

Church & Synagogue Library Association Conference Planning Manual

This Conference Planning Manual serves as a guide for conference planning committees. Each conference is unique, and each conference planning committee is organized differently to adjust to the local situation. As long as all the responsibilities are covered and the deadlines are met, the conference is the product of the conference planning committee. THIS IS A GUIDE ONLY.

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I. GENERAL INFORMATION

A. PURPOSE

The main purpose of the CSLA Annual conference is to provide educational opportunities for church and synagogue librarians. These opportunities include classes in all phases of congregational librarianship for both beginning and experienced librarians, as well as inspirational and informative speakers for the whole assembly, and opportunities for networking and fellowship.

B. POLICIES

- 1. Established by the CSLA Executive Board
 - a. All who participate should be made aware that CSLA is an interfaith association.
 - b. Persons serving as CSLA Committee Chairs must be CSLA members, chapter members or CSLA Affiliate members.
 - c. Conference General Chair(s) arranges for Executive Board winter meeting at the conference site during the month of January preceding the conference. Any Executive Board costs will be paid from CSLA general funds, not from conference income.
 - d. The CSLA Administrator may make an on-site visit to help negotiate the conference contract. The cost of the visit will be included in the conference budget. Only the CSLA Administrator agrees to the terms of, and signs, the host facility contract.
 - e. Registration fees are to be established by the Conference Committee on the basis of estimates intended to cover all expenses of the conference, other than room and board of attendees and exhibits (which are self-sustaining).

- f. Single-day as well as full-time registration fees are to be established by the Conference Committee. The total of the single-day registrations should be greater than the full-time rate. There may be a fee differential between CSLA members and non-members.
 - g. Exhibitors are asked to exhibit on Sunday and Monday only.
 - h. Exhibitors will not be charged registration fees; they do pay an exhibitor's fee. Exhibitors who are CSLA Institutional Members get a 50 per cent (50%) discount on the exhibitor's fee.
 - i. The registration fee may be waived for incoming and outgoing Executive Board members (officers and committee chairs).
 - j. The Conference General Chair(s) of the current conference and the following year's General Chair(s) are eligible to have registration fees waived. Other Conference Committee Chairs are eligible for one half (50%) of the fee waived.
 - k. Honoraria and expenses for speakers, leaders and entertainment should not exceed a total of \$3,000.00, without prior approval of the CSLA Executive Board.
 - l. Workshop leaders will be offered one complimentary lunch at the discretion of the Conference Committee.
 - m. Awardees shall be offered the awards banquet meal. The Awards Chair sends a letter to awardees outlining this arrangement. (In the past, we have offered awardees the cost of their share of a room for one night. They pay for room and meals and send for reimbursement. However, this is not economically feasible now.)
 - n. At the end of the conference, there is a final meeting with the host facility to settle accounts. This meeting should be attended by the General Chair(s), Local Arrangements Chair, Treasurer and Administrator.
 - o. Annual conference meeting expenses of the CSLA Administrator and Publications Editor are paid by the Association from general funds, not from conference income.
 - p. Conference cancellation policy: There will be no refunds after dates set by the Conference Committee. They do have the prerogative to make refunds on a case-by-case basis.
 - q. If the Conference Committee feels that it is worthwhile to purchase the Rodda awardee's books for sale, it can do so only with the approval of the Executive Board. It is generally expected that the books will be furnished by the awardee's publisher. Books may also be available from exhibitors/vendors.
2. The following recommendations are to be ready for the Executive Board's winter meeting in January preceding the conference:
- a. Conference program plans and theme
 - b. Plans for any pre- and post-conference courses, tours, activities, etc.
 - c. Detailed conference income and expense budget
 - d. Established dates and policies on early and late registration fees and cut-off dates for each
 - e. Established dates and policies on refunds
 - f. Established complimentary meals policy
 - g. Established honoraria and expense limits for speakers, leaders and entertainment including any transportation/mileage
 - h. Established exhibitor's fees and number of expected exhibit tables

C. GENERAL GUIDANCE

The best insurance for running a successful conference is to double-check all arrangements frequently and not leave any details until the last minute. The Conference General Chair(s) should keep in close contact with all members of the Conference Committee to be sure that all plans are going according to schedule. All committee members should keep in mind the Seven Basic Laws of Frustration, Mishap and Delay:

1. If anything can go wrong, it will.
2. If anything just can't go wrong, it will anyway.
3. When things are going well, something will go wrong.
4. When things can't get any worse, they will.
5. Anytime things appear to be going better, you have overlooked something.
6. If you explain something so clearly that nobody can misunderstand, somebody will.
7. If you do something that you are sure will meet everybody's approval, somebody won't like it.

In spite of the operation of these laws, each conference has been better than the last, and yours will be the best yet!

II. ROLE OF CONFERENCE PLANNING COMMITTEE

A. STRUCTURE

General Chair(s)	Program Chair
Exhibits Chair	Publicity Chair
Finance Chair/Treasurer	Registrar
Hospitality Chair	Secretary for Committee
Local Arrangements Chair	Transportation/Tours Chair

The President and Administrator of CSLA are both *ex officio* and will serve in an advisory capacity (when and wherever needed by the committee).

