will be accompanied by budgetary information and other planning details. (See Pre-Conference Planners Responsibilities Section.)

All pre-conference workshops must be financially self-supporting through a special registration fee. Registration fees for workshops must also include an amount to defray the workshop's portion of conference costs of the Association on that day. Any profits will be retained by the sponsoring unit minus a 25% administrative fee.

If space is available, other organizations may schedule workshops in conjunction with the Association convention with the Association or a unit as a co-sponsor. Both profits and expenses will be split with 60% for the Association and 40% for the outside group. Expenses will include rent, refreshments, postage and portions of the registration and program printing costs.

2. Convention

Programs for convention will be scheduled by the Convention Committee at the request of the sponsoring group.

Funds for convention programs will be budgeted at specified amounts as prescribed by the Executive Council. Monies will come from the general Association convention budget.

If space is available, other organizations may schedule workshops in conjunction with the Association convention with the Association or a unit as a co-sponsor. Both profits and expenses will be split with 60% for the Association and 40% for the outside group. Expenses will include rent, refreshments, postage and portions of the registration and program printing costs.

Convention Reports

The Convention Chair and the Exhibits Committee Chair must file copies of final convention reports with the Association Administrator, the editor of the *Alabama Librarian*, the incoming President, and the Chair of the upcoming convention, within 90 days after the end of convention.

The final report of the Convention Chair is to include:

- The Treasurer's detailed summary of income, expenses, and profits/losses.

- A summary of convention highlights.

- Recommendations for revisions of the Convention Handbook

- Detailed attendance figures (See Appendix G.)

A summary article on the convention is to be submitted by the Convention Chair to ALLA publication editors.

Outside Groups

Outside groups such as Special Libraries – Alabama Chapter or Friends of Alabama Libraries (FOAL) which meet in conjunction with the Association will be charged a fee of \$125 to cover costs such as rent, refreshments, postage, and portions of the registration and program printing costs. Those attending such meetings must pay Association registration fees.

All registrations for meetings held in conjunction with the convention must go through the Association registration process.

Permission to set up membership tables in the lobby will be given if space is available. Non-Alabama Library Association groups may not sell items at booths in the lobby.

RESPONSIBILITIES OF THE PRESIDENT

Contractual Agreements

All official arrangements made by the Convention Site Coordinator will be confirmed in writing by the President with copies given to the First Vice President/President-Elect, the Convention Chair, and the Association Administrator. Most arrangements will be made by the Selection Site Coordinator for the convention planned for at least two years ahead with arrangements made official by a contract signed by the President.

The official files for convention arrangements will be placed in the office of the Association Administrator.

Overall Planning Coordination

Final responsibility for planning and completion of the annual convention is the President's

Specific Duties Prior to Convention

1. Serves as a member of the Convention Committee.
2. Secures the Executive Council's approval for the convention budget and for setting of registration, advertising and exhibitors' fees.
3. Invites Presidents of other state library associations in the Southeast and SELA to attend the Alabama Library Association convention with registration fee waived.
4. Arranges for invocations at general session meal functions.
5. Determines the agenda, seating on the podium for the first general session, awards session and the business meeting and notifies those who are to be there. Notifies those to be involved in each meeting of their responsibilities. Suggested general session participants are listed in Appendix H.
6. Arranges for the installation of incoming officers.

At the Convention

1. Presides at the First General Session, Awards Session and the business meeting.
2. Sends Convention Committee a seating arrangement for the sessions over which he/she presides so the Committee can make and place placecards appropriately. *** (This should be in Prior to Convention)

RESPONSIBILITIES OF VICE PRESIDENT/PRESIDENT-ELECT

Prior to the Convention

1. Appoints the Convention Chair for the second subsequent Association year with approval of Executive Council.
2. Serves as a member of the Convention Committee.
3. Plans Leadership Transition Workshop meeting in conjunction with the Association Administrator.

At the Convention

Presides at the Leadership Transition Workshop meeting.

