

Program Planning

INTRODUCTION

The Mountain Plains Library Association generally holds its annual convention in conjunction with the convention of one of its member states. This means that MPLA must work closely with the state association in all details of convention planning. If the procedures set up in this manual are in conflict with the practices of the local state association that is hosting a particular conference, the area of difference should be worked out between the MPLA Vice President and the local state conference chair with each reporting back to their respective boards.

MPLA will seek invitations from each of its member states to hold joint conferences. Every effort should be made to book conferences with states 4 to 5 years in advance. The MPLA Board will vote on the locations of the conferences.

Although the program planning is the responsibility of the Vice President, in actuality it is the President's program and should be based on the theme chosen by the President. All substantive plans should receive the approval of the President before being implemented.

PROGRAM PLANNING TIME LINE FOR VICE PRESIDENT

Twelve months prior

Work with state association to set theme
Sign letter or contract with hotel. This contract needs to be signed by the President.
Contact library journals about conference

EXECUTIVE SECRETARY

Write contract for convention for particular association
Send originals to state for signatures

Eight - Twelve months prior

Develop list of possible keynote speakers
Contact possible keynote speaker
Contact potential members to be on Program Committee

Ten - eight months prior

Work with Conference Coordinator to determine how many sessions/workshops possible
Begin developing budget for speakers
Send Presenter Information forms to all program planners

Six months prior

Collect budget information from Presenter Information forms
Send Presenter Information forms to Conference Coordinator

Five months prior

Write information for preliminary programs
Discuss preliminary program schedule with Conference Coordinator
Send information to MPLA Newsletter editor
Get pictures of main speakers to give to MPLA Newsletter editor

Two months prior

Contact Conference Coordinator about last minute changes
Confirm travel arrangements for all speakers
Contact Conference Coordinator about hotel and travel needs of speakers

One month prior

Work with President to determine who will be sitting at head tables

Notify Conference Coordinator of these names
Determine theme for next year's convention
Notify Conference Coordinator of any arrangement changes
Prepare any necessary handouts

Two weeks - One month after

Send thank-you notes to all presenters and keynote speakers.
Review and summarize evaluations

One - Two months after

Report to Board

GENERAL RESPONSIBILITIES

THEME & LOGO

One year in advance of the next convention, the MPLA Vice-President, the host state's Conference Chair(s), Conference Coordinator, Exhibit Chair, and Conference Treasurer should meet together to decide on a theme for the convention. Also at this meeting, the committee should decide on registration fees, exhibit fees, and exact dates of the convention. After the meeting the MPLA Vice President should notify the library journals providing dates, theme, and location.

The Conference Coordinator and Vice-president work on the logo for the conference. A digital file is then created and sent to Executive Secretary, Web Master, and all committee members (exhibits, publicity, local arrangements).

MPLA/STATE CONTRACT

As soon as an agreement in principle has been made with another association to hold a joint convention, the Executive Secretary shall retype the standard contract for joint conventions with the appropriate changes for this convention. The contract should be signed by the appropriate MPLA officers and then forwarded to the cooperating Association for signatures. Sufficient copies should be distributed so that a signed original copy is available for each Association's records.

BUDGET

The MPLA Vice-President and the Conference Coordinator work together with the appropriate state officer to create the budget. The Vice-President keeps track of expenses for all speakers and the Conference Coordinator provides the LA figures (meals, hotel, local transportation, etc.). The budget may be reviewed two months prior to the convention to reflect more accurately the costs involved. The Conference Coordinator provides each board with the final figures at their next meetings after the convention.

The exhibitor fee is set by the Convention Coordinator, MPLA Vice President and the state association president.

HOTEL CONTRACT

A contract or letter should be signed by the hotel/motel and MPLA approximately one year in advance of the convention.

The contract should contain the following

Date of convention

Number of rooms to be held for convention with release date for rooms not needed

Statement of charges for convention facilities and number of meeting rooms available

Statement of VIP suite for use by MPLA President

Indication of complimentary rooms and how figured

Exhibit arrangements, including charges, web access, electricity, telephone lines, coffee or other drinks

Audiovisual Equipment available and charges for such equipment

Deadlines for count for meal functions.

CONFERENCE PROGRAM COMMITTEE

The MPLA Vice-President is the Chair of its Conference Program Committee. The Vice President shall appoint members to the Conference Program Committee. Members shall be representative of the different fields of interests and be from varying representatives states. The Vice-President and the host state's Program chair(s) have final approval of all expenditures.

There may be pre-conferences held the day before the actual opening of the convention. These pre-conferences should be jointly agreed upon by the MPLA Vice-President and the host state chair. The time and place of these must be coordinated with the Conference Coordinator. All pre-conferences must be self supporting and independent of the overall convention.

SPEAKERS

The MPLA Vice-President in cooperation with the host state Chair(s) will arrange for a keynote speaker. Factors in determining the speaker should include conference theme, honorarium, and transportation costs. A banquet speaker should be arranged under the same factors; this speaker can be chosen by the Conference Coordinator instead.

PRESENTER INFORMATION FORMS

The Vice-President or the Conference Coordinator will provide presenter information forms for all speakers and meetings. This form will include name of speaker, address, phone number, title of speech, date of speech, honorarium, travel budget, requested equipment, room arrangement, size of expected audience, description of the program, and any other details that the Vice President or Conference Coordinator consider important.

The Vice-President will take the budget information from these forms and provide it to the Conference Coordinator for the final budget.

SPEAKER INFORMATION/BIOGRAPHY

The Vice-President and Conference Program Committee are responsible for providing biographical information about the speakers and pictures for the pre-registration newsletter. This information should be sent to the Vice-President at least five months prior to the convention. The Vice-President will prepare the information for the journal and send it to the editor.

PROGRAM PLANNING

The Vice-President and/or the Conference Coordinator put the program together from the Presenter Information forms. Items to be considered include:

Nothing can be scheduled against the MPLA business meeting
If possible, nothing should be scheduled against the state association business meeting.
Do not schedule a section's program and its business meeting at the same time. They can follow one after the other.
Try to make the programs scheduled during each session as broadly based as possible.
Schedule enough lengthy breaks each day to encourage viewing of the exhibits.

Any necessary changes should be made before the preliminary program goes to the newsletter editor for printing.

WORKING WITH MPLA VICE PRESIDENT

The Conference Coordinator works closely with the MPLA Vice-President to plan number of meetings in any particular time period and to work out details of such things as last minute changes in programs. Since the Vice-President sends the communications (generally e-mails) to the section and program chairs, give him/her all the LA information -- where to send hotel reservations, how to get extra meal tickets, and how to get repaid for expenses.

PUBLICITY

Send periodic updates to the state representatives, so they can send out conference information to their state's listserv.

Send press releases information to all state representatives to be put in newsletters.

Send information to library journals.

Work with Conference Coordinator to choose and highlight specific conference activities.

THANK YOU NOTES

Thank you notes should be sent to all presenters within two weeks of the convention if possible. This is the responsibility of the Vice-President.