

Section/SIG Program Planner's Manual

for

**Medical Library Association
Annual Meeting 2012**

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Welcome to MLA Section/SIG Program Planning!

We're glad to have you on the team!

Section/SIG Program Planning for the annual meeting will be a great experience. You will work with leaders in the Association, contribute directly to the content of programming for the upcoming MLA annual meeting and have the opportunities build professional relationships that will benefit you and your Section/SIG.

When you signed up for this office, you may not have known the details of the programming responsibilities that came with the job. This manual will help you through the process. To get you started before the meetings at MLA annual, here are a few tips:

- Read through the manual, focusing on the pre-planning basics.
- Communicate to your section chair and/or programming committee throughout the whole planning process.
- Pay attention to the deadlines along the way. Staying on top of the process and the calendar will help you avoid most stress.

This is a great opportunity for you and for MLA!

Pre-Planning Basics

Timeline

Before you begin the planning process, it is helpful to have an overview of the content and deadlines expected of you as a section/SIG program planner. Your job as planner begins in spring of the year prior to the annual meeting (i.e., spring 2010 for MLA 2011) and continues through the conclusion of the meeting you are planning.

The sample timeline on the next pages is for the 2010 Annual Meeting in Washington, DC. A timeline for the upcoming meeting should be available around the time of the annual meeting. The timelines are developed both by the Section Council Liaison to the NPC and the Conference Planner. Please note that the production of the timeline may be delayed as the needs of the current annual meeting come first.

Sample Timeline for 2011 Annual Meeting

<u>Due Date</u>	<u>Description</u>	<u>Category</u>
Tue, May 24, 2010	MLA Meeting Planner and Section Council Liaison to NPC determine time slots based on available rooms	MLA Meeting Planner
Thu, Jun 24, 2010	Complete Call for Participation (with assistance from MLA Meeting Planner) copy for the August MLA News and submit to MLA HQ	Section Council Liaison to NPC
Mon, Jun 28, 2010	Section Program Planners respond to NPC Section Council Liaison with changes to brainstorming list prepared at MLA2010	Section Program Planners
Mon, Jun 28, 2010	Section Program Planners send ALL session theme TITLES/DESCRIPTIONS/CO-SPONSORS with Program FORMAT to Section Council Liaison to NPC	Section Program Planners
Tues, Jul 06, 2010	Section Council Liaison to NPC to forward ALL paper session SPONOSRS, FORMATS, session TITLES and DESCRIPTIONS to MLA Meeting Planner for Web posting and Abstract submission development.	Section Council Liaison to NPC
Sun, Jul 25, 2010	Deadline for any copy to be included September MLA News	NPC
Mon, Jul 26, 2010	MLA Staff to post all session information to mlanet	MLA Meeting Planner
Mon, Aug 9, 2010	MLA staff to post formal call for papers on MLANET & MLA News	MLA HQ
Fri, Aug 13, 2010	Oasis Live	
Wed, Aug 25, 2010	Deadline for any copy to be included in October MLA News	NPC
Sat, Sep 25, 2010	Deadline for any copy to be included in November/December MLA News	NPC
Thu, Sep 30, 2010	Program Planners provide input to MLA Meeting Planner and Section Council Liaison to NPC on preferred session time slots	Section Program Planners
Mon, Oct 11, 2010	Program Planners send all reviewer names to MLA Meeting Planner	Section Program Planners
Mon, Oct 18, 2010	MLA Meeting Planner sends letters and instructions to reviewers	MLA Meeting Planner
Mon, Nov 01, 2010	Authors submit structured abstracts of proposed papers - ABSOLUTELY NO EXTENSIONS	Authors

