

IASL Conference Planning and Operations Manual



**Effective for 2020 and
2021 Conferences.**

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This version of the IASL Conference Planning Manual was substantially revised by Mihaela Banek Zorica, Jill Hancock, and Katy Manck in January 2017, building on the 2015 work of Elizabeth Greef and Dianne Oberg, January 2015, and approved by the IASL Board in February 2017, and updated in January 2018.

Section 1.0

IASL Conference Hosting - Application Process



Why host an IASL Conference?

Having an international conference in your city/country will provide opportunities:

- to raise the profile of school libraries in your city, state and country;
- to alert politicians, education administrators and teachers to the importance of school libraries;
- for teacher librarians to share their ideas, work programs and evidence-based research;
- to encourage research in school librarianship; and
- to build collaborative international partnerships.

People to invite to the conference might include:

- politicians and administrators from the Education Department;
- university academics;
- principals, teachers and parents;
- your local library and school library associations and
- library personnel from public, special, school and academic libraries.

Getting started: Preparing a bid to host an IASL Conference

Attending several IASL conferences is an essential foundation for preparing an application to host an IASL conference, which is held every year.

Bids to host a conference need to be submitted **at least 2 years before** the conference will be held. This will give the Conference Committee the time that will be needed to organize an international conference.

Please contact the IASL President and IASL Vice President - Association Operations to find out which years are available for conference bids and to indicate your interest

During conference partnership planning, your main contact will be the IASL President, with copies of all communications sent to the IASL Secretariat and IASL Vice President - Association Operations.

Review the timeline below, complete the [Application for Hosting an IASL Conference form](#) and send it to the [IASL Secretariat](#).

Suggested Timeline: bid to host an IASL Conference

Date	Planning
2 – 3 years before the conference	<ul style="list-style-type: none"> ● Review the IASL Conference Planning & Operations Manual [INSERT LINK ON NEW WEBSITE] for information on the many details and local volunteers/committees needed to successfully host this international conference. ● Check for support from your local library groups. Make sure you have enough people who want to be involved. ● Fill out the Application for Hosting an IASL Conference ● Be sure to include the place/city and country where the conference is to be held, and proposed dates. ● Send the application to the IASL Secretariat
18 months - 2 years before the conference	<ul style="list-style-type: none"> ● Organize your Conference Committee ● Finalize the theme for the conference, in consultation with the IASL Executive Board. ● Identify potential keynote speakers to support your theme. ● Prepare preliminary cost estimates for conference fees, with tiered rates based on IASL zones ● Prepare conference budget (guidelines here) ● Complete the Partnership Agreement for Hosting an IASL Conference, ● Send the partnership agreement to the IASL Secretariat.
18 months before the conference	<ul style="list-style-type: none"> ● Start organizing the details of the conference. See Conference Committee for help.

When the Conference Partnership Agreement is signed by both parties, your main contact will be the IASL Vice President - Association Operations, with copies of all communications sent to IASL President and IASL Secretariat.

Budget-building tips

Work hard to get realistic cost estimates for every category shown on the Suggested Budget Guidelines for IASL Conferences page:

http://www.iasl-online.org/meetings/budget_guide.html

Calculate your conference income using anticipated attendance from all 3 [IASL membership geographic zones](#), as well as lower possible attendance and higher attendance numbers.

Be sure to include 'free' registrations required by Conference Partnership Agreement, as these attendees will incur expenses for conference badge, program, proceedings, morning/afternoon tea, welcome reception, etc. These 'free' registrations include IASL Executive Board (6 persons), IASL Award winners (3-4 persons), Da Vinci Huis Award winners (2 persons), keynote speakers, invited guests, and conference committee chairs.

Note reduced registration fee income for IASL Board of Directors (10 persons), session and workshop presenters, conference committee members, etc. who will incur the same expenses as all other conference attendees.

Remember that 10% of the member regular registration fee will be paid to IASL for every attendee - whether free, reduced/early bird rate, or regular registration rate. You may exclude 1-day registrations from this calculation.

You will reserve 10% of your budget for unexpected expenses ('contingency fund').

If your total estimated expenses are less than 85% of your total income with low number of attendees (100% minus 10% contingency and 10% to IASL = 80%), then your conference committee has a great chance of financial stability.

Section 2.0

The IASL Conference Committee



The Conference Committee is responsible for:

- organizing the conference;
- reporting regularly to the IASL Executive and Board;
- ensuring that commitments to IASL are met; and
- creating the local flavor for the conference.