RESPONSIBILITIES OF THE ASSOCIATION ADMINISTRATOR

Prior to Convention

1. Supplies the Registrar with current membership list by specified date.
2. Verifies members to the Registrar
3. Renews convention insurance

At the Convention

1. Staffs Association membership table along with Membership Committee volunteers so that persons wishing to join the Association or pay membership dues can do so.
2. Furnishes supplies such as typewriter, pens, pencils, etc.
3. Arranges to type checks for those persons or units presenting the correct forms.
4. Along with the Convention Chair, Convention Treasurer, and Convention Registrar is responsible for monies collected during the convention and makes deposits of these monies.
5. Provides a current, up to date, membership list to be used at the Registration Desk.

After the Convention

Provides accounting as requested by the Convention Chair.

RESPONSIBILITIES OF DIVISIONS AND ROUND TABLES

Prior to Convention

Interest groups which may seek permission to become Round Tables must approach Council directly for permission to meet at convention and if approved may only meet one time free of charge before petitioning Council for permission to form a Round Table.

Divisions and Roundtables are responsible for arranging their own meetings and programs within the theme, space, time(s) and budgetary guidelines of the Convention Committee. Units may ask the Convention Chair or the Chair of the Convention Program Subcommittee to recommend speakers who may be available locally. Prior to making a commitment to a speaker, the Association unit must receive written approval of space and funding requirements from the Convention Chair.

Each unit is responsible for arranging the agenda for its own meeting.

Questionnaires on meeting and program needs will be sent to Division and Round Tables early in the convention planning year and must be returned to the Convention Chair by the specified date. Projected amounts to be budgeted for speakers' honoraria, lodging, meals, travel, etc. should be itemized.

The person responsible for the program is to correspond with the speaker setting out the Association's honorarium and reimbursement policies with a copy sent to the Convention Chair. The correspondence must state that no reimbursement will be given for personal calls from convention lodgings, valet service, alcoholic beverages or expenses of persons accompanying the speaker. See Appendix J for a sample speaker agreement letter.

The person responsible for a unit program is to provide a photograph and biographical information on speakers to the Convention Chair as well as information on speaker's housing and meal reservation needs by the specified date.

Each unit must provide the Convention Chair with a list in order, of persons to be seated at the head table. The presider sits at the center of the head table with the guest speaker at the presider's right. If there is a lectern on the table, the presider sits to the right of the lectern.

Each unit is responsible for submitting requests for honoraria and reimbursements on Convention reimbursement forms. These forms should be sent to the Convention Chair for signature by February 1 of the convention year.

Convention Chair shall sign the forms and forward them on to the Association Administrator so that the speaker can be reimbursed at convention. Receipts are to be sent with reimbursement requests if available or provided at the convention. Expenses for which no receipt is available at convention will be paid when the receipt is presented to the Association Administrator accompanied by a Convention Reimbursement form signed by the Convention Chair. All requests for reimbursement are to be received by the Association Administrator prior to May 31st.

Each unit is responsible for informing speakers of a contact person who will act as their convention host. Each unit is responsible for providing local transportation for their speaker.

Each unit should send a list to the Convention Registrar of those persons that do not need to pay for their workshop or meeting, but do need name tags.

At the Convention

The people designated for a unit program should arrange for the pickup of registration materials for speakers from the registration desk and should be available to greet speakers.

RESPONSIBILITIES OF PROGRAM PLANNERS

Prior to Convention

Planning Dates arranged for Convention should be followed by program planners.

Registration fees must cover the cost of the workshop. Any profits will be retained by the sponsoring unit, except as outlined in general policies L: Programs/Pre-Conference.

Keep the Convention Chair abreast of programming progress in regards to the number of participants needed for the workshop to be self-supporting.

In cases of cancellation the planners must notify the Convention Chair, registrar and treasurer. Participants will be notified as to a cancellation of an event and Association refunding policies.

At the Convention

Planners will be responsible for speakers' transportation and will be on hand to greet the speaker and to pick up registration packets as needed.