Nov 2-8, 2010	MLA Meeting Planner/2010 Section Council Liaison to NPC/2011 Section Council Liaison to NPC blind abstracts as needed (including posters)	MLA Meeting Planner & 2011 Section Council Liaison to NPC & 2012 Section Council Liaison to NPC
Fri, Nov 12, 2010	First round of reviews: Reviewers begin reviewing abstract proposals	Reviewers
Mon, Nov 15, 2010	MLA Meeting Planner and Section Council Liaison to NPC determine final schedule	MLA Meeting Planner
Thu, Nov 25, 2010	Deadline for any copy to be included in January MLA News	NPC
Mon, Nov 29, 2010	MLA Meeting Planner posts Informal/SIG Meeting Request form on MLANET	MLA Meeting Planner
Mon, Nov 29, 2010	Reviewers complete work and send reviews to MLA Meeting Planner	Reviewers
Thu, Dec 02, 2010	MLA Meeting Planner sends list of review results to Program Planners	MLA Meeting Planner
Wed, Dec 08, 2010	Program Planners give final approval of top 4 papers for their session(s)	Section Program Planners
Dec 9-13	Second round of reviews: Reviewers: look only at unassigned abstracts and rate ONLY if section needs more abstracts to fill program	Reviewers
Mon, Dec 13, 2010	Program Planners send final pick of abstracts to MLA Meeting Planner	Section Program Planners
Wed, Dec 15, 2010	MLA Meeting Planner sends formal notification letter to primary authors of accepted /rejected papers via e-mail.	MLA Meeting Planner
Mon, Dec 20, 2010	MLA Meeting Planner to send out contact information of accepted contributed papers to section program planners.	MLA Meeting Planner
Sat, Dec 25, 2010	Deadline for any copy to be included in February MLA News	NPC
Fri, Jan 14, 2011	Program Planners to send MLA Meeting Planner and Section Council Liaison to NPC any modifications to contributed descriptions for mlanet	Section Program Planners
Fri, Jan 14, 2011	Program Planners to send MLA Meeting Planner invited speaker presentation titles and abstracts - Final deadline.	Section Program Planners
Fri, Jan 14, 2011	Program Planners send contact information on moderators to MLA Meeting Planner	Section Program Planners

Tues, Jan 25, 2011	Deadline for any copy to be included March MLA News	NPC
Fri, Feb 04, 2011	MLA Meeting Planner to send out final list of speakers (including invited) and order of presentation to moderators	MLA Meeting Planner
Fri, Feb 04, 2011	MLA Meeting Planner sends Moderators Guidelines to moderators	MLA Meeting Planner
Fri, Feb 4, 2011	MLA Meeting Planner sends reminder to speakers to update their abstracts with results/conclusions. MLA Meeting Planner also gives speakers name and contact information for their moderator.	MLA Meeting Planner
Mon, Feb 07, 2011	MLA Meeting Planner sends confirmation to invited speakers	MLA Meeting Planner
Mon, Feb 14, 2011	Last date for presenters to add results/conclusions or update their abstracts in Abstract Submission Web site. Also last date for presenters to give MLA Meeting Planner their AV requirements. - ABSOLUTELY NO EXTENSIONS	Authors
Fri, Feb 25, 2011	Deadline for any copy to be included April MLA News	NPC
Mon, Mar 14, 2011	MLA Meeting Planner posts abstracts with assigned dates/times to Itinerary Builder on MLANET	MLA Meeting Planner
Fri, Mar 25, 2011	Deadline for any copy to be included May MLA News <i>(note this issue may not arrive before the meeting)</i>	NPC
Fri, Apr 22, 2011	Program Planners submit registrations for non-member invited speakers to MLA Staff (Ray Naegele. Fax: 312-419-8950)	Section Program Planners
Mon, Apr 18, 2011	Posters due to Trapeze	Authors
Mon, April 25, 2011	Deadline for paper presenters to submit their PowerPoint files and handouts to MLA HQ for inclusion on the meeting CD	Paper Presenters
Mon, May 02, 2011	MLA Meeting Planner sends final reminder to contributed and invited speakers with room locations and dates/times	MLA Meeting Planner

Section Programming Roles Defined

MLA Sections can have one of two roles in their session programming at MLA's annual meeting. A section can either be a primary sponsor or a co-sponsor of a given session program. SIGs (Special Interest Groups) may be co-sponsors of programming.

Primary Sponsoring Sections of a session program:

- are responsible for the writing the abstracts for the Call for Papers for the session and asking for input from Co-sponsors
- must gather reviewers, review paper abstracts and decide on a session's content
- will find a moderator for the session at the annual meeting
- incur any financial costs associated with the event (special staging, internet costs, etc.)
- communicate with their moderator, NPC Section Council Liaison and MLA planner about details of the session – room requirements, special AV needs, etc.
- may enlist section members or other co-sponsoring sections help for in any of the activities listed above

Co-sponsoring Sections/SIGs of a session program:

- should offer timely input to Primary Sponsors constructing abstracts for the Call for Papers for the session
- should volunteer section/SIG members to assist in reviewing abstracts and deciding on a session's content
- may volunteer section/SIG members to act as moderators for session programming
- should offer to assist with any financial costs associated with the programming event, as treasuries allow

What preparations to do before you attend the planning meetings at MLA?

