

CLAMS Conference Preparations Checklist

President's responsibilities

- **Establish a timetable:** Begin this process no less than six months in advance
- **Determine with Executive Board where to hold conference:** Fall Conferences are held on west side of mountains; Spring Conferences are held on the East side of the mountains.
- **Arrange for people to help with arrangements:** site planner, program coordinator and treasurer.
- **Decide dates:** avoid conflicts with WLA, ACRL, Spring Assessment Conference
- **Determine with Executive Board and whatever organizations with whom we are partnering what the conference topic will be and who presenter(s) will be.**
- **Contact presenter as early as possible so as to keep options open.**
- **Are we co-sponsoring?** When making arrangements, determine if a cap needs to be set. Criteria for setting a cap include: Speaker's desires, parking, facility. In the Seattle area, expect more attendees.
- **Arrange for presenters:** Make sure to send them a registration packet. We pay for their transportation, hotel, banquet, and conference registration. In special cases, we pay a small speaker's fee. For the 1999 conferences we will be sharing expenses with LMDC and ACRL WA. Each of us will pay 1/3 of the expenses over what we take in from registration fees.
- **Send out preliminary announcement** as soon as a date and topic has been set: In CLAM Chowder and on Listservs--CLAMS, ACRL, PNLA, LMDC, I School Students, I School Alumni, SLA
- **Prepare agenda and schedule.** Review schedule relative to location and take into consideration such factors as ferry schedules.
- **Prepare online registration information.** Include: Summary of conference topic and List of presenters, Agenda, Location and Directions (map and text), Registration form (fees and banquet meal choices), Hotel information.

- **Put registration form and conference information on Web page and post to Listservs:** , ACRL, PNLA, LMDC, I School Students, I School Alumni, I School Faculty, SLA.
- **Post student scholarship criteria on I School Students listserv**
- **Arrange with CLAMS Treasurer to handle registrations.** [ACRL WA may handle this, especially if meeting at PAC Forest.] The treasurer prepares a participant list with name, institution, and email address. The treasurer will keep the president and site-planner up to date on the # of participants registered. Waive registration and banquet fees for site planners and student scholarship.
- **Discuss with treasurer how receipts for conference supplies and reimbursements or payments to presenters are to be handled.** Pay for the banquet ahead of time or else you will need a check from the treasurer in the amount due on the evening of the banquet.
- **Ask presenters what equipment they will need for their presentations.**
- **Prepare folders of materials to distribute at registration table.** Include Agenda, Handouts if you have them ahead of time, City and/or campus maps, Evaluation form. [Have on hand **extra parking permits**] and in **Spring packet only**—voting ballot for officers
- **Name tags for both days of conference**—make or have write-in badges
- **Before or After-banquet social hour:** Ask site-planner to select a location, buy some snacks and wine and provide an ice-breaker.
- **Consider door prizes at banquet, business meeting and at close of conference**
- **Scholarships—student, etc.**
- **Set up a table for the registration desk** and arrange for someone to check people in, distribute name tags, extra parking passes, and conference folders, and to take any late registration fees. Make sure the person knows any special parking info.
- **Open conference** with welcome and information about location of bathrooms, the time and location of the banquet, the social hour, etc. **Have an ice-breaker. Introduce speakers.**
- **Prepare agenda for CLAMS business meeting** [8:00-9:00 a.m. Friday] and make copies. Also, **distribute copies of the treasurer's report and the minutes of the last**

meeting. Ask for these two reports to be reviewed and accepted. Continue with agenda and discussion.

- **Consider a Current Issues Forum:** At the spring 1998 business meeting the group voted to hold a Current Issues Forum for 1 1/2 hours on the second day of the conference, in lieu of the Interest Group meetings. You need to find someone to facilitate this meeting and to choose a topic to open the discussion. After that, any topic may be discussed.
- **Welcome everyone at the banquet**
- **Write Thank You notes.**
- **Debrief.**

06/05/01

CLAMS Elections Preparations Checklist

President's responsibilities

- **Begin this process no less than three months** in advance of conference
- **Check the bylaws to see which positions are open**—President Elect, Vice-President and Secretary are nominated each year, Treasurer is nominated every two years.
<http://library.centralia.ctc.edu/home/Clams/bylaws.html>
- **Appoint nominating committee and designate chair** (people will readily agree because it takes them off the hook to serve as an officer)--**try to include members from Eastern Washington.**
- **Announce candidates on CLAMS listserv prior to conference**
- **NOTE: Bylaws will be discussed** regarding revision due to electronic notification and possible vote during business meeting at the conference.