Planners will be responsible for preparing head table place cards for banquets and other functions and delivers them to the appropriate person.

RESPONSIBILITIES OF THE CONVENTION CHAIR

The Convention Chair should reside close to the convention site. This person should have had at least one year of planning experience as a member of a Convention Committee. This person should have planning and management expertise, ability to delegate and a thorough understanding of the policies and operations of the Association. The Convention Chair must carry out the following specific responsibilities:

Prior to the Convention

1. Appoints subcommittee Chairs and directs them to recruit their subcommittee members.
2. Call the initial planning meeting as soon as possible after appointment of committee. All members of the Convention Committee should attend.
3. Coordinates the work of all subcommittees. Works with each on problems and locating backup support. Works very closely with the Local Arrangements Subcommittee on facilities arrangement. All arrangements as confirmed by the Site Selection Coordinator with the convention site facilities must be obtained by the Convention Chair from the Executive Council.
4. Submits a budget proposal to the Budget and Finance Committee prior to the first Executive Council meeting.
5. Reports to the Executive Council and ascertains wishes of Council with regard to the following:
 - a. June Council meeting: reports on preliminary plans, submits possible keynote speaker choice(s) for Council approval; and determines if Council wants special arrangements such a Legislative functions. Announces cut off dates for copy for program and pre-registration information, gets Council approval of registration and advertising fees, and submits a preliminary budget.

- b. September Council meeting: submits proposed budget to Council, submits keynote speaker update for final approval and submits preliminary program.
 - c. December Council meeting: submits final budget and program.
 - 6. Visits convention facilities prior to the June Executive Council meeting with the President, Exhibits Chair, and Chair of the Hospitality, Local Arrangements and Registration Subcommittee to check on services and space available for meetings, exhibits, etc.
 - 7. Handles general mailings to Division Chairs, Executive Round Table Moderators and Committee Chairs and disseminates responses to appropriate subcommittees. Compiles information on kind of program desired, preferred time and audiovisual and other equipment needed. Initial mailings should go to the President, Vice President/President-Elect, Immediate Past President each Division Chair, each Round Table Moderator, the organizer of a any potential Round Table that has Council approval to have its initial organizational meeting at the convention, the Chairs of the three award committees, and Presidents of groups who have met with the Association in the past, such as the Special Libraries Association Alabama Chapter and FOAL (See Appendix E)
 - 8. Coordinates the scheduling of events with Local Arrangements Chair and Public Relations/Programs Chair.
 - 9. Notifies the designated representatives of Divisions, Round Tables and Committees of funding, space and program times allocated for their groups.
 - 10. Is responsible for sending informational packets to speakers for various units.
 - 11. Invites local mayor to greet attendees at First General Session.
 - 12. Disseminates information to Association units about handling convention reimbursement requests through the Convention Committee and about the unit's responsibilities for handling arrangements for presenters and other guests.
 - 13. Gets convention photographer, possibly coordinating with Alabama Librarian. Convention photographs are needed of incoming and outgoing officers, all speakers, award recipients, and others specified by Divisions Chairs and Round Table Moderators.
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14. Compiles lists of presenters and other guests. One week prior to Convention visits the convention facilities along with Hospitality and Local Arrangements Subcommittee Chairs to verify that all presenters and guests are properly registered. Confirms that necessary arrangements have been made for housing and reimbursement.

At the Convention

1. Introduces the mayor or the mayor's representative and the Chair of the Hospitality Subcommittee at the First General Session and offers the services of this committee.
2. Should be easily located at all times.

After the Convention

1. Gathers and compiles all convention subcommittee final reports including those on session attendance, expenses, receipts and problems.
2. Makes final written report within thirty (30) days after the convention ends.
3. Charges appropriate committee members to write thank-you notes to general session speakers and others as needed.