The IASL Executive and Board will:

- help the Conference Committee with forms, refereeing of papers and other aspects of the program upon request;
- provide access to the IASL Web Portal, newsletter and IASL listserv for advertising; and
- provide any other assistance as requested.

[Conference Committee's Commitments to IASL](#)

Conference Committee Organization

Note: these are suggestions to help get you started.

Position	Responsibilities	Reports
Conference Chair CC	Chairs and coordinates Conference Organizing Committee and its sub-committees	Monthly to IASL Executive
Program Chair PC	Coordinates the Program Committee and the conference program	Monthly to Conference Chair
Presentations & Papers Chair PPC	Coordinates the reviewing panel & publication of the Conference Proceedings	Monthly to Program Chair
Treasurer/Finance Coordinator TFC	Coordinates and reports on conference finances, provides monthly financial statements	Monthly to Conference Chair
Events Coordinator EC	Coordinates conference events such as the silent auction, dinner, off-site visits, other social events	Monthly to Conference Chair
Facilities Coordinator FC	Coordinates conference venue, accommodation, transportation	Monthly to Conference Chair

Advertising Coordinator AC	Coordinates publicity, content for IASL website	Monthly to Conference Chair
Sponsorship & Trade Exhibition Coordinator STC	Coordinates sponsorship & trade exhibitions, conference bags, door prizes	Monthly to Conference Chair
Registration Coordinator RC	Facilitates and oversees the registration process and payment of conference fees	Monthly to Conference Chair

Section 2.1

The Conference Chair



The Conference Chair is supported by the Conference Committee.

The major role and tasks of the Conference Chair include:

- be the main contact person for the IASL Conference with the IASL President, Vice President - Association Operations, and Secretariat;
- coordinate the Conference Committee and its sub-committees;
- conduct regular meetings of the Conference Committee;
- keep records of these meetings;
- provide regular reports to the IASL President, Vice President - Association Operations, and Secretariat as per the schedule;
- with the Treasurer and Registration Coordinator, formulate registration fee refund policies, including case-by-case approval for registered attendees who cannot obtain visa within reasonable timeframes and/or policy to allow extension of early bird registration rate on case-by-case basis to persons whose on-time visa application is approved after normal early bird registration deadline;
- ensure that the commitments to IASL are met, including:
 - [Use of the IASL logo](#)
 - [Reporting](#)
 - [Executive and Board](#) meetings
 - [Conference Program](#)
 - [Conference Proceedings](#)
 - [IASL Sponsorship](#)
 - [Finance](#)
- provide a final report to the IASL President within 90 calendar days after the conference is completed; and
- ensure that payments due to IASL are paid within 90 calendar days after the conference is completed (no later than 15 December).

Please use the [Conference Chair Report](#) template

Section 2.2

The Program Chair



The Program Chair is supported by the [Presentations & Papers Chair](#), the Program Committee and the [Advertising Coordinator](#).

The major role and tasks of the Program Chair include:

- coordinate the Program Committee;
- conduct regular meetings of the Program Committee;
- keep records of these meetings;
- attend the meetings of the Conference Committee and the Program Committee and provide monthly reports;
- ensure that the [Program commitments to IASL](#) are met;
- send program updates to the IASL [Webmaster](#) as they become available;
- coordinate the publication of the Conference Program and the [Conference Proceedings](#); and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

The Program Committee organizes:

- timing, content, and structure of the program;
- keynote/plenary speakers;
- concurrent session speakers; and
- a print and online copy of the program.

The Program (see [Program commitments to IASL](#)) must contain time for the following:

- Opening Ceremony, Awards Ceremony & Closing Ceremony;
- Keynote/plenary speakers;
- Research forum speakers;
- Professional session speakers;
- Windows on the World meeting;
- First-timers' gathering
- Special Interest Groups (SIG) meetings (two separate time blocks)
- Regional meetings
- Welcome Reception to open the trade exhibition
- IASL Annual General Meeting (AGM)
- IASL Executive and Board meetings before and after the conference

[Report to Conference Chair](#) using template

Section 2.3

The Presentations & Papers Chair



The Presentations & Papers Chair is supported by the Program Committee. See [Program commitments to IASL](#).

The major role and tasks of the Presentations & Papers Chair include:

- attend regular meetings of the Conference Committee with the Program Chair;
- attend regular meetings of the Program Committee;
- report to the Program Chair;
- coordinate the Call for Papers;
- coordinate the reviewing of conference proposals (abstracts);
- coordinate the reviewing of the professional papers and research papers for publication in the Conference Proceedings and
- provide a final report to the Conference Chair within 30 calendar days after the conference is completed.

