



## **Conference Program Committee**

### **Committee Charge**

The FACRL Conference Program Committee plans, coordinates, markets, and delivers a program for the FACRL Annual Conference.

### **History of the Committee**

The President-elect appoints a member of FACRL to a one-year term as Committee Chair. A member of the FACRL Board is appointed to a one year term as Board Liaison. Committee members are appointed by the President-elect following a call for volunteers to the FACRL listserv.

### **Major Responsibilities**

1. In consultation with the FACRL President, decide on a program topic that will appeal to FACRL members, as well as the larger library community.
2. Solicit program and poster proposals.
3. Secure speakers for the program.
4. Author publicity for the event.
5. Serve as the liaison between the FACRL and selected speakers
6. Review and evaluate the CFP application cycle to inform and improve the process for the following year.
7. Formally acknowledge speakers for their contributions to the Annual Conference.
8. Acknowledge service of FACRL Conference Program Committee members.

### **Procedures Used to Accomplish Major Responsibilities**

1. Notify members of the FACRL Board regarding the timeline of the CFP cycle and need for committee volunteers.
2. Host virtual orientation meeting for the Committee in advance of the CFP cycle to review and/or revise the application and rubric and outline procedures for application review
3. Host virtual approval meeting to select presenters.
4. Notify winning and non-winning applicants.
5. Communicate speaker needs to the Local Arrangements Committee Chair.
6. Submit publicity materials to the Communication Manager for dissemination.



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7. Maintain email or phone contact with applicants about submission guidelines, deadlines and notification.
8. Author thank-you letters acknowledging speaker participation and giving a general summary of the conference proceedings including, number of attendees, etc.

### **Committee Composition and Term(s) of Office**

- Chair (one-year term)
- Vice Chair (one-year term)
- Committee members (one-year term)
- Committee appointments are Annual to Annual, which begins at the annual FACRL conference

### **Reports to FACRL President**

### **Contacts for Accomplishing Committee Objectives**

- FACRL President
- FACRL President-elect
- FACRL Treasurer
- FACRL Communications Manager
- FACRL Local Arrangements Committee Chair

### **Publicity Needs**

Publicity is needed to place the initial call for proposals and posters and to promote the program to FACRL members. Publicity is accomplished by posting announcements to the FACRL website, listserv, Twitter account, and by contacting the Schools of Information at FSU and USF and requesting that the announcement is shared with their students. It is also pushed out through FLA web and social media channels.

### **Documents to Create/Update**

- Program announcement
- CFP: call for posters/presentations
- CFP submission form/survey
- Poster/Presentation review rubric

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- Thank-you letters to speakers
- Committee survey to identify successes and opportunities to inform change and support progress
- Service acknowledgment letters for Committee members

### **Reports Generated**

- January - Committee Planning Report due
- May - Committee progress report due
- October (Annual conference) - Annual report due

### **General Timetable**

- October (Prior to Term)
  - Attend the FACRL Conference to get an idea of what was done the year before
- November
  - Review committee documentation and reports
  - Consult with the FACRL President-elect to learn her/his suggested program topics
  - Send a welcome letter to committee members
- December
  - Host committee member orientation meeting
  - Collaborate as a committee to investigate & develop program ideas & descriptions
  - Assign roles and responsibilities
- January
  - Update committee documentation, applications, rubrics
  - Author Committee Planning Report for submission to the FACRL Board
- February
  - In collaboration with the President-elect, finalize the slate of program topics for Board review and approval
  - Finalize Program Title & Description
- March
  - Make plans to promote the FACRL Annual Conference at the FACRL sponsored program at FLA
- April
  - Finalize promotional materials and share with the Communications Manager

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- **May**
  - Announce the Annual Conference program at the FACRL sponsored program at FLA.
  - Issue the call for proposals following the conference announcement
  - Author Committee Progress Report and report progress at the May Board meeting
- **June**
  - Continue marketing the call for proposals
  - Draft text of Speaker Confirmation Email including requests for a short bio and latest CV;
- **July**
  - Review and evaluate the presentation and poster proposals received.
  - Notify selected presenters and request contact information, headshot photo and a short bio
  - Provide names and contact information of presenters, final audiovisual requirements, number of participants, seating arrangements, etc., to the Chair of the Local Arrangements Committee.
- **August**
  - Provide a timeline of activities leading up to the Annual Conference, i.e., submission deadlines, etc.
  - Request biographical statement and headshot photo of presenters to be used in an announcement at the Annual Conference. Share with Communications manager to be posted on the FACRL website
  - Revisit program descriptions to include basic speaker information
- **September**
  - Request outlines of speaker presentations.
- **October (End of Term)**
  - Seek final copies of speaker presentations and permission for post conference archival on the FACRL website
  - Remind speakers about conference details, arrival time, location, parking, etc.
  - Communicate speaker needs to the Local Arrangements Chairpost-conference
  - Provide the Communication Manager with final copies of speaker presentations for upload to the FACRL website post conference
  - Attend FACRL conference to assist with on-site issues (chair & vice chair are mandatory; members are optional)



## **Conference Program Committee**

- Author speaker thank-you letters
- Author service acknowledgment letters for Committee members
- Author Annual Committee Report