



SLA

SASKATCHEWAN LIBRARY
ASSOCIATION

CONFERENCE PLANNING COMMITTEE HANDBOOK

Abstract

Guidance for the Conference Planning Committee, the Board of Directors, and Staff in planning and organizing a Saskatchewan Libraries Conference.

Saskatchewan Library Association

www.saskla.ca

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To be revised annually



SLA
SASKATCHEWAN LIBRARY
ASSOCIATION

**HANDBOOK for the CONFERENCE PLANNING COMMITTEE,
SLA BOARD OF DIRECTORS AND SLA STAFF for the
ANNUAL SASKATCHEWAN LIBRARIES CONFERENCE**

CONTENTS

Preamble/Introduction 3

Conference Planning Committee (CPC)

- CPC Terms of Reference 4
- Requirements of the CPC 5
- CPC Membership 5
- CPC Meetings 6

Responsibilities & Selection Criteria

Conference Manager (Chair)

- Specific Responsibilities of the Conference Manager 6
- Selection Criteria for the Conference Manager 6

Local Arrangements Coordinator (Co-Chair)

- Specific Responsibilities of the Local Arrangements Coordinator 9
- Selection Criteria for the Local Arrangements Coordinator 9

Program Chair

- Specific Responsibilities of the Program Chair 7
- Selection Criteria for the Program Chair 8

Program Subcommittee

- Responsibilities of the CPC Program Subcommittee 8
- Membership and Responsibilities of the CPC Program Subcommittee 8

Budget Office

Specific Responsibilities of the Budget Office 9

Selection Criteria for the Budget Office 10

Communications Coordinator

Specific Responsibilities of the Communications Coordinator 10

Selection Criteria for the Communications Coordinator 11

Specific Responsibilities of the Communications Sub-committee

SLA Board of Directors and Staff Roles and Responsibilities

SLA Board of Directors 12

SLA Staff

SLA Executive Director 13

SLA Program Coordinator 14

SLA Administrative Assistant 14

Partner Organization Roles and Outcomes (if applicable) 15

Appendices

Appendix A Details of Current Conference 18

Appendix B Request for Proposal for SLA Conference 18

Appendix C Terms of Reference for Conference Committee, Section 5, Governance Handbook 19

Appendix D SLA Conference Organizing Timeline 20

Appendix E Program Committee Templates 20

Appendix F Conference Format 20

Appendix G Sample Budget Template 21

Appendix H Budget Policies (Board Approved) 23

Appendix I Conference Presenter Expenses, Discounts, and Volunteer Recognition Registration Policy 23

(Source: 2009 Conference Planning Handbook <http://saskla.ca/assets/CONFERENCE-PLANNING-HANDBOOK-Aug09-Revised.docx>)

The Saskatchewan Library Association (SLA) is a provincial, volunteer, non-profit organization designed to further the development of library service in Saskatchewan and through libraries, the culture of the province. SLA members include individuals, institutions, and organizations who share a common interest in library service and cultural activities.

SLA provides information, advocacy, awareness, education, membership benefits and cultural opportunities for library workers and the public at large through its general operations and programs.

SLA Vision: To build an engaged library and information community that is an active force in Saskatchewan's social, economic and cultural development.

SLA Mission: To be the voice of and support for Saskatchewan's library communities.

Details on the current conference year can be found in Appendix A.

Goals of the Saskatchewan Libraries Conference:

- An opportunity for SLA members to attend an Annual General Meeting (AGM) to discuss constitutional and financial matters related to the association and to ensure the election of executive officers that administer the affairs of the association.
- Provide programs which enhance the professional skills and understanding of conference participants.
- A forum for the discussion of significant issues affecting library service now and in the future.
- Time for conference participants to meet socially and exchange information on an informal basis.
- An opportunity to celebrate achievements in the field of library service.
- Additional revenues to support ongoing educational programs and operations of SLA.

Guiding policies:

- The annual conference is called the *Saskatchewan Libraries Conference* (the "Conference") to better embrace the inclusions of all library sectors and related associations.
- The Conference is budgeted on a cost recovery basis as a bare minimum, with a high expectation to generate significant additional revenues for the continued operation of SLA and its activities.
- Each Conference is unique in its theme, location, activities, participants and current issues.
- The Conference Planning Committee (CPC), in consultation with the SLA Executive Director (the "SLA ED") and SLA staff, establishes the general theme of the Conference. Significant library issues and events in the

present, past and future, usually inspire a conference theme. The theme should complement the objectives of the Association.

- The AGM and the Conference will take place annually on the first full weekend in May. The AGM must take place within 120 days of the fiscal year end of Jan. 31st. SLA will cover the costs associated with hosting the AGM.
- The Conference normally alternates between the north and the south in the province and, since 2001, has typically been in Regina or Saskatoon due to the technical, facility, and accommodation needs. However, the conference site may be established in any community or resort in Saskatchewan by volunteering or submitting a Request for Proposal (RFP) for the Conference location in upcoming years. Interested locations should submit a proposal to the SLA Board of Directors (the “Board”) approximately 2 years in advance and the location of the conference will be announced at the previous year's AGM. See: **Appendix B: Request for Proposal (RFP) for Saskatchewan Libraries Conference**
- The Board often moves that 30% of Conference revenue is designated between the Mary Donaldson Award of Merit, the Maureen Woods Education Bursary, and deferred to provide seed money for the next year Mary Donaldson Lecture. The Conference is considered to be a fundraiser for SLA.
- The budget for the Conference must be presented to the Treasurer of SLA by the beginning of September to be considered in the overall SLA budget.