Before you attend MLA and begin the planning process, it is helpful to have some general, very broad ideas of what interests your section at this time.

Start by contacting your incoming chair to ask about his/her priorities. Is there a special project of the section or a recent survey about member interests? All of these could be potential ideas of session topics or partnerships.

Gathering ideas from section membership is also a great way to engage the section in the process. This will also help get the group thinking about potential papers they could submit!

Keep in mind that some topics may be of critical importance, but also of a time sensitive nature and thus may not be relevant by next year's annual meeting.

Often, the MLA presidential priorities have helped set the tone of the annual meeting. Please note that the presidential priorities will often be reflected in several different venues at the annual meeting. Section programming is not bound exclusively to the priorities and sections are encouraged to think about the relevance of topics to their membership.

Keep broad themes in mind. After the call for submissions to the 2010 meeting, 160 abstracts were submitted to the various sessions. 43 of those papers were submitted to the NPC sponsored session, because it was a broadly themed session. The broader the theme, the more choice you of papers you are likely to have.

Do not go too far down the road of developing section topics before the meeting. There will be lots of discussion at the planning meetings and perhaps things you hear there will trigger new ideas. Also, during the section planning meetings for MLA 2011, we will be introducing the new "General Topic Sessions" concept. Sections will be able to partner together on around a general topic. The initial call for program descriptions to these sessions will encourage submissions on any concept related to the general topic. A formal description and specific theme for the session would be created AFTER the papers had been selected.

Finally, it is critical that section planners **keep an open mind** during planning meetings and **keep your session topics broad**.

At the Planning Meeting

At least two planning sessions are held at the annual meeting. Attendance from the Section Planner, or other section representative, is critical to moving the planning process forward. The dates for the Section Programming meetings at MLA 2010 are:

Saturday

May 14, 2011

4:15-5:15pm

Location: Hilton Minneapolis – Room: Duluth, 3rd Floor

Wednesday

May 18, 2011

7:00-9:00am

Location: Minneapolis Convention Center M100F, Mezzanine Level

A Disclaimer about the Planning Meetings:

If you have never planned section/SIG programming before, at some point during the meetings there will be many questions running through your head like, *“What did I sign up for? She seems so prepared? How does he know what his section wants to do already?”* But before those nagging thoughts get the better of you, realize that this is only the beginning of the planning process. Some of our colleagues are quick on their feet and other take more time to reflect before responding. There is no race to be completed when the annual meeting ends. Rather, you are starting a planning process that will last the whole year through. You will have approximately one month, after the initial meetings at MLA, before you must settle on your sections programs and send program descriptions to the Section Planner.

Tips for negotiating programming sessions

- Keep an open mind while trying to meet your sections interests.
- Take notes on sections with similar interests in programming.
- Be flexible and think broadly about session topics.
- Know there are a finite number of sessions that can be held each year, and that number is dependent on the venue's capacity.

Deciding on section types – invited papers v. contributed papers v. invited/contributed papers

There are three session types for programming:

- 1) Invited Papers – the planner has specific speaker(s) in mind for the session
- 2) Contributed Papers – participants submit paper abstracts to Oasis, sections select the best paper abstracts and those selections compose the totality of the session
- 3) Invited/Contributed Papers – a combination of the two, with at least one or two slots in the program for participants to submit papers

There are pros and cons to each session type. Some sections have a set program that regularly includes an invited paper session (e.g., Pharmacy & Drug Information's Embase Lecture, Dentistry's Evidence-based Practice of Librarianship Lecture sponsored by STAT!Ref). Other sections prefer to sponsor more paper sessions to give more opportunities for their members to present. If your section is the primary sponsor or co-sponsor on more than one program at the annual meeting, make sure that you not only balance the section's programming interests but also provide opportunities for your section members to contribute.

What work is involved for planners with each type

Invited Papers

- 1) Develop session title and description according to planning timeline.
- 2) Identify potential speaker(s). Ask for assistance from your section members to help you identify people.
- 3) Talk with your section's officers about compensation – honorarium, travel expense speaker fees, etc.
- 4) During negotiation with the speaker(s), discuss programming expectations as well as the fact that MLA records lectures/presentations during the annual meeting.
- 5) Get a signed speaker contract/letter of agreement for each speaker.[See Appendix 1]
- 6) Identify moderator for session.