CLAMS Conference Preparations Checklist

Site planner's duties

- **Establish a timetable:** Begin this process no less than six months in advance
- **Reserve room(s)** for [40-50] conference attendees. Rooms that lend themselves to group work are desirable. When making arrangements, determine if a cap needs to be set. Criteria for setting a cap include: Speaker's desires, parking, facility. In the Seattle area, expect more attendees.
- **Arrange for equipment needed by presenter(s).** President will let you know what that is--usually an overhead, sometimes a computer, LCD panel. Consider the size of the room--a microphone may be necessary.
- **Supply driving directions, map and Chamber of Commerce information** for inclusion in registration packet.
- **Make a list of 3-4 motels, their addresses and phone numbers, and include prices** for single and double rooms with government discounts and perhaps a brief description.
- **Work with President to select a site for the banquet.** Arrange for at least two entrees, one of which is vegetarian.
- **Work with President to arrange entertainment for banquet** (slide show or music or speaker).
- **Make arrangements for a social hour**--could be before or after banquet. Location could be same place as banquet or someone's home. Wine and a non-alcoholic option is served along with snacks.
- **Determine parking arrangements.** We need to specify in the registration information where participants need to park. Ideally, send out parking passes ahead of time. If not possible, then make passes available at the check-in desk at the conference.
- **Make signage** for front door of building, the conference room, bathrooms and parking.
- **Purchase and set out afternoon snacks for day 1 and a continental breakfast for day 2.** Suggestions for day 1: coffee, iced tea, hot water and tea bags, bottled water, juice, cookies, crackers, vegetables and fruit. Suggestions for day 2: coffee, hot water and tea bags, juice, doughnuts or pastries, bagels and cream cheese, fruit. Also, milk/cream and sugar for the coffee and tea, paper plates, cups, napkins.

- **Set up a table for conference check-in** and have someone there who is familiar with the campus and the parking arrangements.
- **Arrange for a university administrator, Dean or Director of Library** to be at the opening of the conference to say a few words of welcome.

04/30/01

CLAMS Conference Preparations Checklist

Treasurer's duties

- **Establish a timetable:** Begin this process no less than six months in advance
- **Arrange with CLAMS Treasurer to handle registrations.** [ACRL WA may handle this, especially if meeting at PAC Forest.]
- **Prepare a participant list** with name, institution, and email address.
- **Keep the president and site-planner up to date on the # of participants registered.**
- **Waive registration and banquet fees for site planners and winner of student scholarship.**
- **Discuss with treasurer how receipts for conference supplies and reimbursements or payments to presenters are to be handled.** Pay for the banquet ahead of time or else you will need a check from the treasurer in the amount due on the evening of the banquet.
- **Mail parking passes and confirmations as necessary**

06/05/01

CLAMS Conference Preparations Checklist

Speaker Coordinator's duties

- **Establish a timetable:** Begin this process no less than six months in advance
- **Negotiate topic and fees with CLAMS executive board**
- **Contact speaker**
- **Upon acceptance, send general "frame of reference" information** that indicates who we are, what we have done in the past, etc.
- **Have President issue a "letter of agreement"** outlining all the times, specifics, reimbursement procedures, honorarium amount and details.
- **Determine if speaker will provide handouts or if the speaker wants CLAMS to copy and provide in registration packets.**
- **Make travel arrangements and hotel reservation.** Use our state rate if it's cheaper--even though they are not a state employee they are working for us.
- **Decide who is hosting them.** Arrange for airport pickup or shuttle

CLAMS Conference Preparations Checklist

Vice President's duties

- **Fundraising.** Contact vendors for monetary and in-kind donations. Prepare an acknowledgement sheet to distribute at the conference. Sheet should include only those that gave money, ones that gave in-kind will get verbal acknowledgement during the conference announcements.
- **Thank you letters to vendors that made monetary contributions.** After conference, send letters of appreciation to the vendors with a copy of the acknowledgement sheet.
- **Gift to outgoing President (Spring conference only)**