CONFERENCE PLANNING COMMITTEE (CPC)

CPC TERMS OF REFERENCE

*The following are based on the Conference Planning Committee (CPC) Terms of Reference, s. 5.5, within Section 5 of the SLA Governance Handbook <http://saskla.ca/assets/Section-5-Committees-Task-Forces- Aug2015.pdf>. The handbook was drafted by the CPC and it is reviewed regularly by the Board of Directors.

The CPC will:

- Recruit members to the CPC and present names for endorsement by the SLA Board
- Organize the Conference according to the SLA Conference Organizing Timeline. See **Appendix D: Saskatchewan Libraries Conference Planning Timeline**.
- Ensure the Conference is cost recovery (i.e., that registration revenue covers the costs of the conference).
- Promote the Conference with support from the Publications Committee, using established SLA communications strategies.
- Working with the SLA Board, facilitate arrangements for, and host the SLA AGM, the annual Mary Donaldson Memorial Lecture, the presentation of awards and bursary, and any other Board-sponsored events place in conjunction with the Conference.

- Reach an agreement with the Saskatchewan Library Trustees' Association (SLTA) and any other library sector organization interested in hosting their AGM during the Conference
- Maintain open communication with the SLA Board of Directors through regular monthly reports on plans and progress.
- Consult, as required, the Chairs of SLA's Standing Committees.

REQUIREMENTS OF THE CPC

- The SLA Conference Organizing Timeline will be used to guide the Conference organizing process. (See **Appendix D Saskatchewan Libraries Conference Organizing Timeline.**)
- All major decisions relating to theme, format of the Conference, keynote speakers, finances and any other issues anticipated to be of specific concern to the membership to be approved by the Board.
- Regular contact between the CPC and the SLA Board of Directors to ensure there are no unexpected expenses.²
- Consult the SLA Board of Directors for advice and guidance on questions or issues arising that are new or unique to the Conference planning process.
- All official communications concerning the Conference must be in English.
- All documents and communication pertaining to the organization of the Conference are to be archived in the SLA Shared Drive for future reference and use.
- The official SLA website (i.e., Conference page) will be used to update members with respect to the Conference. No other website will be established to do this.
- The Call for Presenters (CFP) will be sent out between Oct 15 and Nov 15 (at the latest).

CONFERENCE PLANNING COMMITTEE MEMBERSHIP and RESPONSIBILITIES:

- **Conference Manager (Chair):** Recruited by the SLA Board of Directors from those expressing interest in the role, this position will ensure Conference organizing remains on track according to the conference organizing timeline; work with staff to ensure that the Exhibitors and Sponsors Prospectus is developed and distributed; ensures the SLA Board of Directors receives regular updates and is consulted on required matters.
- **Local Arrangements Coordinator (Co-Chair):** Recruited by the SLA Board of Directors from those expressing interest in the role; this position is responsible for, logistics, for coordinating the Conference with staff, and for ensuring successful delivery at the designated venue and in the local environment.
- **Program Chair:** Recruited by the SLA Board of Directors from those expressing interest in the role, this position will chair the Program Subcommittee and oversee development of the content of the Conference. Note: Conference App Developer(optional) Recruited by the SLA Board of Directors from those expressing interest in the role; this position will create an app version of the conference program.
- **Budget Office:** Conference Manager, SLA Executive Director (SLA ED), and SLA Treasurer will collaborate to create a Conference budget and monitor the same to ensure the Conference is cost recovery.

- **Communications Coordinator:** Conference Manager, SLA ED and Conference Communications Coordinator (may be staff or volunteer) to create a communications plan for the Conference and ensure implementation. A communications sub-committee will provide additional input and support for this role.
- **Board Liaison:** Appointed by the Board, this position shall keep the SLA Board of Directors informed on the progress of the conference organizing. This is often an SLA Board member who is directly involved in the Conference Planning Committee or may be the Executive Director. If no one is in this role, then one of the Board members should assume this role.
- **Internal Communication Strategies:** Basecamp will provide the online space for communications, documents, and more.

CPC MEETINGS

The first meeting of CPC will be called by the Conference Manager, Executive Director, President, or Board Liaison to take place in June or July of the year preceding the Conference being organized. These individuals comprise the CPC Executive. The purpose of the initial meeting is to:

- Establish regular meeting times of the CPC Executive and full CPC.
- Establish the Conference Manager as Chair, CPC
- Ensure maximum involvement of all CPC members.
- Review the CPC timeline.

RESPONSIBILITIES & SUGGESTED CRITERIA FOR CPC EXECUTIVE POSITIONS

The handbook, including responsibilities and suggested criteria for all CPC positions, was drafted by the CPC. It is reviewed regularly by the Board of Directors. The CPC recruits members to be appointed by the Board of Directors as per SLA Handbook [Section 5, 5.1.3](#). At the discretion of the SLA Board, the positions of Program Chair and Local Arrangements Coordinator maybe shared by more than one individual.