Templates

[Call for Proposals](#)

[Sample Conference Flyer](#)

[IASL Guidelines for Publishing](#)

[IASL Referencing Guidelines](#)

[Finding Reviewers](#)

Instructions for [Reviewing Conference Proposals \(Abstracts\)](#)

Instructions for [Reviewing Full Papers](#)

[Report to Program Chair](#) using this template

Sample [IASL Program Template](#)

Guidelines for the number of quality papers needed for an IASL Conference (keynotes/ plenary sessions, research strand papers, professional papers, and workshops) are provided in [Section 4.3](#).

Section 2.4

The Treasurer/Finance Coordinator



The Treasurer/Finance Coordinator is supported by the Conference Committee.

The major role and tasks of the Treasurer/Finance Coordinator include:

- keep an accurate and true record of all financial transactions for the Conference Committee;
- attend regular meetings of the Program Committee;
- with the Conference Chair and Registration Coordinator, formulate and administer registration fee refund policies, including case-by-case approval for registered attendees who cannot obtain visa within reasonable timeframes and/or policy to allow extension of early bird registration rate on case-by-case basis to persons whose on-time visa application is approved after normal early bird registration deadline;
- provide monthly financial statements to the Conference Chair;
- liaise with the IASL Secretariat regarding financial arrangements;
- ensure that the [financial commitments to IASL](#) are met;
- provide 'starting cash' in small denominations of local currency and a cash box to IASL Treasurer or designee to begin Silent Auction/Pay & Take (both will be returned before close of conference);
- ensure repayment of any 'seed money' to IASL by close of the first full conference day;
- assist Conference Chair in sending full and correct payment due to IASL within 90 calendar days after the conference is completed (no later than 15 December), and
- provide a final financial statement to the Conference Chair within 45 calendar after the conference is completed.

[Report to Conference Chair](#) using this template

Section 2.5

Events Coordinator



The Events Coordinator is supported by

- the Events Sub-Committee,
- the Registration Coordinator, and
- the [Advertising Coordinator](#).

The Events Sub-Committee is responsible for organizing a range of events which complement the professional development content of the conference.

See [Events commitments to IASL](#).

The major role and tasks of the Events Coordinator include:

- coordinate the Events Committee;
- attend regular meetings of the Program Committee;
- provide monthly reports to the Conference Chair;
- ensure that personnel at schools, libraries, and museums have information about IASL and its programs (GiggleIT Project, International School Library Month, *School Libraries Worldwide* research journal) prior to conference attendees' visits,
- ensure that the [events commitments to IASL](#) are met; and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

Events, except the Silent Auction, may not be held at times when there are conference sessions already running. The Events Program should complement the Conference Program, not replace it.

Events to be included in the [Conference program](#) include:

- Conference Dinner;
- Morning and afternoon teas;
- Welcome Reception;
- IASL Silent Auction; and
- IASL Grand Live Auction.

The Silent Auction requires supervision by local volunteers during the entire conference. Please ensure that you schedule volunteers in 1-2 hours shifts for all times that the Silent Auction is open in the Trade Exhibition area. Contact the IASL Treasurer for more details.

Other events may:

- be run during the days before and after the conference;

- be organized late afternoon or at night when other conference sessions are not scheduled; and
- include school/library visits, excursions to local landmarks or places of interest, visits to museums or galleries, boat or bus trips, city walking tours, school presentations.

Where food is provided as part of an event, conference organizers should keep in mind providing a variety of foods to cater for dietary issues. You may wish to gather information on dietary restrictions through conference registration; decide on this option early in planning so that it is/isn't included on registration forms/system.

Some events, such as school library visits, may require the organization of transport by the Events Committee.

[Report to Conference Chair](#) template

Section 2.6

Facilities Coordinator



The Facilities Coordinator is supported by the Facilities Sub-Committee and the [Advertising Coordinator](#). The Facilities Committee is responsible for organizing accommodation, the conference venue and transport during the conference.

The major role and tasks of the Facilities Coordinator include:

- coordinate the Facilities Committee;
- attend regular meetings of the Program Committee;
- provide monthly reports to the Conference Chair;
- ensure that the facilities commitments to IASL are met; and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

Accommodation

- Accommodations should be within walking distance of the conference venue or close to public transport.
- A range of accommodations from university or school dormitory/boarding style to hotels should be available.
- The Facilities Committee should endeavor to negotiate reduced rates for accommodation for conference delegates.

Conference Venue

See [Events commitments to IASL](#).