- 7) Make sure moderator and speaker(s) are in contact before the meeting, have set introductions for speaker(s) and have met any remaining AV needs.
- 8) Have speaker compensation ready at the agreed upon time between section and speaker(s).

Contributed Papers

- 1) Identify session topic and cosponsoring section(s).
- 2) With cosponsoring sessions, develop session title and description according to planning timeline.
- 3) Send your section reminders about your session(s) once the Oasis Abstract Submission System is opened.
- 4) Identify 4 section members per session to review paper abstract submissions. Whether or not you will be involved in the initial review, **ADD YOURSELF TO THE REVIEWERS LIST!** That way you will be able to see the submissions and provide feedback if necessary.
- 5) Identify top 4-5 paper abstracts from the submissions for presentation.
 - a. **NOTE:** if you cannot find 4 paper abstracts, there will be an opportunity to review submissions that were not picked up by other sections to help you complete your program.
- 6) Identify moderator for session.
- 7) Make sure moderator and speaker(s) are in contact before the meeting, have set introductions for speaker(s) and have met any remaining AV needs.

Invited/Contributed Papers

- 1) Develop session title and description according to planning timeline.
- 2) With cosponsoring sessions, develop session title and description according to planning timeline.
- 3) Outline the timing of the session – e.g., 25 minutes for invited speaker(s), 5 minutes for questions; 3 contributed papers at 15 minutes each; 15 minutes for questions
- 4) Identify potential speaker(s). Ask for assistance from your section to help you identify people.
- 5) Talk with your section's officers about compensation – honorarium, travel expense speaker fees, etc.
- 6) During negotiation with the speaker(s), discuss programming expectations as well as the fact that MLA records lectures/presentations during the annual meeting.
- 7) Get a signed speaker contract of letter of agreement for each speaker.[See Appendix 1]
- 8) Identify 4 section members per session to review paper abstract submissions. Whether or not you will be involved in the initial review, **ADD YOURSELF TO THE REVIEWERS LIST!** That way you will be able to see the submissions and provide feedback if necessary.
- 9) Identify top 2-3 paper abstracts from the submissions for presentation.
 - a. **NOTE:** if you cannot find 2-3 paper abstracts, there will be an opportunity to review submissions that were not picked up by other sections to help you complete your program.
- 10) Identify moderator for paper session.

- 11) Make sure moderator and speaker(s) are in contact before the meeting, have set introductions for speaker(s) and have met any remaining AV needs.
- 12) Have speaker compensation ready at the agreed upon time between section and speaker(s).

Partnering with Other Sections

A large part of section planning involves partnering with other sections/SIGs. By the end of the initial meetings, you should have a general idea of what your section/SIG is committing to as a primary and co-sponsor and of which sections/SIGs will be co-sponsoring your session(s). Nothing is set in stone at this point. The Section Council Liaison to NPC will send out a list after the meeting that summarizes the session programs and sponsorships discussed. This is will be your opportunity to refine any details of programming and sponsorship.

Other potential co-sponsoring sections/SIGs may contact the primary sponsor after the meeting. Sections may change session topics, drop sessions or swap out session types after the initial meetings as well, until just before the Call for Participation is developed. By the end of June/beginning of July, the list of primary and co-sponsoring sections will be submitted to the Section Council Liaison to the NPC and Call for Participation will be produced.

While section roles are previously defined in this manual, it is worth repeating at this point that it is the responsibility of the Primary Sponsoring Section to meet deadlines associated with planning and to engage the Co-sponsoring Sections/SIGs in the planning process.

A Note on Speaker Compensation

In recent years there has been discussion about giving honoraria to MLA members who are participating in the annual meeting. The current policy of the Association is, "MLA members participating on the program of the annual meeting shall not be eligible for expense reimbursement unless they are delivering a special lecture for which separate funding is available" (Medical Library Association, Inc. Financial Manual 2008, p.41. Online at: http://www.mlanet.org/members/pdf/2008_finman.pdf, MLA member ID required for access).

Non-members of MLA may be compensated following the guidelines in the "Medical Library Association, Inc. Financial Manual 2008" (Online at: http://www.mlanet.org/members/pdf/2008_finman.pdf, MLA member ID required for access). Some sections/SIGs provide scholarships or attendance grants to attendees of the annual meeting.