B. RESPONSIBILITIES – GENERAL

1. The Conference Committee is responsible for locating several suitable conference host facilities. If necessary, the Administrator will do site inspections. The Administrator and the Conference General Chair(s) make the final decision on a site.
2. The Conference Committee is responsible for planning, coordinating and executing the entire conference.
3. The Conference Committee chooses a theme for the conference.
4. The Conference Committee attends the winter Executive Board meeting in January held at the conference site and submits a report of work completed and remaining (see above).
5. It is vital that all committees keep in touch with the General Chair(s) and with each of the other committees during the entire planning process. This is especially true of overlapping tasks such as Local Arrangements and Hospitality, Local Arrangements and Program, and Program and those doing the program booklet, to name a few. COMMUNICATION IS KEY. MAKE REGULAR REPORTS TO EACH OTHER.
6. The Conference Committee creates conference and workshop evaluation forms.

C. RESPONSIBILITIES – SPECIFIC

1. CONFERENCE GENERAL CHAIR(S)

- a. Appoint all subcommittee chairs and see that each one has all the helpers deemed necessary. Responsible for seeing that all conference subcommittee chairs carry out their responsibilities, as stated in this manual, and that they stay on schedule.
- b. Be responsible, on behalf of CSLA, for all financial obligations, except facility contract, relating to the conference. No other persons may make financial commitments without the approval of the Conference General Chair(s).
- c. See that a contract covering all meeting, housing and meal arrangements with the host facility is signed by CSLA Administrator in advance of the conference. Finances permitting, arrange for the CSLA Administrator to visit the facility to negotiate the contract.
 - 1) See that all speakers, entertainment and tour contracts are acceptable and signed by Administrator.
 - 2) At the time required by the host facility, working with the approval of the Administrator, and with the Local Arrangements Committee, be responsible for making the commitment concerning the final room count and the final meal count to the host facility. Estimates are based on the expected number of conference registrants.
- d. Draw up a planning calendar for the year leading up to the conference.
 - 1) Call meetings of Conference Planning Committee Chairs when deemed necessary. Once a month in the year leading up to the conference is usual.
 - 2) Remain on top of deadlines and responsibilities of all committees to ensure timely accomplishment of their tasks.
- e. Visit the conference facility with the entire local Conference Committee to:
 - 1) Ascertain the space available for meetings, exhibits, registration/hospitality tables, meals and lodging, including those needed for pre- and post-conference activities and Board meetings.
 - 2) Determine complimentary space and space that will incur extra charges.
 - 3) Determine if shipping and mailing services are adequate/available for exhibitors, conference leaders and participants.
 - 4) Confirm there is ability to meet special dietary needs (Jewish participants, diabetics, etc.)
 - 5) Identify facilities that are nearby for pre- and post-conference meals and housing, if not available at site.
 - 6) Determine how many persons can be seated on the stage/podium for the opening session and the annual business meeting (if this is necessary). Inform national President who will plan head table seating if required.
- f. With the Conference Committee make a conference evaluation form to be placed in the registration packet.
- g. Schedule with the Program Committee a joint meeting with the next year's Conference Committee during the conference if requested. This is encouraged. There are always questions.
- h. With the national Past President plan the Advisory Council meeting at the conference.
- i. Provide bidding cards to the Exhibits Committee for the Silent Auction, or have them make their own.

2. EXHIBITS COMMITTEE

- a. When the chair/committee visits the conference facility with the Conference Committee, obtain area measurements to make suitable table layouts.
- b. Review the mailing list of exhibitors from the Administrator to determine if there are names to be added. Send updated list to the Administrator.
- c. In consultation with the Administrator, General Chair(s), and/or Local Arrangements Chair/Committee, set fees for exhibitors.
- d. In the fall before the conference in consultation with the Administrator, prepare the text of the letter and reservation form to be sent from the national office to all potential exhibitors in December. Reservation form samples are on file in the national office.
- e. Exhibit reservations and checks are sent to CSLA. Returned forms are forwarded to the Exhibits Chair. The Exhibits Committee informs the Registrar of the number of exhibitors, as they do not pay a registration fee.
- f. With information from the Local Arrangements Committee, provide exhibitors detailed information about housing (local motels), meals (local restaurants) and arrangements for delivery of exhibit materials to the conference facility.
- g. Arrange for a storage facility for early deliveries from exhibitors, workshop leaders, speakers (CHECK WITH PROGRAM CHAIR) and silent auction donors. On the day of set-up, arrange for all stored materials to be brought to the exhibits area.
- h. Inform exhibitors that they will be introduced at the opening session of the conference.
- i. Exhibits are open during specific hours on Sunday and Monday only. Exhibits are closed during the opening session, meals and mealtime programs, and the business meeting. Exhibitors pay for their own meals, housing and exhibitor's fee.
- j. Prepare a follow-up letter for non-responding exhibitors to be sent in February from the national office.
- k. Plan the arrangement of the exhibit room with the host facility coordinator and see that an appropriate number of tables is available, including tables for CSLA publications sales (staffed by the Administrator and Publications Committee), as well as the silent auction. Provide for table coverings (usually provided by facility).
- l. See that signs are provided by/for exhibitors.
- m. Provide the Program Booklet Creator a list of exhibitors with representative information, if possible, and a description provided by the company to be included.
- n. Be present, and have committee members present, at time(s) designated for setting up of exhibits. Committee representation should be present whenever exhibits are open.
- o. Supervise the sale (or distribution) of books from consignment exhibitors (those companies that do not send a representative, only their wares).
- p. Be responsible for writing a thank you letter to exhibitors. This may be mailed from the national office with a list of participants.
- q. At least six weeks in advance, provide exhibitors with workshop bibliographies (if you can get them) and a conference schedule listing programs, workshops and author autographing sessions. CONSULT WITH PROGRAM CHAIR.
- r. If possible, provide each exhibitor with a CSLA conference tote.
- s. May be asked to arrange for a silent auction and for author signings.