RESPONSIBILITIES & SUGGESTED CRITERIA for CPC POSITIONS

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CONFERENCE MANAGER

SPECIFIC RESPONSIBILITIES OF THE CONFERENCE MANAGER

Accountable to the SLA Board of Directors, the Conference Manager will:

- Serve as Chair for CPC Executive and CPC meetings.
- Review and monitor CPC timelines.
- Work closely with CPC members to ensure the conference organizing process is on schedule.
- Ensure that proper records (i.e. preferable in electronic format) of the conference planning activities are kept and updates the CPC Handbook as necessary
- Work with staff to ensure that the Exhibitors and Sponsors Prospectus is developed and distributed; ensures the SLA Board of Directors receives regular updates and is consulted on required matters.

SUGGESTED CRITERIA FOR THE CONFERENCE MANAGER

Required:

- Individual Member of SLA.
- Knowledge of SLA goals, mission statement and purpose.
- Experience in the Saskatchewan library environment.
- Awareness of current issues in Saskatchewan library communities
- Provide leadership in a collegial and collaborative environment

Preferred:

- Experience in project management, and/or
- Experience in conference planning.

LOCAL ARRANGEMENTS COORDINATOR

SPECIFIC RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COORDINATOR

Accountable to the SLA Board of Directors, the Local Arrangements Coordinator will:

- Serve on the Conference Planning Committee.
- Work closely with the CPC Program Chair and CPC Conference Manager and the SLA Program Coordinator
- Select appropriate rooms, equipment, and refreshments as per conference program needs.
- Recruit a Volunteer Coordinator.
-
- In consultation with the Volunteer Coordinator, identify and liaise with volunteers
- In consultation with the Volunteer Coordinator, ensure appropriate directional signage and other navigational aids are created and placed in conference facility (i.e. sessions/rooms)
- Work with Program Chair, organizing any required pre-conference and conference information (e.g., maps, restaurant recommendations, etc.).
- See Appendix X, Suggested Activities for 2018 Local Arrangements Coordinator

SUGGESTED CRITERIA FOR THE LOCAL ARRANGEMENTS COORDINATOR

Required:

- Current member (Individual, Institutional, Associate, Reciprocal) of SLA.
- Knowledge of SLA's goals, mission statement and purpose.
- Experience in the Saskatchewan library environment
- Knowledge of current issues in the Saskatchewan library environment.
- Experience in project/conference coordination and administration

Preferred:

- Resident of or near the location of the conference venue, and ability to regularly contact the venue team.

RESPONSIBILITIES OF THE VOLUNTEER COORDINATOR

- Work directly with the Local Arrangements Chair
- Request the list of conference volunteers from the Executive Director (this list is of those people who register and state that they wish to volunteer)
- Beginning in February, put ads in SLAte (via Executive Director) requesting volunteers (by January 20) and also on social media. This generates a separate list of volunteers who contact the coordinator directly.
- Using the list from the previous conference, work with the LAC to determine the roles for which volunteers will be needed: a) for conference preparation b) for on-site tasks c) convenors for each session
- Set up a spreadsheet of tasks with descriptions (time, date, room number) and begin to match volunteers to the tasks. Contact volunteers as the requests are received and file each email in a folder dedicated to volunteers. Keep the spreadsheet up-to-date as tasks are assigned and confirmed with individuals.
- Contact each volunteer to confirm their commitment to the task (~~usually in April~~ one week prior to the conference). Also provide all volunteers with your contact information so that you can be reached throughout the conference.
 - For each task prepare a short description of the work they will do and email to them
- For Session Hosts, prepare a package with a script for introductions, the Thanks you cards, and a brief reporting form for the host to hand in to the registration desk with attendance numbers and other feedback
- At the conference, bring a copy of the spreadsheet so that you have the master copy of who is doing what, and when.
- At the conference, act as an intermediary between conference chairs and the volunteers in case other tasks need to be delegated or further information is required.

PROGRAM CHAIR for the CPC

SPECIFIC RESPONSIBILITIES OF THE PROGRAM CHAIR

Accountable to the SLA Board of Directors, the Program Chair is a key member of the Conference Planning

Committee. The Program Chair will:

- Serve on the Conference Planning Committee.
- Lead the work of the CPC Program Subcommittee.
- Work closely with the CPC Local Arrangements Coordinator and CPC Conference Manager.
- Report to the CPC.
- Determine option(s) for a pre-conference and the location of such.
- In consultation with the Program Committee:
 - send out the Call for Presenters
 - propose the format of the conference. **Appendix F Conference Format.**
 - nominate appropriate Keynote Speaker(s).
 - work with the Communication Coordinator, organize publicity for the Annual Conference.
- Write letters to be sent to dignitaries (previous copies available) to be sent out by Admin Support
- Review paper/session proposals with the Program Committee.
- Contact and liaise with selected participants.
- Inform unsuccessful applicants.
- Write thank you letters to Keynote Speaker(s) to be co-signed by the Chair, SLA Board.
- In consultation with the Local Arrangements Coordinator, organize and schedule the conference program (time slots, placement of participants, keynote speaker(s), committee meetings to be held, annual meeting, sessions, coffee breaks, etc.)
- Consult the Chairs of the following standing committees throughout the planning process concerning any issues related to their portfolios and areas of expertise. The current standing committees are: Advocacy, Publications, Continuing Education, Membership, Programming, and Fundraising.