RESPONSIBILITIES OF THE HOSPITALITY SUBCOMMITTEE

Prior to the Convention

1. Provides by the specified date, current costs for meals, cash bars and coffee service for those planning convention events.
 2. Explores the possibility of tours of local libraries as well as tours of the convention city. The Chamber of Commerce should be able to advise on commercial tour services.
 3. Coordinating with all units involved, arranges for all convention meal and beverage functions with the convention facility by November 1.
 4. Arranges the Presidents Reception in coordination with the Convention Chair and the President.
 5. Compiles a handout of possible recreational activities and restaurants.
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6. Arranges for refreshments in the Exhibits Hall each day.
7. Arranges for music or other entertainment at social events as needed.
8. Arranges message center for Information Desk and display panel for job ads and other announcements.
9. Arranges for flowers for individual meetings, banquets, social functions, etc., as well as corsages and boutonnieres.
10. Determines number of persons attending each meal and beverage function in cooperation with the Registration Committee and gives order for number of meals to Convention Chair for food providers by cutoff times specified.

At the Convention

1. Staffs Information Desk near Registration area with materials deemed necessary, such as:
 - a. Map of city and/or area and hotel
 - b. General information about city or convention area including transportation, tours, historical places, recreation, stores, theaters, museums and directions for reaching them.
 - c. List of restaurants, with descriptions, price ranges and locations.
 - d. List of libraries open to visitors.
 - e. List of churches with times of services.
 - f. Copy of official program and all committee meeting dates and places.
 - g. Daily newspaper, city and area directory.
 - h. Names of doctor, dentist, oculist, emergency numbers, hospital locations.
 - i. First aid kit, aspirin, pins, needle and thread, pencils, pad, etc.
 2. Staffs ticket exchange for meal functions.
-

At ticket exchange, attendees may leave unneeded tickets that they have brought for possible purchase by others who need them. The Registration Desk staff will refer those needing tickets for sold out events to the ticket exchange. A list of those needing tickets for events may also be maintained by the ticket exchange.

3. When the final is presented, verifies accuracy and presents to the Association Administrator for payment.

RESPONSIBILITIES OF LOCAL ARRANGEMENTS SUBCOMMITTEE

Prior to Convention

1. Put together hotel list for registration packet.
2. Works with Convention Chair and Program Subcommittee Chair on scheduling workshops and meetings and develops a facility schedule for use by convention committee and convention center staff.
3. Provides registration cards for convention hotel to Exhibits Chair for initial mailing of Exhibitors packets and for Registration Subcommittee Chair for mailing in pre-registration packets.
4. Becomes familiar with space, location and dimensions of rooms, lights, audiovisual facilities, etc.
5. Obtains audiovisual equipment. Arranges for special equipment and/or rental agreements. Knows operation of equipment. Submits estimates of all costs to Convention Chair for approval before ordering.
6. Determines that tables will be available in lobby area for Registration Desk; information/hospitality desks, membership committees of Alabama Library Association, American Library Association, and Southeastern Library Association, and for handouts and Association sales.
7. Arranges for extra chairs to be set up for persons who choose to attend a meal function just to hear the speaker, but not to eat.
8. Provides maps of convention facilities if needed.
9. Provides for a locked room in which to store equipment and registration supplies when the Registration Desk is closed.

10. Prepares signs as needed. Signs should be posted daily at every meeting room with a schedule for that room for the entire day as well as any other signs requested.
11. Arranges for telephone at Registration Desk, if possible.
12. Schedules committee members to deliver audiovisual equipment to each room, test it and move on to the next room.

At the Convention

1. Has room coordinators available to check each room at least one hour before each meeting, collect tickets, get a head count for each non-ticket function, distribute evaluation forms and be available each morning to check ventilation, air conditioning, etc.
2. Checks with the hotel each morning for daily setup, changes, etc.

After the Convention

1. Returns evaluation forms for each general and unit session to Convention Chair or designated person.
2. Returns audiovisual equipment and writes thank you notes, as charged.