t. SILENT AUCTION SUBCOMMITTEE

The silent auction is a perennial favorite with conference delegates. It consists of books and other media being auctioned off in the exhibit area to bring added revenue to the conference budget. Also the sale helps to draw delegates into the exhibit hall. There should be a Silent Auction Subcommittee with a chair and at least two committee members to assist.

1) Sources for books for the Silent Auction

- Ask the Conference Planning Committee and local area Chapter/Affiliate organizations to save their gently used or nearly new books, CDs, DVDs, etc. throughout the year to contribute to the auction.
- The CSLA Administrator generally has books sent to the national office from publishers, which are shipped to the conference for the auction.
- The association's Book Review Editor may have titles that have not been reviewed and could be shipped to the conference. HOWEVER, publishers are not sending books in the numbers they have in the past.
- The Silent Auction Subcommittee can solicit books from publishers who may give some sample copies. AGAIN, THIS WILL BE LESS THAN IN THE PAST.

2) Duties of the SILENT AUCTION SUBCOMMITTEE

- Set up tables to display auction books and other media.
- Make a large sign designating the auction area to distinguish it from other exhibits.
- Obtain bidding cards from the General Chair(s) or make your own. These are filled out with the name of the item and a minimum bid and inserted into the media.
- Check the exhibit area several times during the day to keep books/media in browsing order. These monitors can answer questions as needed.
- Close the bidding process with the shutting down of the exhibit hall on the last day. (This is usually 6:00 p.m. on the next to last day of the conference.)
- With anyone else that can be mustered, sort the materials according to the highest bidder.
- Stack the books and media separately according to bidder's last name. Bidding slips are attached stating the total owed by each bidder.
- Announce that following the evening program, books/media may be collected and paid for in the exhibit hall. Cash and checks are preferred. If credit cards are used, the Administrator has that capability.
- Count the money, preferably by two different people, and turn it over to the Administrator for safekeeping.
- Take unclaimed books to the hospitality/registration table to be picked up and paid for the next morning.
- Provide boxes and packing materials for those bidders who end up with too many items to carry away from the conference. Provide directions on how/where to ship.
- Have a plan for disposing of items not sold at the auction.

3. FINANCE COMMITTEE

- a. Work with the entire Conference Committee to prepare a budget based on program plans. The budget should be based on fewer persons than are expected to attend. Not everyone is a full-time registrant. Budget codes and sample conference budgets are available from the National Treasurer and the Administrator.
- b. Obtain estimates of income/expenses from all committee chairs. In consultation with the Administrator and Conference General Chair(s), set registration and meal fees for full-time attendees based on the formula the Administrator/Treasurer provides. Fees are intended to cover all conference costs except those of exhibits.
- c. Exhibit fees are not considered part of the conference budget but are expected to produce income over and above the rest of the conference income.
- d. Set meal costs to be slightly above the costs obtained by the Local Arrangements Chair from the conference facility personnel.
- e. Have the budget prepared to present at the January board meeting.
- f. Establish a policy on the cut-off day for refunds, and inform the Administrator what this policy is. There should be NO REFUNDS for lodging and meals AFTER the official guaranteed count has been reported to the site facility. THIS COUNT IS A COMMITMENT TO THE FACILITY.
- g. Consult the Administrator for a formula to figure last-minute meal count. This formula is used ONLY when registrants exceed the number originally contracted. (If you do not understand this, please consult the Administrator.)
- h. See that all Conference Committee expenditures stay within the approved budget. All invoices to be paid or expense reimbursements should be submitted through the Finance Chair/Treasurer (using forms supplied by the National Treasurer).
- i. During the conference, work at the hospitality/registration table(s) accepting and keeping records of all monies received for sale items, walk-in registrations, additional meal and tour registrations, etc.
- j. After the conference, record by budget codes all monies received, convert all cash into a bank check or money order made payable to CSLA and send the check, all other checks endorsed "for deposit only" and all supporting paperwork to the Administrator in the national office.
- k. After the conference, in consultation with the Conference General Chair(s), photocopy appropriate workshop handouts, and mail packets of these handouts to conferees who ordered and paid for them (if this is offered at the conference).