The conference venue must:

- be in close proximity to public transport and/or within walking distance of accommodations;
- be able to accommodate gatherings of the whole conference (500+ people);
- have free wifi in all session and meeting rooms for all attendees;
- have easy access to a number of break-out rooms for sessional speakers;
- have easy access to rooms with movable tables and chairs for workshops;
- have access to digital projectors and the Internet;
- have room for a trade exhibition;
- have a secure space to display the silent auction items;
- have a secure space to display attendees' International Children's Books donations;
- have room for displays, special projects such as GiggleIT, and posters (if included);
- have room for morning tea, afternoon tea, and lunch (if provided).

Have meeting rooms as required for [Executive & Board meetings](#) before and after the Conference.

Posters and Displays

The Facilities Committee may also provide space for posters from delegates and to showcase local schools, special programs, and local sponsors.

Ensure that poster presenters know poster size requirements/limitations. Provide mounting supplies (pins, tacks, removable tape, etc.) as needed.

[Report to Conference Chair](#) using this template

Section 2.7

Advertising Coordinator



The Advertising Coordinator supports the:

- [Conference Chair & Committee](#);
- [Program Chair](#);
- [Events Coordinator](#);
- [Facilities Coordinator](#); and
- [Sponsorship & Trade Exhibition Coordinator](#).

See [IASL Logo](#), [Sponsorship & Trade Exhibition](#) and [Displays](#).

The major role and tasks of the Advertising Coordinator include:

- coordinate all advertising for the conference, including consistent hashtag #iasl20xx (xx = conference year);
- attend regular meetings of the Program Committee;
- provide monthly reports to the Conference Chair; and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

Conference advertising may take place using:

- IASL Web Portal;
- IASL newsletter;
- Listservs, e.g. IASL listserv, LM_Net, OZTL_Net;
- National and state journals, e.g., *Teacher Librarian* (USA), *ACCESS* (Australia);
- Local professional publications and newsletters;
- Other conferences, e.g., AASL, IFLA, ASLA (Australian School Library Association), ALIA (Australian Library and Information Association), SLA, UK (School Library Association), and IB Continuum conferences; and
- Social media, e.g., Facebook, Twitter, Instagram.

The Advertising Coordinator should also look for sponsorship to advertise the IASL Conference using inserts in conference bags. Inserts may include:

- Brochures/flyers
- Bookmarks/calendars
- [IASL Conference Flyer](#) template.

The Advertising Coordinator must request current list of IASL Official Sponsors from the IASL Secretariat at least 12 months prior to the conference and share this list with the

Sponsorship & Trade Exhibition Coordinator to ensure that these Sponsors aren't contacted again.

Information may also be sent to the IASL Vice President - Advocacy and Promotion for the purpose of creating press releases to distribute to the IASL community.

[Report to Conference Chair](#) template

Section 2.8

Sponsorship & Trade Exhibition Coordinator



The Sponsorship & Trade Exhibition Coordinator is supported by and works with

- the Sponsorship & Trade Exhibition Committee,
- the [Events Coordinator](#),
- the [Facilities Coordinator](#), and
- the [Advertising Coordinator](#).

The Sponsorship & Trade Exhibition Committee is responsible for organizing local sponsorship for the conference and the trade exhibition. This Committee may not contact IASL Official Sponsors, as noted on list acquired from IASL Secretariat by Advertising Coordinator.

The major role and tasks of the Sponsorship & Trade Exhibition Coordinator include:

- coordinate the Sponsorship & Trade Exhibition Committee;
- attend regular meetings of the Program Committee;
- provide monthly reports to the Conference Chair;
- ensure that the [Sponsorship & Trade Exhibition commitments to IASL](#) are met; and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

The Sponsorship & Trade Exhibition Committee also seeks local/regional sponsorship (not IASL Official Sponsors) to provide:

- conference bags (offered to IASL's Platinum sponsor first);
- conference lanyards;
- printed conference programs;
- pens/pencils and notebooks;
- door prizes; and
- morning and afternoon teas; and
- a Welcome Reception

Sponsorship may also be sought for the Conference Dinner, morning and afternoon teas, special events (e.g., authors' breakfast, a storytelling session), and lunches during the conference.

Note that free (no-cost) display booths must be provided to IASL's Platinum Sponsor and to Libraries Unlimited for IASL-LU joint publications. IASL's Gold Sponsors are entitled to a reduced fee for display booth.