RESPONSIBILITIES OF SPEAKERS SUBCOMMITTEE

Prior to the Convention

1. Compiles a list of possible keynote speakers, requests honorarium and expenses budget and arranges to engage keynote speaker by the specified date.
2. Compiles a list of possible speakers in convention area to provide upon request to Divisions and Round Tables for use in speaker selection.
3. Pursues funding alternatives for keynote speaker, such as grant applications.
4. Works with the Convention Chair and the Local Arrangements Chair on scheduling meetings.

5. Checks to see that the keynote speaker's expense forms have been distributed, completed and returned. Arranges for payment of speaker's fee at convention.
6. In coordination with Convention Chair makes arrangements for housing, registration and acquisition of desired meal tickets for keynoter.
7. Sends informational copy of registration packet to keynote speaker.
8. Makes final arrangements for hosting keynote speaker during convention.
9. Plans other convention programs as requested by the President of the Association.

RESPONSIBILITIES OF PUBLIC RELATIONS/PROGRAM SUBCOMMITTEE

Prior to Convention

1. Mail announcements of the convention to American Libraries, Library Journal, School Library Journal, and the Southeastern Librarian. Announcements should include dates; place; theme; and name, address and telephone number of Convention Chair as contact person.
 2. Contacts printers and gets cost estimates for printed program, prior to September 1.
 3. Sets deadlines for copy and photographs for program.
 4. Requests glossy photographs and biographical sketches of speakers and honorees, with cutoff dates specified.
 5. Submits advance copy on the convention to ALLA publication editors and other library-related publications, such as APLS publications and AIMA publications.
 6. Upon receipt of copy from the Convention Chair, does layout and gets printing done for the convention program. The program should include schedule, convention layout, biographical sketches and photographs of speakers and honorees, list of members of the Association Executive Council, Convention Committee members, Exhibitor information and layout, and door prize contributors.
-

7. Visits area businesses to solicit donations for door prize drawings and forwards the donations to the Exhibits Chair.
8. Coordinates with the Association Public Relations Chair to do news releases on new officers to be installed.
9. Sends press releases on convention to major newspapers in the state and local television and radio stations. Sends information on honorees to the press in the honorees local newspapers. (Appropriate Committee Chairs will provide information on their award winners.)
10. Gets local press coverage of the convention.

RESPONSIBILITIES OF REGISTRATION SUBCOMMITTEE

Prior to Convention

1. Develops mailing lists for pre-registration packet by adding the names of members of the groups listed below who are not Alabama Library Association members, to the Alabama Library Association total mailing list, generated in alphabetical order:

Alabama Instruction Media Association (AIMA)
American Library Association
Southeastern Library Association
Special Libraries Association – Alabama Chapter
Junior College Librarians Association
Friends of Alabama Libraries (FOAL)
Alabama Online Users Group
 2. Arranges for envelopes for convention registration kits.
 3. Contacts the Chamber of Commerce to determine what services and supplies are available and arranges for those needed.
 4. Design pre-registration form and submit it to the Convention Chair for review. (See Appendix L.) The form should include:
 - a. Notice of refund policy
 - b. A deadline for pre-registration
 - c. A statement instructing people to use one form for each person registering
-

- d. Fees for non-member registration
 - e. Clarification that free speaker registration is only for speakers who are not Association members
 - f. The statement as follows: attendance at only a preconference or workshop requires paying a one-day convention fee.
 - g. A statement that those registering as students must show that they are currently enrolled.
 - h. Space on which to note date for which registering if a one-day registrant. The pre-registration form may be modified for use the Registration Desk. Pre-registration prices need to be deleted and cutoff times for meal tickets should be indicated.
5. Schedules stuffing of pre-registration packets. The packet should contain pre-registration form; schedule of events; hotel registration information; membership forms and publicity flyers, if needed.
 6. Arranges mailing using bulk mailing permit, whether that of a local library to be reimbursed, or the Association's. If the Association's bulk mailing permit is used, the Association's mailing address must be used as the return address, and the packets must be mailed by the Association Administrator. The Association Administrator should be consulted to get the latest Postal Service instructions for sorting packets for mailing under the bulk mailing permit. (Be sure to identify packets as dated material or convention material.)
 7. Reserves at least 75 extra pre-registration packets to respond to requests for information received after the mailing. Supplies packets for speakers, award recipients, etc. upon request.
 8. Provides pre-registration form to editor to be run in pre-designated ALLA publications.
 9. Gets membership list current at time pre-registration packets are mailed and later gets a list of membership current at time of convention for the Registration Desk.
 10. Determines the number of meal tickets to print for each function and coordinates the printing of meal tickets. Tickets should include all function information such as event name, date, time, place, cost and function cost. Different color stock should be used for each event.
 11. Schedules Association members to staff Registration Desk.
-