4. HOSPITALITY COMMITTEE

- a. Work closely with the Local Arrangements and Registration Committees to aid attendees in having a comfortable and enjoyable experience at the conference. This chair needs to work closely with the Registrar before and during the conference.
- b. Enlist local people to work at the hospitality table during the conference. Set up a schedule of persons to be on duty at all times. This includes the afternoon and evening before the conference begins (when many people arrive) and at the end of the conference when the last tour returns to the facility. It is important to have information about the availability of Saturday night and Sunday morning meals at the conference site or nearby restaurants.
- c. Order tote bags and plan meal favors.

- d. With Registration prepare packets/totes of information to be given to attendees upon arrival. For inclusion in the packet:

pencil (sharpened)	note pad
city map	facility floor plan
brochures on local places of interest	evaluation form
workshop handouts order form	name tag
conference program booklet	meal and tour tickets
sample publicity release for use when attendees return home	
- e. Prepare an emergency contact form to be filled out at the hospitality/registration table when packets/totes are handed out. This form remains at the table.
- f. Be familiar with the conference site and surrounding area to be able to pass information to the attendees. Investigate surrounding community resources, congregations, bookstores, drug stores, restaurants, hotels/motels, hospital, post office, off-site lodging, opportunities, etc.
- g. With Local Arrangements identify the mailing and UPS services for attendees and exhibitors wishing to mail books and purchases back home.
- h. Arrange for a strategically located message board, so that conference personnel and participants can communicate with each other.
- i. The Conference General Chair(s)/Administrator solicits hosts/hostesses. At the conference, Hospitality Committee members distribute host/hostess instruction and evaluation forms (and gifts for workshop leaders, if desired) to each workshop leader and host/hostess. If gifts are being presented to workshop leaders, the host/hostesses should pick up the gifts from the hospitality table.
- j. Arrange for table decorations for sit-down meals. The chair works with committee members to schedule the placing of decorations and souvenir favors on tables just prior to meals. Work with hotel management to coordinate time and placement of table decorations and favors. Use facility accessories wherever possible.
- k. Monitor sales of any items for the benefit of the local sponsoring chapter/affiliate.
- l. Work with the Registrar and hotel for method of identifying attendees with dietary needs. Prepare an item or placard (and include it in their conference tote bag) to be placed at their table setting at each meal to aid wait staff.
- m. With Local Arrangements investigate surrounding community resources, churches/synagogues, bookstores, drugstores, restaurants, hotel/motels, hospital, post office, off-site lodging opportunities, etc.

5. LOCAL ARRANGEMENTS COMMITTEE

- a. Work very closely with the Hospitality Committee.
- b. With Hospitality Chair investigate surrounding community resources, churches/synagogues, bookstores, drugstores, restaurants, hotels/motels, hospital, post office, off-site lodging opportunities, etc.
- c. Prior to the winter Board meeting and the conference, clarify with hotel registration staff details including the way the organization is identified by the hotel (CSLA or Church and Synagogue Library Association) for registration purposes.
- d. Arrange meals, lodging and meeting facilities for the National Executive Board winter board meeting to be held at or near the conference facility during January preceding the conference.

- e. The Chair serves as the liaison with the person assigned by the host facility to the conference.
- f. Arrange for rooms and food needed for all pre- and post-conference activities and meetings, including all Board and Personnel Committee meetings, Chapter Presidents' dessert/Advisory Council reception (dessert/activity) and Prez Corps (past national presidents) if necessary.
- g. Arrange all rooms needed during the conference for registration, hospitality, exhibits, behind-the-scenes workroom, workshops, interfaith service, opening session, awards banquet (with Awards Chair), Chapter President/Advisory Council Reception (with Chapters Coordinator and 1st Vice President) First Timers' Program (with 1st Vice President), annual business meeting, closing luncheon any other special activities, meals and/or all on-site lodging.
- h. Choose menus, make arrangements and give catering instructions for the food at all meals, coffee breaks and receptions. Make arrangements for special dietary needs. (Remember to avoid foods not generally acceptable to our Jewish and/or Muslim members.)
- i. Working with the Program Committee, Awards Chair, etc. arrange for meals and lodging needed for guest speakers and awardees. Assign someone to meet speakers and other guests and serve as their host/hostess while at the conference.
- j. In coordination with the Exhibits Chair arrange for shipping, mailing and storage facilities at the conference site for use by exhibitors, workshop leaders and participants. Locate nearest UPS pick-up station. The host facility may serve as a pick-up station.
- k. Working with the Program Committee assign workshop rooms based on pre-registration size of workshops, facility space and audio-visual needs as requested by workshop leaders.
- l. Working with Program Committee see that all plenary sessions, interfaith service, workshops and meetings are provided with facilities requested by leaders and speakers. The conference facilities may or may not include podiums, microphones, projectors, overhead and LCD projectors, laptop computers, flip charts with markers, white boards with markers and erasers, screens, tables and chairs. Be prepared (if at all possible) for workshop leaders to have a half hour early entry for set-up time in their assigned room with all requested equipment. Some conference facilities are equipped to deal with quick room changeovers, but not all, and equipment may be too costly an expenditure.
- m. Arrange for the production of directional signs to be placed on site, directing participants to parking and luggage drop-off, registration, etc., if not provided by the facility. Arrange for production of signs identifying workshops by title and leader. Arrange for these signs to be posted at the doors of the assigned workshop rooms. If requested, these signs may be provided by the host facility. Also provide table-top signs for authors in author signing sessions. PLEASE, MAKE SURE ALL SIGNS ARE LEGIBLE FROM A DISTANCE.
- n. Determine cancellation policies in conjunction with the Conference Committee.
- o. Work with the Hospitality Committee on table decorations and/or flowers for sit-down meals.
- p. Coordinate with the Chapters Coordinator for the Chapter Presidents reception and the Past President for the Advisory meeting. These two have been combined at some conferences.
- q. At the conference, be readily available for troubleshooting at all times.