After the Planning Meeting but before the Annual Meeting

Fund Raising for Section Programs

Many sections choose to solicit vendors for contributions towards their annual programs. If your treasury cannot support special needs for the conference (connections, speaker fees, etc.), this is an alternative option for funding. However, there are MLA guidelines on how and when to seek outside funding (see: <http://scouncil.mlanet.org/blogs/policies/funding/>). Here is a portion of the relevant guidelines:

2.1.1 Fund Raising Activities by Association Committees or Sections Policy

The MLA Board of Directors oversees all fund raising activities of the Association. This policy exists to insure coordination of fund raising activities among various components of the Association. Sections, committees and other association units (except chapters) must notify the Board of Directors of their fund raising plans. If the plan is to raise more than \$2,000, specific approval from the Board is needed.

Between May and October 1, sections should not engage in fund raising for the coming year's annual meeting. Postponing fund raising until October 1 allows the NPC to carry out their efforts which benefit the association. This schedule also avoids confusion among donors.

Sections that raise money by selling advertising in their newsletters do not need to notify the board or seek permission. Advertising in newsletters was approved by the Board of Directors in December 1988.

Procedure

1. The association unit should send an informational statement to their board liaison (or in the case of a section to the Section Council Chair) with copies to the Treasurer and the director of financial and administrative services. The statement should include the names of prospective sponsors, the amount of the support requested, and a description of the purpose for which funds will be raised.
2. If the amount is over \$2000, the association unit should request approval from the board prior to seeking or accepting (if unsolicited) the donations. The unit should sent their request to their board liaison (or section council chair in the case of sections), with copies to MLA's Treasurer and the director of financial and administrative services. The request should include the following information.
 - a. An indication that Board approval is sought for fund raising or to accept outside funding (in the case of an unsolicited donation).

- b. The date when Board approval is needed.
- c. A description of the purpose for which the funds are being sought or accepted, with documentation on the importance and relevance of the project or activity to MLA and the potential results of not funding the proposal.
- d. A list of the prospective sponsors or sources which will be approached in the case of fund raising.
- e. The total amount of outside funding that is to be requested or accepted, and a description of the time frame if relevant.
- f. Evidence of the Association's ability to carry out the activity or project if funding is received.
- g. If activity involves future funding commitments, the statement should describe long-range plans and possible sources of future financial support.

After approval is granted to seek or accept outside funding the association unit may proceed. All resulting agreements are subject to Board approval. As negotiations proceed, the association unit must provide progress reports to their board liaison, (or in the case of sections, the section council chair), the Treasurer, and the director of financial and administrative services.

Hit the Ground Running: Completing the programming process

While you might want to take time to relax after the meeting you will actually need to put program planning on the top of your agenda. Typically, by the beginning of July session program sessions are set. You need to begin work now to get your section/SIG's ideas into the programs you and others have proposed.

The following steps will help you get your program sessions finished on time and in an orderly fashion:

Communicate

- 1) Contact (email or phone) those interested in pairing up with you or contact those who had ideas that you liked and will support the goals of your section. Remember to be flexible but if you want to make sure a certain idea stays in the discussion, canvas other sections and SIGs to find those who might also be interested.

- 2) Provide constructive feedback to the NPC Section Council Liaison when the section programs are being discussed. Take time to rank them and give your input. You want those attending the meeting to come away with a feeling that the entire meeting was great. So voice your opinion constructively.
- 3) Concede graciously when an idea that just isn't going to make it. Yes, many people may be interested in "Nanotechnology of the future" but will it give your colleagues an opportunity to share their successful projects or experiences (good and bad) with others?

Keep Writing

- 4) Once you have a core group (as a Primary Sponsor) or are a part of a group as a (Co-sponsor) start writing the program description. As a Primary Sponsor write a draft and then have the Co-sponsors change, add and delete. If you are a Secondary sponsor make sure that you take part in the writing of the program description. A clear and inspiring description is the key to receiving quality papers for presentation.
- 5) Write for a broad theme. While the one section might be the Primary Sponsor, the other Co-sponsors will also want a way to highlight their members. A good example is the 2009 Theme for the Cancer Librarians.

Session Title: Fusing Culture and Community to Improve Health Literacy.