12. Plans with the Local Arrangements Committee for an adequate number of tables, chairs, typewriters, cash boxes, pens and pencils and signs steering people to appropriate registration stations. For expediency it is best to break the alphabet for pre-registration lines.
13. Reserves twenty five to thirty unsold tickets for Exhibitors' function for purchase by exhibitors at convention.
14. Processes returned pre-registration forms. (See Appendix L of checklist) Those registering as members must be on the membership list, show current membership card or have membership confirmed by the Association Administrator. Those registering for the Emeritus Council Breakfast must be a member of the Emeritus Council and/or an ALLA staff member.
15. Provides identification badges or ribbons for exhibitors, speakers, officers, other guests, and Convention Committee members. Identification badges should have the following information typed on them:

Name, Library, City and Day for which registered, if one-day registrant.
16. Provides final meal count to Hospitality Subcommittee Chair by specified deadline. Provides an updates count to the hotel facility and Hospitality Subcommittee Chair after onsite registration is complete.
17. Acquires a receipt book.
18. Coordinates with the Association Administrator the method used to deposit registration monies.
19. Organizes group to stuff registration kit with program and any handouts at least one week ahead of time.

At the Convention

1. Provides at the Registration Desk:
 - a. Information signs placed high enough to be readily visible which indicate by last name where to register;

- b. Registration kits labeled with each registrant's name, library name and location, days attending, fees paid, and tickets purchased, and stuffed with tickets, receipt and badge;
 - c. "goodie bags", if available.
- 2. Has Registration Desk open early enough for attendees to register before breakfast functions and late enough to pick up tickets for evening meals. These hours should be posted.
- 3. Keeps tallies of pre-registrations and registrants at the convention as broken down on the registration form as member, non-member and one-day or total convention participants. Tallies should be kept for all events attended as listed on the pre-registration form.
- 4. Give Exhibits Chair registration packets and name tags for exhibitors.
- 5. Keeps a file of original registration slips at the Registration desk in case any misunderstanding arises.

After the Convention

- 1. Within two weeks of the end of the convention furnishes the Convention Chair with a list of names and addresses of persons requesting refunds, amount of refund and specific items for which the refund is being given.
- 2. Within two weeks presents final report including registration statistics and suggestions.

RESPONSIBILITIES OF CONVENTION TREASURER

Prior to the Convention

- 1. With the Convention Chair, develops preliminary budget including recommended registration rates.
 - 2. With Convention Chair, continues to refine budget.
 - 3. Coordinates with Public Relations/Program Subcommittee Chair by soliciting advertisements for convention program, and potential advertisers in convention area nine months before the convention, with two copies of contract enclosed. (Appendices B & C)
 - 4. Deposits advertising money with Association Administrator.
-

5. Keeps track of receipts and of requested and actual expenditures.
6. Is available to serve as liaison for all speakers travel arrangements.

At the Convention

1. Is available for assistance to the Registration Chair and the Association Administrator in handling and depositing monies collected at Registration Desk.
2. Verifies collection totals.

After the Convention

Within a month after convention writes thank-you letters to advertisers with a copy of the program enclosed for those who were not exhibitors.