6. PROGRAM COMMITTEE

- a. Take suggestions from anyone and everyone for speakers and workshop leaders. The program is actually planned by the whole Conference Committee. The Program Committee carries out the details.

- b. Be responsible for obtaining the major speakers, entertainment and workshop leaders for the conference.
- c. Immediately after committee formation, begin to think about workshop leaders. Consider the needs of beginning, intermediate and advanced congregational librarians, as well as enrichment studies. It is helpful to have several persons in mind for each workshop. Consider repeating a few of the workshops. Plan to have 4-5 selections for each time slot.
- d. In August and September of the year before the conference, with the approval of the Conference Committee, invite prospective workshop leaders to present a workshop at the conference. Give a tentative day for the workshop. Ask them to reply by mid-October.
- e. As soon as possible, but no later than August or September of the year before the conference, in consultation with the whole Conference Committee, decide on potential speakers and entertainment and invite them. It is possible that some speakers and entertainers may need to be contacted more than a year in advance of the conference. Speakers and entertainers may be scheduled for luncheons or dinners, but keep in mind that having too many speakers results in diminishing returns.
 - Opening Session – Keynote speaker to set the tone.
 - Awards Dinner – It is more important for award winners to have a chance to speak rather than an extra speaker. Awardees should be informed by the Awards Chair as to the length of their acceptance speeches. It is important that the evening programming not be too long. The Awards Chair needs to be consulted to confirm the number of awardees attending the conference and the financial arrangements involved. However, these are not available until March or later. If there are only a few awardees, then a speaker or entertainment may be called for.
 - Closing Luncheon – Someone to send the attendees away feeling uplifted, inspired and enthusiastic about library ministry.
- f. Depending on the program schedule, there may be other luncheon and/or evening opportunities, but do not make the schedule too busy and so filled up that we tire people. We must leave time for the exhibitors and for valuable networking.
- g. When acceptances have been received from workshop leaders, speakers and entertainers, give that information to the Publicity Chair for conference news releases and to the Program Booklet Creator if it is not this committee. Discuss room and equipment needs with the Local Arrangements Committee.
- h. Obtain bibliographies from workshop leaders (if applicable) and forward them to the Exhibits Chair who will give this information to booksellers so they can have materials for sale. Request that bibliographies be received at least two months before the conference.
- i. In April, send a confirmation letter to workshop leaders with the day and time of their workshop. Sometimes leaders have a preferred day or time. Try to accommodate that. Ask what audio-visual equipment they may need and make arrangements to obtain it as cheaply as possible. Give them any other necessary information, such as a draft of the conference program.
- j. Workshop leaders should be informed that they must provide any handouts they wish to give to participants.
- k. You may offer a complimentary lunch to each workshop leader on the day of his/her workshop. If the workshop leader registers for the conference and meals, he/she will be reimbursed for one lunch. Give the necessary information to the Registrar for the final meal count.
- l. You may plan one evening of special entertainment (if it seems necessary).

- m. Plan a program for Saturday evening because many attendees will have already arrived.
- n. Provide ample time for people to visit the exhibit area during the conference.
- o. Confer with the General Chair(s) and national President about having representatives of the different faiths represented in the Association to give invocations at meals. (The national President may prefer to choose.)
- p. Other events which are to be scheduled are:
 - Interfaith worship service, arranged by the Program Committee
 - President's reception for awardees following the awards banquet, arranged by the Local Arrangements Committee
 - Annual business meeting, arranged by the President
 - Prez Corps meeting of past national presidents, arranged by the Past President
 - Advisory Council meeting, arranged with the Chapters' Coordinator and Past President
 - Introduction of committee chairs by the new President
- q. If authors are invited for book autographing, the Program and Exhibits Chairs handle this activity together. See the Exhibits Chair's responsibilities. Authors should be invited to bring their own books for sale. If they decline this opportunity, conference vendors should be asked to supply these authors' books for sale.
- r. Obtain biographical information and photos, if possible, from workshop leaders, speakers and entertainers for the Publicity Chair to use as deemed advantageous in news releases and for the conference program booklet, as soon as acceptances have been received.
- s. Gather and organize all information for the conference program booklet. This committee knows the whole schedule and may be the logical choice to do the booklet.
- t. Coordinate sale, copying and distribution of workshop handout orders to conference attendees. Create a workshop handout order form, which is placed in registration packet. Arrange for collection of two copies of workshop handouts by the workshop host/hostesses. Copies of handouts are placed in the workshop handout collection box at the hospitality table. Weed handouts and turn in appropriate documents to the Administrator, who sends out the orders.