SUGGESTED CRITERIA FOR THE PROGRAM CHAIR

Required:

- Individual member of SLA.
- Knowledge of SLA's goals, mission statement and purpose.
- Attendance at a previous SLA conference.
- Experience in the Saskatchewan library environment
- Knowledge of current issues in the Saskatchewan library environment.
- Experience in project/conference coordination and administration.
- Experience and flexibility to coordinate and work collegially with colleagues.

Preferred

- Prior experience as a member of a SLA Conference Planning Committee or CPC Program Subcommittee or other involvement in SLA Standing Committees.

RESPONSIBILITIES OF THE PROGRAM SUBCOMMITTEE

The CPC Program Subcommittee develops the Conference content and is responsible for the work done to:

- Recommend conference format in terms of length, number of sessions, number of tracks, etc.
- Recommend keynote speakers.
- Issue the Call for Presenters.
- Review submitted papers.
- Communicate with interested parties (e.g., both successful and unsuccessful authors of proposals), both during and after the Conference.
- Organize the conference schedule, including AGM and meetings of the other library associations and organizations.
- Develop a conference schedule app that lists all activities, etc.
- Work with the Publications Committee to organize archiving of conference sessions.

MEMBERSHIP AND RESPONSIBILITIES OF THE CPC PROGRAM SUBCOMMITTEE

- Program – responsibilities as outlined above
- SLA Executive Director to operationalize the committee work and ensure:
 - the vision, mission, and strategic plan informs the content of the conference.
 - that the Call for Presenters is sent out and there is follow up with all successful and unsuccessful applicants.
- Identify two to four SLA member volunteers to participate on the CPC Program Subcommittee.
- Develop conference content, and ensure actions are taken to:
 - recommend the conference format (i.e. length, number of sessions, number of tracks, etc.)
 - recommend keynote speakers
 - develop the call for presenters
 - review submitted papers
 - communicate with interested parties (e.g. successful and unsuccessful authors of proposals), during and after the conference
 - organize the conference schedule, including AGM and meetings of other participating library associations and organizations
 - develop a conference app that lists all activities and is freely downloadable and allows building personalized schedules for delegates

BUDGET OFFICE

SPECIFIC RESPONSIBILITIES OF THE BUDGET OFFICE

The Saskatchewan Libraries Conference is cost-recovery: conference registrations and revenues must cover the cost of the conference.

Accountable to the SLA Board of Directors, the budget will be developed and managed by the conference manager, the Board Treasurer, and the SLA ED. The Budget Office is responsible to:

- Serve on the Conference Planning Committee.
- Create a conference budget to guide the planning process. It is expected that such a budget will provide a fair estimation of costs and will project the number and breakdown of registrations required to have the conference break-even and be cost recovery.
- Report on the status of the conference budget to the CPC and to the SLA Board of Directors on a regular basis.

SUGGESTED CRITERIA FOR THE BUDGET OFFICE

Required:

- Budget Office includes: the Conference Manager, SLA Treasurer or Board appointment, and SLA Executive Director.
- Ability to develop and manage a budget. See **Appendix G Budget Template**.
- Knowledge of the previous budgets including revenue and expense lines. See **Appendix H Budget Policies (Board Approved)**
- Fundraising through sponsorship, exhibitors, and donations.

Preferred:

- Experience managing project/conference budgets, and/or
- Experience in conference planning.

COMMUNICATIONS COORDINATOR

SPECIFIC RESPONSIBILITIES OF THE COMMUNICATIONS COORDINATOR

Accountable to the SLA Board of Directors and with the guidance of the Chair, SLA Publications Committee and with the assistance of the SLA Administrative Support, the CPC Communications Coordinator will:

- Serve on CPC.
- Create a communications plan and timeline to guide the promotion of the Conference. This communication plan will include reference to all forms of traditional and emerging forms of communication for external communications.
- Create messaging to be used to promote the Conference.
- Provide plan and material for website (input if possible)
- Ensure the Conference program is accessible via the Conference website working with the Program Coordinator.
- With the help of CPC, carry out the communications plan.
- Report on the status of the communications plan to CPC.

SUGGESTED CRITERIA FOR THE COMMUNICATIONS COORDINATOR

Required:

- Regular Member of SLA.
- Knowledge of SLA's goals, mission statement and purpose.
- Experience in the Saskatchewan library environment.
- Knowledge of current issues in the Saskatchewan library environment.

Preferred:

- Experience in promotion and communications, and/or conference planning.
- Knowledge and skills with social media

INTERNAL COMMUNICATION STRATEGIES

In order to keep the workflow consistent and on-track several strategies should be in place to ensure that all members of the CPC are informed and up-to-date with information. These may include but are not limited to, and may be adapted as new strategies emerge. The CPC Conference Manager is tasked with monitoring internal communication to ensure it is current and consistent.