Primary Sponsor: Cancer Librarians Section

Co-sponsors: Nursing and Allied Health Resources Section; Complementary and Alternative Medicine; Lesbian, Gay, Bisexual, and Transgendered Health Science Librarians; Mental Health SIGs

Health care professionals and institutions are being challenged with the goal of improving health communication by providing information in the appropriate cultural or community context, as well as in the context of special diseases (i.e., people with cancer, mental illness, HIV/AIDS, etc.). As a result, health communication is being developed for specific cultural, community, and illness groups. This session will focus on the role libraries and information professionals play in contributing to this developing area of literacy. Research and topics may range from, but are not limited to, providing educational support for patients with cancer and support for survivors and survivorship issues; supporting nurses and allied health professionals providing patient education on the frontline; demystifying acronyms used to talk about people with mental disorders (BD, PTSD, OCD, ADHD, etc.) and defusing the stereotypes that come with them; communicating with the lesbian, gay, bisexual, and transgendered community; and serving the health care needs of those with limited English literacy and different cultural and religious healing practices.

Nail Down the Details

- 6) Decide if you want contributed papers, invited speakers or a combination. While invited speakers are nice and easy for you as a planner they don't always offer MLA members opportunities to share their projects with their colleagues. If you have an invited speaker in mind already, consider a combination of one invited speaker with 2 or 3 other contributed papers. This can make for a great session! You have someone with experience who can anchor your session but are still encouraging MLA members to submit their papers. Having all contributed papers is fine as well.
- 7) If you are having an invited speaker they need to give you their details (just as if they were filling out the program description sooner rather than later. That will need to go into the OASIS system. You will send that information to the MLA Meeting Planner. Also if the invited speaker will have any timing conflict (e.g., speaking at different two sessions) then the NPC Section Council Liaison needs to know that when the official abstract is completed.
- 8) If you are paying any fees for the speaker(s), make sure you follow the MLA Guidelines on honorarium and expenses as designated in "Medical Library Association Inc Financial Manual 2008," available in the Members Only section of the MLA website at: http://www.mlanet.org/members/pdf/2008_finman.pdf. Also, iron out with Co-sponsors any questions related to payment of fees.
- 9) Submit your completed program description and send that with the primary sponsor and secondary sponsor names to the Section Council Liaison.

Soliciting Abstracts & Reviewers from Your Section

- 10) Publicize the official call! Once the section programs are listed on MLANET start advertising the request for paper submissions to your section and have those working with you promote it in their sessions. Do this at least twice if not more often. Deadlines approach fast for paper abstract submissions. As a planner, you get a horrible sinking feeling when someone contacts you with a great paper proposal *after* the submission deadline. If nothing else, send a reminder of the submission deadline to your section in the 3rd week in October
- 11) If you are the Primary Sponsor, solicit potential reviewers from your section and ask your Co-sponsor to do the same. The best time to ask for this is as soon as you get a commitment from a group to be secondary sponsor. In addition, as a Co-sponsor start working on this shortly after the planning meetings. Sometimes it can be hard to find someone willing to go through 20 or 30 paper abstracts, rank them and write comments.

- 12) Make sure you send the names of the abstract reviews to the appropriate person when requested by the NPC Section Council Liaison. **ALWAYS** include your name on the list of reviewers. If you do not, you will not be able to logon to the OASIS system and see the submissions.

Reviewing Paper Abstracts Submissions

- 13) Your reviewers will receive information on reviewing, ranking and commenting on submissions. In preparation for the process, the reviewers should read through the guidelines for submission posted on the annual meeting web site.
- 14) Once you receive directions on reviewing from the MLA Meeting Planner check in with the people who are reviewing. Did everyone get the directions? Can everyone sign into the system? Remind the reviewers of deadlines. There are typically 2 or 3 weeks between the reviews being sent for review and the review system closing. So your reviewers need to work fast!

Deciding on the Session Papers

- 15) When you get the review results from the MLA Meeting Planner, hopefully there will be four strong papers that you can include in your program. If not, don't panic. Go back and look at all the reviews. If no additional abstracts meet your standards, you will have other options.
 - a. If you don't have enough abstracts to "make" your session then you will need to let the NPC Section Council Liaison know. You will have the option to go through the abstracts that were not chosen by the sessions they submitted to. This does not mean it's necessarily a bad paper. Many times a paper just doesn't match the vision the group had, but would help you fill out your session.
 - b. Still can't find enough quality presentations? You will have to make the decision to change to invited speakers (if you can arrange it very quickly) or withdraw your session. Talk with the NPC Section Council Liaison about both options.
- 16) Once your selections are official the MLA Meeting Planner will send all acceptance letters to the authors (see official calendar for date). If you are contacted by individual authors, you can let them know the "anticipated" notification day. Session/SIG planners are NOT to contact people with acceptance or rejection. The process is confidential. If you are approached about feedback on their submission, remember your comments and those of reviewers are confidential. You cannot share them.

