APPENDIX A

Joint Conference Program Planning Checklist
Vice President/President-Elect

MPLA works closely with the state association in joint conference planning, with the MPLA Vice-President/President-Elect representing MPLA. Timelines may vary by state. The following are elements of the planning process:

Contracts
- ✓ MPLA Executive Secretary has generic contract which can be modified as necessary. Board of associations involved approve the contract and Presidents sign and copies go to each association
- ✓ Review contract with conference hotel(s)

Pre-Planning
- ✓ MPLA Vice-President/President-Elect, host state's Conference Chair(s), Conference Coordinator, Exhibit Chair, and Conference Treasurer
  decide on theme, registration fees, exhibit fees, exact dates, preliminary conference budget, and policy and policies on speaker and presenter fees and expenses (normally, librarians and vendors from MPLA states are neither paid honoraria nor reimbursed for expenses.)
- ✓ Send announcements to library journals and state newsletters
- ✓ If necessary, host state sets up conference checking account, or creates separate account within bookkeeping system
- ✓ MPLA provides "seed money" if necessary, which is refunded at final conference accounting.

Exhibits
  (these are normally the responsibility of the host state association)
- ✓ Set guidelines for exhibitors
- ✓ Develop vendor contract
- ✓ Solicit potential exhibitors
- ✓ Contract with decorating company for exhibit hall set up
- ✓ Ongoing communication with exhibitors
- ✓ Arrange security for exhibits (if not done by hotel)
- ✓ Set up floor plans and electricity needs

Program
- ✓ MPLA has program committee consisting of state reps, chaired by Vice-President/President-Elect (adequate representation of different types of libraries and interests is needed, which may require recruiting a few more committee members)
- ✓ Develop budget for speakers and programs
- ✓ Choose theme and logo
- ✓ Solicit sponsorships for programs and speakers

- ✓ Select keynote speaker(s) and banquet speaker (if any)
- ✓ Determine number and scheduling of preconference or postconference workshops and breakout sessions
- ✓ Send out call for program proposals
- ✓ Select programs and speakers
- ✓ Notify all program proposers
- ✓ Develop preliminary program
- ✓ Confirm final room assignments
- ✓ Ask presenters to send handouts to MPLA Webmaster for posting
- ✓ Arrange for printed and/or online program
- ✓ Arrange for introducers for each MPLA-sponsored program

Publicity
- ✓ Send program information, descriptions, and speaker photos to MPLA Newsletter Editor, state newsletter editors, and state association listservs
- ✓ Provide ongoing information and promotion to MPLA members

Local Arrangements
- ✓ Confirm travel and lodging arrangements for all speakers
- ✓ Arrange for MPLA President's Suite (conference expense)
- ✓ Arrange for MPLA display space
- ✓ Arrange for Meals, Tours, Entertainment, Hospitality, A V Equipment, and Meeting Rooms
- ✓ Solicit sponsorships for events
- ✓ Schedule volunteers

Registration
- ✓ Set up website for registration and hotel reservations
- ✓ Arrange for packets and nametags
- ✓ Arrange for meal tickets
- ✓ Schedule volunteer workers for on-site registration desk at conference

Special Events
- ✓ Schedule MPLA meetings - usually has a preconference board meeting, a membership meeting, and an end-of-conference meeting of the new board
- ✓ Schedule MPLA receptions, such as Leadership Institute reunions or new member receptions.
- ✓ Arrange joint events, such as awards banquet
- ✓ Arrange meal tickets for award winners

Post Conference
- ✓ Send on-line evaluations
- ✓ Review and summarize evaluations
- ✓ Report attendance including number from each association and those belonging to both
- ✓ Finalize accounting, report to boards, and distribute conference income
- ✓ Send appreciation notes to presenters and speakers