- Basecamp – the project will be dedicated to the current CPC and contain files, messages, etc pertaining to the work of the CPC
- Note-taking – notes of each meeting will be taken and kept in Basecamp
- Text Docs – for ongoing updates of information, a text document may be started in Basecamp
- The Board Liaison will communicate regularly with the SLA Board.

SLA BOARD OF DIRECTORS' ROLES AND RESPONSIBILITIES

As ambassadors of SLA, all Board of Directors are expected to attend the conference and AGM. Besides the designated roles below, all Board members are encouraged to assist in any way they can, such as convening sessions, assisting at the Registration Desk, hosting special presenters and honoured guests, assisting at fundraising tables, and welcoming guests to functions and activities, thanking exhibitors and presenters, etc. Please contact the SLA ED to explore opportunities to offer your services.

President

1. Works with the SLA Office to determine which guests to invite to the conference and may include:
 - Presidents of Saskatchewan Association of Library Technicians (SALT), Saskatchewan Library Trustees Association (SLTA), Saskatchewan School Libraries Association (SSLA), Saskatchewan Health Libraries Association (SHLA), Special Libraries Association – Western Canada, and Library Services for Saskatchewan Aboriginal Peoples (LSSAP).
 - Presidents Executive Directors of all provincial and territorial library associations.
 - Board and staff of the Canadian Federation of Library Associations (CFLA-FCAB).
 - Provincial Librarian of Saskatchewan.

- National Librarian/Archivist.
 - President and General Manager of SaskCulture; and Outreach Consultant to SLA
 - Other notable individuals recommended by the CPC.
2. Hosts the President's Reception.
 3. Brings greetings at the opening ceremonies and introduces and thanks special presenters as needed.
 4. Convenes and chairs the AGM.
 5. Helps to write thank you letters after Conference that are sent to session chairs, volunteers, sponsors, exhibitors, and other appropriate people.
 6. Attends to the following or finds a suitable alternate:
 - Greets and takes care of the Keynote Presenter.
 - Introduces the Keynote Presenter.
 - Presides over the Awards Banquet.
 - Hosts and greets the Endnote speaker.
 7. Thanks presenters and sponsors at every opportunity.
 8. Encourages participants to return evaluation forms.

Vice-Presidents

1. Attends to the following or finds a suitable alternate (tasks to be sorted out between the two):
 - Greets and takes care of the SLA Frances Morrison Award recipient.
 - Presents the SLA Frances Morrison Award.
 - Presents the Honourary Life Member Award
 - Thanks the Keynote Presenter and gives gift.
 - Thanks the Mary Donaldson Memorial Lecturer.
 - Thanks Endnote speaker and gives gift.

Treasurer

1. Establishes the initial budget for the conference along with the Conference Manager and the Executive Director and as part of the SLA operating budget submits it for approval to the SLA Board.
2. Attends to the following or finds a suitable alternate:
 - Greets and takes care of the Mary Donaldson Memorial Lecturer.
 - Introduces the Mary Donaldson Memorial Lecturer.
 - Arranges to have the Maureen Woods Education Bursary presented by the Multitype Library Board Representative or alternate
 - Presents the Mary Donaldson Award of Merit

STAFF ROLES AND RESPONSIBILITIES

All plans and documents flow through the SLA office. SLA staff work closely with the CPC to provide support where needed and as described in each Committee section of this document.

The SLA ED guides the committees, overseeing budget, financing and fundraising sponsorship(s) and is the lead on Communications, Facilities, Programming, and Registration.

The Program Chair keeps all committees informed, maintains databases and the conference Progress chart, and is the lead on the Volunteer, and Social committees, and co-assists with the Technical, Programming and Exhibits. Revises the evaluation forms, distributes, and summarizes following the Conference for the next CPC.

The Administrative Assistant works with the SLA ED to develop the registration process, and presenter and exhibitor submission process, supports the distribution of the Exhibitor & Sponsorship Prospectus, and issues receipts, invoices, etc as deemed appropriate. The Administrative Assistant manages the Registration Desk at conference.

SLA Executive Director

Administrative Responsibilities

1. Provides for guidance and office support for CPC and Committee Chairs.
2. Works with the SLA Board of Directors to determine location and venue for the Conference approximately 18-24 months prior to the conference.
3. Works with the SLA Board of Directors to issue a call for CPC members and volunteers in the spring prior to the beginning of organizing the Conference unless a volunteer has come forward.
4. Works with the CPC to organize meetings, facilitate the orientation to the conference guidelines, prepare the budget and identify issues for the board and ensure that they are presented in a timely fashion.
5. The SLA Executive Director works with the various CPC members to manage the Conference and is available to answer questions, especially in areas not covered by other SLA Staff, or gives direction to the appropriate person.
6. Arranges first meeting for June or July at facility (if possible) including a tour of the facility and preparing all materials, contacting conference committee, developing a conference contact list, etc.
7. Attends all CPC meetings including Wrap up Meeting.
8. Supports the Communications Coordinator in providing the messaging for the conference and in keeping the website updated.

