

ENY-ACRL, Inc.
Eastern New York Chapter of ACRL

Local Arrangements Handbook

Prepared by:

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June 1999
Rev. December 1999
Rev. June 2000
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Responsibilities

1. Arrange for Conference Facilities
 - a. Coordinate date with Program Chair
 - b. Avoid Holidays
 - c. What other campus events are taking place then? Any conflicts/potential confusion?
 - d. Check the 3R's Calendar of professional development events.
 - e. Schedule Rooms
 - i. Determine seating capacity
 - ii. Note number and proximity of restrooms
 - iii. Handicap accessible?
 - iv. Prefer elevated platform for speakers or graduated audience seating
 - v. Auditoriums
 - vi. Smaller session rooms
 - vii. Dining facilities
 1. Seating capacity 100+
 - f. Parking
 - i. Adequate
 - ii. Proximity to events
 - iii. Handicap accessible
 - iv. Parking passes needed? If so, how to distribute?
 - v. Signs
 1. Easy to follow
 2. Waterproof – see attached signs
 - g. Equipment
 - i. Tables
 1. Vendors
 2. Registration – usually display banner here
 3. Breaks
 4. Handouts
 5. Speakers
 6. Membership
 - ii. Coat racks
 - iii. AV
 1. Powerpoint including laptop and display
 2. Internet connection available
 3. Overhead display
 4. Microphones for speakers and audience
 5. Podium
 6. Media services person to check equipment before conference begins

7. Local people who know how to adjust lights, temperature, and equipment

h. Food Service

i. Budget – maximum

1. Lunch: \$10/person
2. Breaks: \$2/person

ii. Final head count date – may affect registration deadline

iii. Dining room

1. Table cloths
2. Water on table
3. Microphone for announcements/annual meeting
4. Lunch usually scheduled 12pm-1:30pm
5. Check with food service about table layout and spacing
6. Two buffet lines usually necessary

iv. Registration

1. Generally held 8:30-9:15am
2. Coffee/tea – regular and decaf
3. Bottled water
4. Juice
5. Sugar/cream
6. Bagels, donuts (cream cheese, butter, jam)
7. Fruit

v. Midmorning Break

1. Same as registration with bottled water
2. Generally held around 10:45am

vi. Buffet lunch

1. Include vegetarian entrée
2. Dessert (chocolate) and a healthier choice

vii. Afternoon Break

1. Coffee/tea – regular and decaf
2. Bottled water
3. Juice
4. Sugar/cream
5. Soda - diet and regular
6. Cookies and a non-sweet option

viii. Water for speakers

1. Available and refreshed several times

- i. Provide directions to conference
 - i. Conference brochure
 - ii. ENY-ACRL web site – <http://www.enyacrl.org>
- 2. Prepare Conference Packets (see attached)
 - a. Enough for registrants, with about 10 extras
 - b. Two pocket folders
 - i. Name tags
 - 1. person's name and institution
 - 2. use printed name tags
 - ii. Conference schedule with location and room numbers
 - 1. sometimes it is appropriate to indicate which session a participant is registered to
 - iii. Speaker Biographies – prepared by Program Committee
 - iv. List of attendees
 - 1. by last name
 - 2. by institution
 - v. Receipt
 - vi. Raffle – see exhibit A
 - vii. Three sheets notebook paper
 - viii. Local information with campus map
 - ix. Corporate sponsors – prepared by Program Committee
 - x. Conference Evaluation form – prepared by Program Committee
- 3. Arrange Pre-Conference Dinner
 - a. Select Local Restaurant
 - i. Make reservation before conference brochure completed
 - b. Typical attendance is approximately 20 people
 - i. Speakers
 - ii. ENY-ACRL Board
 - iii. Members
 - c. Individual Checks
 - i. Non-Librarian speakers free dinner (discretion of Board)
 - d. Dinner usually 6:00 – 8:30pm
 - e. Provide Restaurant information and directions
 - i. Conference brochure
 - ii. ENY-ACRL web site – <http://www.enyacrl.org>
- 4. Arrange Lodging
 - a. Call local establishments well in advance
 - b. Check on group discounts or reserving blocks of rooms
 - c. Several choices/options
 - i. Inexpensive

- ii. Moderate
- iii. Bed and breakfast
- d. Provide lodging information
 - i. Conference brochure
 - ii. ENY-ACRL web site – <http://www.enyacrl.org>

5. Coordinate Registration

- a. Receive all conference registration forms
 - i. Notify registrants of receipt of registration via email
 - ii. Make copy of all new members and/or renewing members for membership committee
 - iii. Keep accounting of all registrations and payments
 - iv. Generate list of attendees by name and by institution
 - v. Speakers are not charged for registration, but should complete a registration form to be counted for lunch, packet, etc. (if non-librarian, non-ENY-ACRL member, the speaker contact on program committee should complete the form)
 - vi. Student registrants are charged a reduced rate of \$10 (adopted by the Executive Council, November 1999). We do not return the check as we once did. The \$10 fee should ensure attendance and pay for their lunch.
- b. Account for local arrangements conference expenses
 - i. Folders
 - ii. Colored papers
 - iii. Notebook paper
 - iv. Signs
 - v. Name tags
 - vi. Photocopying
 - 1. conference schedule
 - 2. list of attendees
 - 3. registration forms for membership committee
- c. Schedule and staff registration desk
 - i. Staff registration desk at least 30 minutes before 8:30am through the first hour of the conference, usually through morning break.
 - ii. Have two lines for registration – A-L, M-Z
 - iii. Have on hand:
 - 1. blank registration forms for on-site registrants
 - 2. blank receipts
 - 3. list of unpaid participants
 - 4. pens, tape, paper, scissors, paperclips, duct tape
 - 5. extra conference packets

- d. After the Conference
 - i. The Treasurer needs:
 - 1. the originals of all registration forms
 - 2. all checks in alphabetical order
 - 3. list of all attendees alphabetically, and by how much they each paid (member, non-member, student)
 - ii. Update this handbook if necessary
 - iii. Get final costs from local facilities

EXHIBIT A

Enter to Win
ENY-ACRL Conference Drawing/Free Registration to ALA in San Francisco!!!
If you would like a chance to win free registration to attend the ALA Annual Conference , June 2005, please complete the information below and place it in the Drawing Box on the Registration Table before noon today. Drawing will take place during lunch today.
Please enter only if will be able to attend the conference
Name:
Institution:

ADDENDUM – January 2001 – Kristin Strohmeier

I used FileMaker Pro to track all the registration forms. I was able to set up layouts for the name tags, lists of attendees, receipts, and export a list of the new members for the membership committee. Attached to this file is a clone of the database I used.

ADDENDUM – May 2004 – Inga Barnello

Question about how to manage raffle awards. Specifically, if the winner of a conference registration raffle is unable to attend the conference, how is that prize distributed? The Board decided that the winner of the registration raffle may use the funds to cover registration at one of the following conferences: ALA Annual, ALA MidWinter, or, ACRL Biennial, within 15 months of the receipt of the reward. If the winner is unable to attend one of the conferences specified, he or she may

transfer the award to another *current* ENY/ACRL *member* by requesting the transfer ***in writing*** to the Treasurer.