7. PUBLICITY COMMITTEE

- a. Work closely with all committees to have varied information to put in publicity flyers and articles.
- b. Be responsible for flyers, news release and feature articles with photos for *Congregational Libraries Today*, CSLA's quarterly publication. Be responsible for the text and design of the registration form. May be given the task of creating the conference program booklet. (Actually this should be given to the person most qualified in this type of work.)
- c. In the spring of the year 18 months prior to the conference, prepare a conference advertisement to appear on the back page of the current year's conference program booklet, and design an invitational flyer to be distributed at that conference as advance publicity. As a courtesy, this is sent to the Administrator and the Publications Chair.
- d. Obtain the website address of the Convention Bureau in the conference locale and send it to the Administrator as soon as possible. Use material from the bureau in publicity.
- e. In August, send a flyer to the Administrator for chapters to publicize the conference in their newsletters. This flyer should also be sent to the Publication Chair as a courtesy.

- f. In September, send a news release including the date, place and theme of the conference to the Administrator and Publication Chair for release to the *Library Journal*, *Wilson Library Bulletin*, *American Libraries*, *Publishers' Weekly*, etc.
- g. By September 20, send a general information publicity piece/ad of 250 words or less for the October/November/December issue of *Congregational Libraries Today* to the Administrator, Publications Chair and Publications Editor.
- h. By December 20, send an article of about 750–1500 words for the January-March issue of *Congregational Libraries Today* to the Administrator, Publications Chair and Publications Editor. Include photos that do not have to be returned of the conference locale and/or Conference Committee. These can often be downloaded from the locale's website.
- i. Present the registration form at the CSLA Board meeting in January. Immediately following the board meeting, the Conference Committee should do a final proofing of the form. Within one week following the board meeting, it is sent to the Publications Chair and Administrator so it can be sent to the Webmaster for uploading.
- j. For the information to be included on the registration form SEE PREVIOUS REGISTRATION FORMS ON FILE IN THE NATIONAL OFFICE.
- k. By March 20, send a reminder article of 250 words or less for the April-June issue of *Congregational Libraries Today* with any additional photos to the Publications Editor.
- l. In April, plan additional recommended publicity for the local area of the conference to houses of worship, public library systems in the local area and recent non-renewing CSLA members in the conference state and contiguous states. (The Administrator has the membership list.)
- m. Six to eight weeks before the conference, the final text of any materials this committee wants in the program booklet must be ready for whomever is producing the program booklet.
- n. Select (provide) a photographer. See that representative photographs are taken of incoming officers and committee chairs, speakers, entertainers, workshop leaders, awardees, conference and events. Confer with the Conference General Chair(s) and be sure of necessary photographs. These photographs should be labeled and contributed to the CSLA archives. Send to Publication Editor for inclusion in July-September *CLT* immediately following the conference, as it goes to press in August.
- o. Write a sample news release for all attendees to take home and submit to their local newspapers. This news release goes in the registration packet.

8. REGISTRATION (REGISTRAR)

- a. Work closely with the Hospitality, Finance and Local Arrangements Committees before and during the conference. Stay in contact with the Administrator on a regular basis.
- b. Compose a letter with the help of the Administrator, signed by the General Chair(s) and/or Registrar welcoming participants, providing information about the conference, and listing contact, address and phone numbers. One or two pages of general information should be included with this letter describing airport shuttle service, travel directions, amenities in the area and emergency phone numbers. The Administrator can supply samples. This letter and general information sheets should be given to the Administrator by March 1 to be sent to registrants.
- c. Receive conference registrations from the Administrator [the General Chair(s) also receives a copy from the Administrator] and chart information frequently, preferably by computer so counts for each category (meals, tours, specific workshops, etc.) are up-to-date.