RESPONSIBILITIES OF EXHIBITS SUBCOMMITTEE CHAIR

Prior to the Convention

1. Works with the Convention Chair in establishing the location of the exhibit area.
2. Designs exhibit layout to determine number of exhibit booths to be available.
3. Recommends exhibitors' fee rates to the Executive Council.
4. Arranges with the Convention Chair for official opening of exhibits, if wanted.
5. Arranges with a commercial exhibit set-up vendor to put actual booths in place and informs of specific needs.
6. In June sends a mailing to all potential exhibitors which includes: informational letter, membership form, hotel reservation card; and exhibits are layout. (Appendix M)

7. Assigns booths to exhibitors in order of receipt of contract reservation. Exhibitors vending similar wares should not be placed next to one another.
8. At the beginning of August, mails second letter of invitation to exhibitors not responding to the first letter announcing program deadline.
9. At the beginning of November, mails copy of signed contract to exhibiting vendors with shipping instructions and convention setup and takedown schedule.
10. Collects exhibitor's fee and turns it over to the Association Treasurer. An exhibitor who does not use the reserved space will forfeit his fee unless the Association can rent it to another exhibitor. Refunds will be issued to exhibitors who cancel at least two weeks before the convention.
11. Supplies a list of exhibitors, booth numbers, and door prize donations to Convention Chair and Program Chair for convention program. Provides an addendum at Registration Desk listing those signing up after the announced deadline for the program.
12. Informs Local Arrangements Chair of sign needed for door prize drawings.
13. Makes arrangements with Registration Chair to provide a name badge.
14. Solves problems and makes adjustments pertaining to exhibitors needs.
15. Schedules time for door prize drawings and sends information to Program Chair.
16. Arranges for security in exhibit area.

At the Convention

1. During the exhibit setup time and throughout the convention, the Exhibits Committee Chair arranges to be present to resolve problems.

2. Gives the convention facility manager a copy of the exhibits floor plan, listing exhibitor and number
3. Registers vendors as they arrive for setup; hands out registration materials.
4. Directs exhibitors to Registration booth in order to obtain extra tickets to social functions.
5. Has exhibitors introduced at the First General Session.
6. Supervises door prize drawings.
7. Supervises the dismantling of exhibits, helping to arrange for any materials which need to be shipped to provide for the emptying of the area within the time frame previously agreed upon and informing vendors not to dismantle exhibits before the official closing time.

After the Convention

1. Returns forgotten exhibit items to vendors.
2. Turns over remaining fees collected and an itemized statement to the Association Administrator immediately.
3. Within one month after the convention, submits copy of a written itemized report to the Convention Chair.
4. Within one month, sends a thank you letter to exhibitors and to commercial booth setup vendor, if one is used.

RESPONSIBILITIES OF POST-CONVENTION PUBLICITY SUBCOMMITTEE

Prior to the Convention

1. Contacts all Association Divisions, Round Tables and Committees to ensure that each unit appoints someone to handle post-convention publicity for that unit. The Divisions and Round Tables may select their page editors to handle this function, or they may appoint others.

2. Instructs each of the appointed unit representatives to submit written summaries or diskettes of the unit's convention programs to the committee for publication in the convention issue.
3. Contacts the Speaker Subcommittee chair to request that the chair provide a written summary or diskette of the keynote speaker's remarks for submission to the committee.
4. Attends the Convention workshop scheduled by the Convention Committee to meet with the units planning programs, if necessary.
5. Works with the Convention Committee chair and the convention photographer prior to convention to ensure that all convention photographs are sent to this committee for identification in a timely manner after convention.

At the Convention

1. Contacts all unit heads to ensure that coverage of all programs has been arranged.

After the Convention

1. Receives convention photographs from convention photographer for identification. Submits labeled photographs to pre-designated ALLA publications for inclusion in the convention issue.

ANNUAL CONVENTION PLANNING SCHEDULE GUIDELINES (AND FORMS)

2 years before the convention

Executive Council makes decision on site and dates.

President signs contract or letter of agreement which is then filed in the office of the Association Administrator.

First Vice President/President-Elect selects and Assistant Convention Chair who will serve as Convention Chair during the convention year.