Session Details

- 17) Once your session is set, you will need to find a moderator. You can choose to be the moderator or you can ask Co-sponsors, reviewers, or section members to moderate. Note that moderating a paper session counts for 1 point under Conference Participation in towards AHIP. This name will need to go to the MLA Meeting Planner.
- 18) If you are not the moderator, it is nice for the speakers to receive a note from the program planner reminding them of the session details (date, time, format, proposed order), letting them know how excited you are that their paper(s) will be presented and who the moderator will be for the session. Coordinate this email with the moderator, so the speakers are not overwhelmed by emails.
- 19) Next set the final order of papers in your session. It maybe that someone has two papers during two concurrent sessions. Placing speakers with conflicts at the beginning or end of the session can usually alleviate the conflict. Typically the MLA Meeting Planner has been told this by the contributed speaker. You should know of any conflicts for any invited speakers and have passed that information as soon as possible.
- 20) If you have non-member invited speakers then you will need to arrange for their registration with MLA staff. MLA is pleased to offer an invited section speaker complementary conference-only registration to Non-MLA members, who have not been members now nor within the past 5 years . To request complimentary registration, the section program planner completes a paper (pdf) version of the registration form for their speaker, i.e., badge, contact, etc. The section program planner can add their email to get a copy of the confirmation letter for their records.

In the payment area write "complementary" and enter the name of host section, section program, and date of program. **IMPORTANT:** FAX the completed form to MLAHQ at 312.419.8950, Attn Susan Chesniak. Staff need to enter the registration manually because its complimentary.

Onsite, the speaker's badge will be ready for pickup at the MLA Registration Desk. As a courtesy, if time allows, the program planner may meet with the speaker and offer to show them to speaker ready room or the section program room.

Note: An MLA member who is also an invited speaker is expected to register for the meeting as unusual.

The Home Stretch

- 21) Publicize again your session on your section/SIG listserv and maybe even on Medlib-L. Let people know that your program is exciting and what people will be talking about. Often, members will note programs and topics from listserv mailings before even go into Oasis to plan their itinerary.
- 22) If for some reason you receive notification from the MLA Meeting Planner that a speaker won't be at MLA, contact your NPC Section Council Liaison to find out what your next step is. It maybe that there was another submission that was borderline and you can now use that paper. You may need to find an invited speaker or only have three presentations and just give people more time to talk. Confirm any changes with the MLA Meeting Planner, NPC Section Council Liaison and other speakers. Then publicize this change as soon as it is confirmed via section listserv, the conference newsletter/blog, etc.

Moderator Responsibilities

- 1) Contact your speakers and welcome them to the session. Be sure to get their contact information for the meeting. You never know when a change could occur (you're sick; session gets moved, etc.) and you need to contact them at the last minute.
- 2) Review the Moderator Guidelines sent by the MLA Meeting Planner.
- 3) Find the contact information of who will handle AV issues if something goes wrong.
- 4) Work out if you need to bring a laptop to connect to a projector or if someone else is bringing the equipment. If you don't have one to bring, often one of the speakers will volunteer his/her laptop. [This may change as MLA is experimenting with ways to streamline the online components of the conference.]
- 5) Remind the speakers (unless special arrangements have been made) there is NO internet access in the program sessions. Wireless signal strength varies dependent on the location. If you are planning on relying on wireless access to the internet, double check availability with your NPC Section Council Liaison and MLA HQ.
- 6) Ask the speakers to send you a copy of their presentations one week before the meeting. If something disastrous happens you will at least have a copy (even if it wasn't their final) for them to present. Check to make sure the presentations load correctly and play the file through once to see if any images are missing or not loading properly. Do this on the laptop that will be used to present at the meeting as well.
- 7) Ask the speaker(s) for an introduction. Ask for detailed information on the actual speaker and general information on other participants in the study. A sample introduction might be, "Jane Smith is Clinical Librarian at ASKME University, etc. etc. She will now present X which is on the work of her and her colleagues at ASKME

University.” The speaker can highlight the others involved in the project in their presentation but remind them not to take up their time with titles and other information.