Financial Duties:

1. Together with the SLA Treasurer and Conference Manager, and with approval from the SLA Board of Directors, establishes the budget and spending guidelines for committee planning activities during the conference.
2. May act as the Conference Treasurer.
3. Assists the Conference Manager in the maintenance of the Conference budget.
4. Administers the expenditures and revenues associated with the Conference.
5. Oversees fundraising activities.
6. Makes arrangements for logo and branding to be designed.
7. Arranges conference facilities and signs the agreements with venue and service providers.

8. Ensures that all aspects of the Conference fall within approved budget guidelines.
9. Submits a financial report to the SLA Board of Directors within four months of the conclusion of the Conference.

AGM Duties

1. Assists the President in the preparation of the Annual General Meeting.
2. Prepares Annual Report.
3. Sends out Notice of Meeting.
4. Oversees Financial Audit.
5. Prepares minutes, resolutions, and agendas and has them printed.

SLA Program Coordinator

1. Reviews timelines to assist CPC subcommittees.
2. Assess Conference venue (when possible) and works with the Local Arrangements Coordinator on the best use of facility for the Conference.
3. Prepares the Conference progress chart, provides planning updates
4. Keeps CPC committees informed and up to date.
5. Works with the Administrative Assistant to ensure mailing and distribution of Exhibitor Packages and Sponsorship Prospectus.
6. Collects Conference related documents for archival purposes.
7. Collect/coordinate information for Conference brochure.
8. Facilitates the design and updates for the Conference brochure as directed by the CPC.
9. Provides for distribution of the brochure.
10. Sends out invitations to special guests on behalf of President/consults with SLA Executive Director.
11. Gathers material for delegate kits.
12. Assists Local Arrangements Coordinator in selecting a Volunteer coordinator and work with them to maintain volunteer spreadsheet.
13. Assign session rooms with CPC, Local Arrangements Coordinator, and the SLA Executive Director.
14. Gathers information for conference updates.
15. Attends conference meeting immediately prior to the conference with Local Arrangements Coordinator, ED, and hotel staff.
16. Assist the Conference Manager in collecting, analyzing and summarizing Conference evaluations.
17. Assists President and Conference Manager to send thank you letters as needed.
18. Write report, review handbook and revise as necessary.
19. Attend Wrap-up meeting.

SLA Administrative Assistant

1. Along with the Conference Manager, Program Coordinator, and the SLA Executive Director supports the distribution of the Exhibitor/Sponsorship Prospectus, the Registration Form and process.

2. Develops the registration form and supports the registration process in terms of providing receipts, alerting ED to issues, requesting invoices from the ED, and providing up-to-date registration information.
3. Assists the President and SLA Executive Director to:
 - a. Distributes formal invitations on behalf of the SLA President.
4. Assists the Program Chair to issue requests and invitations to:
 - the Minister of Education to bring greetings at one of the receptions, luncheons or banquets
 - the Mayor of the municipality where the conference is being held to attend and bring greetings at one of the receptions, luncheons, or banquets
5. Assists and supports the Program Chair and SLA Executive Director to monitor presenter submissions and to facilitate collecting confirmations, technical requirements, and informing unsuccessful applicants.
6. Assists the ED in determining the printing needs for the conference materials, and facilitates this work being completed.
7. Supports all Conference registration activities:
 - Manages and inputs data for all registrations and other conference related activities. (participants, exhibitors, sponsors, pre-conference events, etc.)
 - Oversees the registration area and will be available to handle questions that may arise.
 - Answers inquiries regarding registrations, membership, status, banquet, and exhibitor questions.
8. Issues receipts related to conference income from the SLA Office as directed by the Executive Director.
9. Identifies technical requirements for presenters to the Local Arrangement Coordinator.
 - Identifies volunteers from the registration forms to the Local Arrangement Coordinator.
10. Attends meetings of CPC as needed including the wrap up meeting, taking minutes is required and li putting in Basecamp.
11. In advance of the AGM, assists with the preparation of material, annual reports, membership lists, and, if required, record the minutes of the AGM.

PARTNER ORGANIZATION ROLES AND OUTCOMES (if applicable)

Organizations within the library sector that will be invited to participate in the conference include:

- SALT
- SHLA
- SLTA
- SSLA
- SCAA (Saskatchewan Council for Archives and Archivists)
- LSSAP
- MLB
- PLLO

Saskatchewan organizations to be included in the communications:

- Awasis Aboriginal Education Conference

- Multicultural Council of Saskatchewan (MCOS)
- SaskBooks
- Saskatchewan Literacy Network
- Saskatchewan Organization for Heritage Languages (SOHL)
- Saskatchewan Writers' Guild
- Stewart Resources Centre, Saskatchewan Teachers' Federation
- SaskCulture
- Saskatchewan Indigenous Cultural Centre

SLA will establish agreements with partner organizations specifying the arrangement they have for the partnership in the conference (i.e. normally SLTA arranges to provide speakers and to hold the AGM at the conference).

Partner organizations may:

- designate a representative to coordinate communication among its members.
- designate a representative to participate on the Program or other Conference subcommittees of interest.