- d. Before the conference, prepare readable name tags that include the person's name, city, state, congregation name, workshops, meals and tours. Appropriately colored/imprinted ribbons should be ordered and placed on nametags identifying officers, Conference Committee members, CSLA staff, speakers, workshop leaders, authors, exhibitors, awardees, etc. A count of current ribbons and tags should be made in the fall so the conference budget will reflect the cost of needed supplies. Check with the Administrator for supply houses, if needed. In lieu of ribbons, the identifying titles may be typed on the name tags. Contact the Administrator for sample name tags from previous conferences.
- e. If applicable, keep an accurate count of the single and double rooms occupied each night during the conference as a check against fees charged by the host facility.
- f. Keep counts of meals purchased by registrants and those paid for by the conference budget (these may or may not be so indicated on the registration forms). Be prepared to give meal counts to the Local Arrangements Chair and the conference facility contact person, and keep accurate accounts so that the local Conference Committee can check charges at the end of the conference.
- g. If applicable, assign rooms with priority given to Board members, local planning committee members, the Administrator and those who are elderly, handicapped or have other special needs.
- h. Prepare and print a list of registrants, their postal addresses, telephone numbers, e-mail addresses and home congregations with city, for distribution at the beginning of the conference. This list is greatly appreciated by the attendees.
- i. If applicable and/or needed, compile a list of the arrivals and departures of those coming by airplane, train or bus, and give a copy to the Transportation Chair or Hospitality Chair.
- j. Schedule people who can function well under pressure to work at the registration table.
- k. Stock extra registration forms for walk-ins. Report last-minute additional participants to the appropriate committees: meals to Local Arrangements, workshop attendance to Local Arrangements and tour participation to the Transportation/Tours Chair.
- l. Direct persons wishing to pay membership dues to the Administrator at the CSLA table.
- m. With the Hospitality Committee, prepare materials for the registration packet/tote.

9. TRANSPORTATION/TOURS CHAIR

- a. Determine the availability of public transportation between the conference facility and the airport, train and bus stations and provide this information to conference attendees.
- b. Arrange pre- and post-conference tours.
 - Choose sites of interest that will be available at conference time.
 - Hire a certified tour company with complete liability insurance coverage who will be responsible for providing the buses.
 - Ensure that tours are self-supporting. It is recommended that a percentage of total bus occupancy be estimated and used to determine tour ticket prices. As buses are not always sold out, tour income should be estimated to cover more than the expenses. The budget is submitted to the Finance Chair based on this assumption.
 - Determine the size of bus depending on the number registering for tours. Reserving 28- to 36-passenger buses is suggested, but make sure the tour company allows the option to increase or decrease the size of bus.

- Schedule a half-day of congregational library tours when the CSLA Executive Board meetings are not in session. The libraries should be of various sizes, including one synagogue library if possible. Offer the synagogue library visit on Friday night if it is not possible on Saturday.
 - Provide bottled water and salty snacks on bus trips.
- c. **Note:** This job should not be paired with any other major conference responsibility so that Transportation/Tours persons are available to attend the tours.

10. CONFERENCE COMMITTEE SECRETARY

- a. Perform the usual, but highly important, secretarial duties of taking and distributing minutes of the Conference Committee. It is most helpful for individual committee members to be able to concentrate on the meeting and not be responsible for taking notes.
- b. Send minutes to the Administrator and CSLA President in addition to the Conference Committee members.

11. PROGRAM BOOKLET CREATOR

The task of producing the conference program booklet is best done by someone who has some experience in publications. There are many program booklets on file in the national office. It helps greatly to have someone who has been working along with the Conference Committee from the beginning. Try to recruit such a person to be on one of the committees — most logically the Program Committee.

III. ROLE OF NATIONAL STAFF

A. ADMINISTRATOR

1. Serves as an *ex officio* member of Conference Committee.
2. If the budget allows (as soon as needed by the Conference Committee,) travels to the conference locale to negotiate with the Conference Committee the potential conference facility.
3. Signs official, binding contract for use of the conference facility, and also, if needed, for the Executive Board winter meeting. Copies are given to the Conference General Chair(s) and to the Treasurer.
4. Works closely with all members of the Conference Committee on all conference details.
5. Maintains an up-to-date list of past exhibitors and sends it to the Exhibits Chair.
6. Receives exhibit reservations, deposits checks and forwards reservations to the Exhibits Chair.
7. Sees that the national office supplies any clerical help to all Conference Committee members, as requested.
8. Maintains a supply of conference registration forms and distributes them as needed to members and non-members.
9. Maintains an up-to-date list of library and denominational headquarters/offices and provides it to the Publicity Chair.
10. Answers or refers inquiries concerning the conference received at the national office and mails conference registration forms and all pertinent information, when requested.
11. Receives completed registration forms. Checks for accuracy, records and deposits all checks. Sends confirmation letter (text provided by Registrar), travel directions and information on airport shuttle

service to registrants. Forwards registration forms to Registrar, along with photocopies to the Conference General Chair(s).

12. Coordinates with the Conference General Chair(s) and Program Chair for the assignment of hosts for each workshop.
13. Sends instructions to those agree to be hosts.
14. Sends notification to each workshop leader giving their host's name and job description, based on volunteers responding to the request in the registration form. Sends sample forms of host/hostess instruction and evaluation forms to the Hospitality Chair.
15. Handles the sales of CSLA materials (CSLA guides, note paper, etc.) at the conference.
16. Before the conference, may compile and mail a list of all registrants, unless the local Conference Committee has done this.
17. Sends suitable workshop materials to the Publications Committee Chair and Library Services person following the conference.
18. Shares all helpful information at her disposal concerning the conference.
19. At the conference, takes credit card payments for walk-in registrations and silent auction purchases.