- 8) Remind speakers to bring their business cards! This way if anyone wants a handout they can simply ask the speaker for their card.
- 9) Bring along at least two memory sticks with all presentations on them so if more than one person needs to edit a presentation you will have a way for them to make changes while still running the session.
- 10) Be in the room assigned for your program at least 15 minutes early. You might even want to be there 20 or 30 minutes early. Ask the speakers to be there no later than 15 minutes before since they may have an issue with their PowerPoint or a last minute conflict which will require you to rearrange the schedule at the last minute.
- 11) Try not to rearrange the schedule. People plan their meetings down to the second at MLA. So if they are expecting a paper on clinical librarianship and they get using simulators to teach library literacy, then attendees may not be happy. But sometimes, you just can avoid it. If you do make a change, announce the order change at the beginning of the session.
- 12) Keep your speakers on time! Don't let them go over even if you have to nudge them. When speakers go over time, it is not fair to the others who have worked hard to be able to present their projects and to the audience who is waiting to hear other speakers. Some moderators have found it helpful to have colorful paper with times printed on them (e.g., 5 minutes, 1 minute, TIMES UP!). These moderators usually sit in the front row or on the dais next to the speaker's podium to give cues as the presenters go along. Whatever the approach, the moderator should be clear with the speakers about the method.
- 13) Have fun and don't forget the humor.

After the Annual Meeting

You're almost done! Three quick things left to do.

- 1) Write a thank you note or email to the moderator, paper abstract reviewers and speakers who helped make the session possible.
- 2) Give feedback to the Section Council Liaison to the NPC about anything in the planning process that can be improved for next year. The Liaison appreciates the

feedback and should pass it along to future NPC members.

- 3) Write up notes to pass on to next Program Planner for your Section/SIG. While your successor should receive a planning manual, you undoubtedly learned much more from the process than what is contained in this document. Take a few minutes to pass along any notes you have about your sections procedures, speaker agreements, honoraria, ideas for future programs, etc.

Thank you for agreeing to serve as a programming chair for your section. Your service to MLA is invaluable. Without your work, annual meetings would not be the same!

Appendix 1: Sample Speaker Agreement

SAMPLE LETTER FOR NON-MEMBER INVITED SPEAKER \

Modify as necessary

March 16, 20xx

June E. Smith, M.D.
Dean
School of Public Health
University of Alaska
Anchorage, AL xxxxxx

Dear Dr. Smith:

The ABC SECTION of the Medical Library Association is delighted that you will conduct the ___program name___ presentation at MLA's annual meeting in at the Minneapolis Convention Center, Minneapolis MN, May 13 – 18, 2011.

The audience will be comprised of approximately __est. number__ medical librarians who are experts in health information management. ___Moderator if known_____ will be the moderator and will send you more specific information about the address.

If the following arrangements are acceptable, please sign and return a copy of this letter. My fax number is ___ fax # _____.

The Speaker Will:

- Conduct a presentation ___name, time, date_____ at the Convention Center.
- Provide a title for the address, a picture, and a brief biography to be used to promote and introduce your presentation. This information is needed by ___date_____.
- Permit MLA to record and distribute recordings of the session and handouts via the Internet on www.mlanet.org.

_____ name of SECTION_____ Will:

- Provide an honorarium of _____ (\$150 is common) within 30 days following the presentation.
- Reimburse travel (coach fare), meals, miscellaneous expenses and one night's lodging at the conference hotel which is the Hilton Minneapolis. For reservations call 888/933-5363, ask for MLA's meeting rate: \$174 plus tax.
- Provide suitable facilities for the presentation with all necessary stage accessories, e.g., projection equipment.

- Provide a speaker's badge and ribbon for pickup at the meeting and admission to the Welcome Reception and Hall of Exhibits on Sunday evening.
- Provide a packet of information in spring, 20xx that includes a request for audiovisual equipment, hotel accommodations, and an expense report to record your travel expenses.

If for any reason beyond the control of the Speaker or _____section name_____, the presentation cannot be convened, the parties will notify one another as soon as possible and endeavor to agree on a substitute. Where circumstances are such that adequate notice cannot be given or no substitute can be agreed on, this agreement shall be deemed canceled.

If you have any questions or concerns regarding the above please feel free to contact me.

I look forward to your participation at ___section program name_____.

Sincerely,

Section Program Planner

_____section name_____

Agreed and Accepted:

June E. Smith, M.D.

Signature: _____

Date: _____

Social Security Number: _____

(required if honorarium is over \$600 so as to issue a 1099 at year-end)