Partner organizations will be:

- invited to submit proposals as possible Conference sessions.
- given an appropriate time slot and a suitable meeting room for a business/annual general meeting. If AV equipment is needed for the AGM, it must be identified in advance. The costs of AV equipment will be paid for by the partner organization hosting the meeting.
- Partner organizations that plan to present awards to members will have an opportunity at the Conference banquet/reception.

Partner Organization – Possible Contributions

- Provide a list of past and/or potential sponsors and exhibitors. The Exhibits and Sponsorship Subcommittee will coordinate and conduct a fundraising drive to offer these companies the unique opportunity to be a sponsor/exhibitor at the Conference.
- Provide funding to sponsor a keynote speaker or presenter of special interest to your organization.
- Provide funding to sponsor (co-sponsor) a welcome reception, nutrition break or social activity.
- Provide sponsorship for members to attend the Conference.
- Provide invaluable expertise and assistance by joining CPC or subcommittee.

APPENDICES

Appendix A: Details of Current Conference

The 2018 Saskatchewan Libraries Conference will be held in Regina on May 3 and 4, 2018 at the DoubleTree Hilton Hotel and Conference Centre. This year the conference will be preceded by meetings of three national library organizations. On Tuesday May 1, CULC and CARL will hold their semi-annual meetings. On Wednesday May 3, 2018, CFLA-FCAB will be partnering with SLA to present the first annual Forum. SLA and CFLA are working collaboratively to provide opportunities to attend either event or both events. SLA is providing the infrastructure and administrative lead for the three days. The evaluation of this process will provide guidance for ongoing provincial association involvement in the hosting of the CFLA annual Forum.

The logo and tagline for the 2018 conference is Libraries! Convergence Under Living Skies. This is a nod to the national library gathering occurring in Saskatchewan: the land of the living skies.

Put in logo

Appendix B: Request for Proposal (RFP) for Saskatchewan Libraries Conference

Locations wishing to host the annual conference may do so by submitting a Request for Proposal. Interested locations should submit a proposal to the SLA Board approximately 2 years in advance and the location of the conference will be announced at the previous year's AGM. As well a location may be volunteered by an SLA member at the AGM, 2 years in advance of the conference.

Note that the conference must be planned on a cost recovery basis as a bare minimum, with an objective to increase revenues for SLA substantially.

As part of the proposal the location must clearly demonstrate that they are able to meet the minimum requirements as outlined below.

Committee:

- The Conference Planning Committee should be SLA members from or within close proximity to the location.
- The proposal should demonstrate that a pool of volunteers is available to assist with conference planning and preparation.

Technology:

- Location must have an existing high speed or wireless Internet infrastructure.
- Location must be able to provide computers, AV equipment (e.g. data projectors) and technological support for presenters and exhibitors.

Facilities:

- Facility must be large enough to accommodate 150+ participants.
- Facilities must be available all day for designated days from Wednesday to Saturday (though not including all of them) plus the evenings.
- There must be one room to accommodate 20 exhibitors available one day, and within close proximity to the breakout rooms, including a coffee area within its confines if possible.

- One room to accommodate 100 people for a Mary Donaldson Lecture & a place nearby for the President's reception (typically the first evening)
- A room for 100-150 people for keynote address, Awards Banquet and Endnote speaker.
- 3-4 breakout rooms available at all times through the conference days, and at least 2 for meetings. The room will need to accommodate from 25 to 75 people each (e.g. usually theatre style).
- Location must have adequate hotels within a 5 block radius of the facility to host/accommodate the participants.

All proposals should be sent to the SLA Board at:

Saskatchewan Library Association
 #15-2010-7th Avenue
 Regina, SK S4R 1C2

Appendix C: Terms of Reference for Conference Planning Committee (Source: Governance Handbook, Section 5 <http://saskla.ca/assets/Section-5-Committees-Task-Forces- Aug2015.pdf>)

Name: Conference Planning Committee

Membership: President and 2-7 other SLA members; Executive Director or designated staff member should attend these meetings, and is highly involved in the day-to-day work of this committee

Chair: Committee elects its own Chair from among its members

Liaison to the Board: President

Term/Timelines:

- One year term, starting in June
- Timelines:
 - Ongoing work year-round
 - Bulk of the planning happens in the Summer and Fall
 - Reports at each Board meeting, bi-monthly

Duties:

- Identifies a theme for the Conference
- Plans and coordinates the programming content for the Conference, with an eye to having content of interest to all types of libraries and library workers, and content that reflects serving the diverse populations and interests of Saskatchewan library users
- Organizes and hosts the Mary Donaldson Lecture
- Plans and coordinates social events and local tours during the Conference
- Helps recruit volunteer help for the Conference from among the SLA membership, Sask Polytech Library Technician program, and other library workers
- Monitors the Conference budget, and advises on budget needs for future years
- Advises SLA Office staff on facilities, exhibits, sponsorships, public relations, conference publications, registration, conference fees, and technical and volunteer support
- Advises SLA Office staff on updates to the Conference Handbook

Terms of Reference:

