



Statewide HSLI Conference Planning Committee

Background: Historically, the HSLI annual conferences have been planned, hosted and conducted by regional or local consortia, and the locations of the conferences have alternated between upstate and downstate locations in alternating years. In recent years, however, the number of consortia has decreased, resulting in a more frequent need for each consortium to take a turn in planning and hosting the conferences. In addition, the mix of member librarians has changed, and some library consortia have either dissolved or become less active, so the responsibility for the conferences has been assumed by a smaller and smaller contingent of librarians within the state. Therefore, we now have an opportunity to reassess our system of planning and hosting annual conferences, utilizing an alternative framework to that of rotating the responsibility of full conference planning among the Illinois health sciences library consortia.

Composition: The statewide HSLI Conference Planning Committee shall be composed of at-large members from around Illinois.

Incentives to Volunteer: The chair or co-chairs (2) receive a 50% waiver of registration fees for the current conference. Subcommittee chairs receive a 25% discount on registration fees for the current conference.

Staggered Committee Terms: To promote continuity of Committee membership and staggering of terms, the committee ideally includes a mix of two-year and three-year terms for all initial Committee members, followed by three-year terms for all, once the two-year terms expire. The Committee would determine the initial mix of term lengths.

The following is a break-down of the Conference Planning Subcommittees and the roles of each:

Chair of the Planning Committee: The President-Elect or Past President serves on

the annual conference planning committee and can serve as the chair, although it is not required. Any willing HSLI member may serve as chair.

Planning Committee - The Conference Planning Committee is an ad hoc committee consisting of HSLI members who are chosen or appointed by the chair. The HSLI Nominating and Membership Committees may assist in soliciting volunteers to serve on the Committee. The Committee members can be based anywhere in Illinois, and each represents a functional subcommittee.

Program Subcommittee

- Selects topics using feedback from previous conferences
- Selects and secures keynote and other speakers
- Organizes poster and/or contributed papers sessions
- Creates program schedule
- Communicates and confirms arrangements and contracts with speakers
- Prepares and submits budget to the Finance Subcommittee

Continuing Education Subcommittee

- Plans CE courses using MLA guidelines and selects and secures instructors
- Creates CE course schedule
- Determines each instructor's space and equipment needs and works with Hospitality subcommittee or directly with facility to ensure appropriate arrangements
- Creates CE descriptions for promotional materials and/or website
- Communicates arrangements with CE instructors and secures contracts
- Prepares and submits budget to the Finance Subcommittee

Promotion Subcommittee

- Develop promotional items such as theme, logo, badges, flyers, etc.
- Create conference website within the HSLI website or work with HSLI website committee to set it up.
- Ensure that exhibitors and sponsors are listed on the conference website.
- Prepare and submit a budget to the Finance Subcommittee

Registration Subcommittee

- Create the registration form for the annual conference
- Mail out the registration form to HSLI membership and have it placed on the website.
- Confirm registrations by email, or by mail if necessary.
- Track all registrants' names, addresses and paid statuses.

- Send all registration fee checks to the HSLI Treasurer
- Prepare registration packets.
- Arrange for a cash box or place to store checks at the registration table.
- Solicit Registration Table volunteers if necessary.
- Prepare and submit a budget to the Finance Subcommittee.

Exhibits Subcommittee

- Solicit Exhibitors by sending letters and/or emails to appropriate vendors and organizations.
- Develop contract terms for exhibitors and create a contract template.
- Create forms for exhibitor needs, i.e. tables, A/V, etc. Work within the limits of the facility.
- Develop the plan of the exhibit area and the schedule of exhibits.
- Promote attendance and guide attendees into the exhibit area.
- Keep a list of exhibitors and their space and A/V needs and contact information.
- Prepare and submit a budget to the Finance Subcommittee

Finance Subcommittee

- Recommend fees for registration, CEs, exhibits, special events, etc.
- Receive and monitor the budgets of all of the subcommittees.
- Manage any HSLI approved scholarships and the marketing and selection activities associated with them.
- Approve and track all expenditures and encumbrances.
- Keep the Planning Committee members apprised of the overall financial status.
- Review and approve all payments made in relation to the conference.
- Send all payments to the HSLI Treasurer.

Local Arrangements Subcommittee - This subcommittee should be based largely in or near the conference location, so the Chair will ideally be based in the host area for each conference year. A local consortium can volunteer to host an annual conference in any year, and thus serve as the Local Arrangements Subcommittee for that year. This would give the members of that consortium an opportunity to participate together without the burden of the entire conference on their shoulders. However, it is up to the discretion of the Planning Committee to select a location and solicit HSLI members to volunteer to serve on the Local Arrangements Committee independent of any consortium membership. Collaborations with other state groups are also an option available to the Planning Committee in any given year.

- Select local facilities for the conference meetings and make recommendations to the Planning Committee.

- Select and secure a local hotel for attendee and speaker accommodations, if not the same as the conference facility.
- Select all menus for the conference.
- Arrange for audiovisual equipment and communicate with the appropriate subcommittees regarding audiovisual needs.
- Plan Nancy's Reception.
 - Arrange bus/car transportation to and from offsite locations for conference meetings and/or reception.
 - Arrange for Hospitality Table coverage at the meeting.
 - Prepare and submit a budget to the Finance Subcommittee.

Submitted to the HSLI Board by Conference Planning Task Force

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