B. PUBLICATIONS CHAIR and CLT EDITOR

1. Works with the Conference General Chair(s) and/or Publicity Chair on all material that appears in *Congregational Libraries Today* concerning the conference: short article or ad by September 20 for the October-December issue, feature article by December 20 for January-March issue and short article/ad by March 20 for the April-June issue.
2. Receives from the Conference Committee within one week after the January board meeting the completed registration form for insertion in the January-March issue and uploading to the website.

IV. ROLE OF EXECUTIVE BOARD

A. GENERAL DUTIES OF EXECUTIVE BOARD

1. **ADVISORY ROLE:** Serves in an advisory capacity to the local Conference Committee. Conference General Chair(s) sends pertinent correspondence relating to the conference to the President, First Vice President and the Administrator. The Conference General Chair(s) reports to the President on the progress of the conference at intervals of at least once a month. The President is responsible for reporting or conferring with the Executive Committee and/or Board when he/she deems it advisable.
2. **CONFERENCE SITE:** Establishes the conference locale and dates, at least three years in advance, if possible. It is currently the policy to meet at a hotel/conference center. Preference should be given to locations where there are chapters, affiliates or a concentration of members that could be a potential new chapter site.
3. **PROGRAM:** Approves the meeting site at the Executive Board winter meeting 1½ years before the conference, and approves program plans for the conference at the Executive Board winter meeting preceding the conference.
4. **BUDGET:** Approves the conference income and expense budget presented by the Conference Committee at the Executive Board winter meeting.

B. SPECIFIC DUTIES OF EXECUTIVE BOARD MEMBERS

1. **NATIONAL PRESIDENT** (whose term ends with the conference)

- a. Serves as an *ex officio* member of the Conference Committee in an advisory role.
 - b. Writes a letter to incoming and outgoing Executive Board members regarding pre- and post-conference Executive Board meetings, dates/times and due dates of Board reports.
 - c. Presides at pre-conference Executive Board meeting.
 - d. Presides at CSLA annual business meeting.
 - e. Presides at other occasions at the request of the Conference General Chair(s).
 - f. Arranges for the installation ceremony for incoming national officers.
 - g. May assist the Conference Committee in the designation of persons to preside at meals and offer blessings.
- 2. NATIONAL FIRST VICE-PRESIDENT/PRESIDENT ELECT** (whose term of office as President begins at the conclusion of the Annual Meeting)
- a. Arranges to meet first timers and may give small gifts to them. Welcomes first timers at the opening luncheon.
 - b. Presents new National Committee Chairs to membership.
- 3. NATIONAL TREASURER**
- a. Sends national conference budget codes to the Conference Finance Chair, using a previous budget sample.
 - b. Is responsible for the deposit of all conference receipts and payment of all conference bills, in conjunction with the Administrator, Conference General Chair(s) and Conference Finance Chair/Treasurer.
 - c. Is responsible for a conference financial report, in conjunction with the Association's Financial Assistant.
 - d. Provides to the Conference Committee an expense form for direct invoice payment or expense reimbursement.
- 4. NATIONAL CHAPTERS COORDINATOR**
- a. Works with the Conference General Chair(s) and immediate Past President to plan food (dessert/breakfast/snack, etc.) and/or other activities at the combined meeting for Chapter Presidents or their representatives and the Advisory council. Attendance is by invitation. The cost is paid from CSLA general funds, not from conference income. Coordinates with the Conference General Chair(s) on all arrangements including dates, times, food and rooms needed.
 - b. Writes a letter of invitation for Chapter Presidents/Advisory Council members to the above activity to be sent with other conference information to Chapter Presidents.
 - c. Plans the program for the Chapter Presidents/Advisory Council meeting and along with immediate Past President presides at this function.
 - d. Plans any type of Chapter recognition to be held during the course of the conference, such as recognition of anniversaries.
- 5. NATIONAL IMMEDIATE PAST PRESIDENT**
- a. Works with the Chapters Coordinator and Conference General Chair(s) on logistical plans to arrange for the Chapter Presidents Advisory Council reception.
 - b. Along with Chapters Coordinator plans the Chapter Presidents/Advisory Council reception agenda and presides at the meeting.

- c. Presides at the Past Presidents' Prez Corps meeting, if one is scheduled.

6. NATIONAL AWARDS COMMITTEE

- a. The National Awards Committee Chair works with the Conference General Chair(s) to arrange the awards banquet program, communicating the number of awardees who are attending the conference and the financial arrangements involved.
- b. The Chair sends a letter to awardees outlining the hotel and room reimbursement and meal policies.
- c. The Chair presents the CSLA Awards at the awards banquet.
- d. The **Rodda Award Subcommittee Chair** presents the Rodda Award at the awards banquet.

Record of Changes

Type of Change	Date	By
Update	December 1998	
Revision	December 2007	Marjorie Smink, Naomi Kauffman and Evelyn Pockrass
Update	July 2010	Judy Janzen and Dottie Lewis
Update	March 2011	Dottie Lewis
Minor update & reformatting	November 2015	Debbie Scott