- There is a handbook for this Committee to guide its work
- Reports to the membership in the Annual Report, in preparation for the Annual General Meeting
- Reports to the Board at each Board meeting - A written report or minutes of committee meetings should be sent to the President and the SLA Office one week prior to SLA Board meetings
- Membership of the committee shall be, as much as possible, representative of the various types of libraries, library workers, and geographic areas of Saskatchewan
- Committee must submit project reports to the Board for prior approval if the Association is to assume financial responsibility for debts incurred by a committee and Committee Chairs must notify the Treasurer of meetings where items relating to finances are involved so that the Treasurer may attend
- The President is an ex-officio member of all committees
- Archival material shall be sent to the Executive Director when specific projects are complete
- On termination of his/her office, the Chair will transfer the records of his/her committee to the incoming Chair or to the Executive Director

Subcommittees: Ad hoc committees, when needed

Appendix D: Conference Organizing Timeline (Source: <http://saskla.ca/assets/Appendix-D-Conference-Organizing-Timeline.pdf>)

Appendix E: Program Committee Templates

- **Call for Presenters – attached on Website**
- **Notification and Confirmation of Selected Presenters – attached on website**

Appendix F: Conference Format - attached on Website

Appendix G: Sample Budget Template

20xx Saskatchewan Libraries Conference Budget DRAFT

Prepared

4-Aug-09

	REVENUE	2010 BUDGET	2009 BUDGET
4110	Conference Registrants	28,125	28,000
4111	Exhibitor Booth Fees	10,000	11,000
4113	Other Conference Revenues	750	500
4114	Banquet Fees/Luncheon Fees	6,500	750
4303	Conference Sponsorships	12,000	12,000
4502	Preconference registrations	500	
	TOTALS	58,875	53,750
	EXPENSES		
5216	Staff - SLA Conference	100	900
5223	Board - SLA Conference	0	200
5308	Conf - Presenter Fees	5,000	6,000
5309	Conf - Entertainment	500	700
5310	Preconference Presenter fees	500	0
5440	Conf - Meeting/Telephone	800	500
5441	Conf - Postage/Couriers (& Web page)	1,000	1,000
5442	Conf - Printing/Photocopying	1,500	2,000
5443	Conf - Supplies	200	200
5450	Conf - Facilities	3,000	9,000
5451	Conf - Audio Visual Exp.	1,500	1,000
5452	Conf - Phone Lines/Internet	1,000	1,500
5453	Conf - Banquet/Luncheon	5,250	4,000
5454	Conf - Meals other	3,000	3,400
5455	Conf - Coffee Breaks	2,000	2,400
5456	Conf - Social Exp.	250	500
5457	Conf - President's Reception	3,000	3,000
5458	Conf – Lunch w/Exhibitors	8,100	4,050
5460	Conf - Presenter Travel	6,000	4,400
5461	Conf - Presenter Accommodations	3,000	2,000
5462	Conf - Presenter Gifts	500	500
5463	Conf - Travel	1,000	0
5464	Conf – Trade Show Company	3,000	2,300
5469	Conf – Visa Expenses	450	450
5470	Conf - Other	500	400
	TOTAL	51150	50,400
	REVENUE MINUS EXPENSES	7,725	3,350

Revenues & Expenses to Consider

1) Some revenue areas to consider increasing when setting budgets:

- a) Sponsors
- b) Grants
- c) Registration Fees
- d) Penalty Fees
- e) Foreign Exchange
- f) Exhibits
- g) Determine Per Person Net Cost
- h) Determine Attendance to produce revenue
- i) Determine Registration Fee to produce revenue

2) Some expense areas to consider reducing when setting budgets

- a) Determine Expenses
- b) Consider if they are Fixed or Variable
- c) Consider the following expenses:

Accounting	Meeting Rooms
Audio Visual	Pre convention Meeting Expenses
Awards	Portage/Couriers/Delivery
Committee Expenses	Printing/Photocopying
Contests and Raffles	Promotion
Decorations	Office Supplies
Education Sessions	Presenters fees, travel, accommodations
Entertainment	Receptions
Facilities	Security
Gifts for presenters and guests	Signage and Graphics
Gratuities	Technical Costs
Hospitality Suite	Tours
Hotel Guest Rooms	Translations
Insurance	Transportation (Air & Ground)
Meals – Refreshment Breaks	Web & Internet Costs

Appendix H: Budget Policies (Board Approved)

The **Financial Goal** is to increase revenues substantially over conference expenses.

Internal expenses, such as:

1. The registration and accommodation of the Executive Director of the Saskatchewan Library Association, and any additional staff as needed.
2. The registration and accommodation of the President of the Saskatchewan Library Association.
3. The registration of the Conference Chair(s), if residing outside the host city.

Registration Fees:

Conference Registration Fees (revised for 2015 Conference)	
	2016 Rates
Member-Early Bird	185.00
Member-Regular	235.00
Member-Student	115.00
Non-Member-Early Bird	235.00
Non-Member-Regular	285.00
Non-Member Student	135.00
Day - Member- Early Bird	Fri.120.00 Sat. 65.00
Day-Non-Member – Early Bird	Fri.140.00 Sat.95.00
Day-Member- regular	Fri.140.00 Sat 95.00
Day-Non-Member regular	Fri 165.00 Sat.120.00

Appendix I: Conference Presenter Expenses, Discounts, and Volunteer Recognition Registration Policy (Board Approved)