20-24 months before the convention

Assistant Convention Chair and First Vice President/President-Elect put together a Convention Committee and appoint Convention Treasurer and subcommittee chairs.

15-20 months before the convention

Convention Chair calls planning meetings to project schedule and discuss responsibilities, theme, program ideas, and entertainment possibilities.

10-12 months before the convention

Convention Chair mails program planning questionnaires. These could be distributed at the Leadership Transition Workshop during Convention time.

Convention Chair reports to Council on preliminary plans and possible keynote speaker choices.

Executive Council determines amounts to budget for convention expenditures including speaker honoraria as well as the amount to be projected for receipts.

Chamber of Commerce is contacted.

Executive Council sets fees for registrations, advertising and exhibits and adopts a preliminary detailed budget. Program schedule is announced.

Membership lists are obtained for cross checking for registration mailing.

9-12 months before the convention

Additional meetings held by Convention Chair with subcommittee Chairs.

Letters of agreement between speakers and Division Chairs, Round Table Moderators, and other Chairs are obtained and copies filed with the Convention Chair. Agreements should list all fiscal agreements.

Convention pre-registration and registration forms are developed.

Publicity plans are formulated.

Exhibits layout is designed according to space available

First letter of invitation is mailed to exhibitors. It is possible to distribute these at the previous convention.

Letters soliciting advertising is convention program are mailed.

Local Arrangements Subcommittee begins planning.

6-9 months before the convention

Local Arrangements, Hospitality and Registration Subcommittee Chairs select meals, design meal tickets and registration packets, arrange for local tours, Chamber of Commerce publication, etc.

Mailing labels obtained.

3-4 months before the convention

Deadline for copy to program.

60 days before the convention

Program sent to printer

Current membership list obtained to verify pre-registration.

Pre-registration packets mailed.

45-60 days before the convention

Final reminder sent to exhibitors.

Lodging reserved.

Speaker/presenter equipment needs arranged.

15 days before the convention

Final pre-registration deadline.

Registration packets with name tags and meal tickets assembled and readied.

Hospitality Chair verifies meal count.

Appropriate conference signs are made.

Organization membership list obtained by Convention Chair for Registration Desk.

Within 30 days after the convention

Approved refunds are made by Treasurer. Thank you letters are sent to the appropriate persons.

Convention Chair receives and verifies hotel invoices for accuracy. Requests that all bills be submitted and approves and sends reimbursement forms to Treasurer.

Association Treasurer pays final conference bills and gives written report to Convention Chair.

Convention Chair gives final written report to Executive Council, Alabama Librarian editor, incoming Convention Chair and the Association Administrator.

Exhibits Chair's report submitted to ALLA publication editors.

ALABAMA LIBRARY ASSOCIATION
Convention Committee, _____

INITIAL SURVEY FORM

This form should be completed by all Division and Executive Committee Chairs and Roundtable Moderators to advise the Convention Committee about plans for the _____ Convention.

If you are planning more than one program or meeting, copy this and return a separate form for each planned program or meeting.

Return to: Name
 Address
 Phone
 Fax

Deadline (Date in Bold)

MEETING TYPE (Circle one): Preconference Business Program

Other: _____

FOOD/MEALS (Circle preference): Breakfast Lunch Breaks No Food

TIME & DATE PREFERRED 1. _____
 2. _____
 3. _____

Group Name _____

Program Planner Information: Name _____

Address: _____

Phone _____ Email _____

Tentative Title/ Topic _____

Speakers/Participants: _____

Expected Attendance: _____

Funding Request: _____

ALABAMA LIBRARY ASSOCIATION
Convention Committee, _____

POTENTIAL PROGRAM COSTS

Program Name: _____

Equipment Rental _____

Speaker(s) Expenses:

Honorarium/Fee* _____

Transportation _____

Lodging & Meals _____

Printing _____

Mailing Labels _____

Supplies _____

Postage _____

Telephone charges _____

*Expenses & Honorariums cannot be paid to Association members

NOTE: Preconferences are expected to pay for themselves