Consider ways to encourage all conference attendees to visit sponsors in the Trade Exhibition area, such as 'bingo card' or checklist of sponsors (attendees must visit booth for sponsor to sign or stamp their card; completed cards can win a door prize provided by sponsor), visit 'tickets' that can be signed by attendee and placed in sponsors' door prize collection box, etc.

The Sponsorship & Trade Exhibition Committee works with the Facilities Coordinator to organize the Trade Exhibition. Exhibitors may include:

- technology suppliers and service providers;
- library suppliers;
- book sellers;
- local organizations, e.g., National Library, museums, universities, schools;
- IASL Official Sponsors (note those entitled to free or lower cost booth); and
- others.

[Report to Conference Chair](#) using this template

Section 2.9

Registration Coordinator



The Registration Coordinator is supported by and works with

- the Registration Committee,
- the Program Committee,
- the Treasurer,
- the [Events Coordinator](#),
- the [Facilities Coordinator](#), and
- the [Advertising Coordinator](#).

The Registration Committee is responsible for organizing registration of conference delegates, assisting in payment procedures, and addressing related issues.

The major role and tasks of the Registration Coordinator include:

- coordinate the Registration Committee;
- attend regular meetings of the Program Committee;
- provide monthly reports to the Conference Chair;
- provide information about visa requirements on conference website at least 12 months prior to conference;
- ensure that conference invitation letters with signatures of IASL President and Conference Chair are readily available upon request;
- with the Conference Chair and Treasurer, formulate and administer registration fee refund policies, including case-by-case approval for registered attendees who cannot obtain visa within reasonable timeframes and/or policy to allow extension of early bird registration rate on case-by-case basis to persons whose on-time visa application is approved after normal early bird registration deadline;
- request current IASL membership list from IASL Secretariat in January of conference year;
- ensure that the financial [Registration commitments to IASL](#) are met;
- report final registration numbers (total attendees, number of countries) to IASL President prior to the Closing Ceremony;
- send spreadsheet with contact information for all attendees (including member/nonmember status) to IASL Secretariat within 30 calendar days after the conference is completed; and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

The Registration Committee works with

- the Treasurer to ensure registration fees are received,
- the Events Coordinator to ensure that bookings for events are communicated,

- the Program Committee to ensure that all presenters are registered,
- the Advertising Coordinator to assist in the advertising of registration, and
- the Facilities Coordinator to communicate accommodation and catering arrangements.

[Report to Conference Chair](#) template.

Section 3.0

Conference Committee's Commitments to IASL



The Conference Agreement between your Conference Committee and IASL includes the following requirements:

1. [IASL Logo](#)
2. [Reporting](#)
3. [Conference Program](#)
4. [Conference Proceedings](#)
5. [Executive and Board Meetings](#)
6. [Events and Displays](#)
7. [Sponsorship & Trade Exhibition](#)
8. [Finance](#)

Section 3.1

IASL Logo



- The Conference Committee will include the official IASL logo on all advertising materials, correspondence and materials associated with the conference.
- The official logo is NOT to be altered or tampered with in any way.
- Copies of the official logo can be obtained from the IASL Executive Director.
- Email: jill@penman-winton.com

Logo - Print Publications		Logo - Web Publications	
Top Bar logo	tiff format, 600 dpi	Top bar logo	jpg format, 100dpi
Small logo	tiff format, 600 dpi	Small logo	jpg format, 100dpi
Large logo	tiff format, 600 dpi	Large logo	jpg format, 100dpi

Section 3.2

Reporting



- The Conference Committee Chair will ensure that a **regular report** is submitted to the IASL President, Vice President - Association Operations, and Secretariat who will transmit it to the IASL Board.
- The Conference Committee Chair's reports are required more frequently as the conference date approaches:

1 to 2 years pre-conference	Conference Chair reports every 3 months to IASL President, Vice President - Association Operations, and Secretariat
12 months to 6 weeks pre-conference	Conference Chair reports monthly to IASL President, Vice President - Association Operations, and Secretariat
6 weeks to 1 week pre-conference	Conference Chair reports every weekly to IASL President, Vice President - Association Operations, and Secretariat
Board meeting on-site before conference	Conference Chair gives in-person update on conference, including registration numbers, to IASL Board
Board meeting following conference (90 calendar days)	Conference Chair presents a final report to IASL President after the conference

- The Conference Chair may request to be an active participant of IASL Executive and Board meetings at any time during the conference planning process by contacting the President or Secretariat.
- Template for [Conference Chair Report](#).

Section 3.3

Conference Program



Because the IASL Conference is the Association's annual face-to-face meeting for members as required by IASL's [Constitution and Bylaws](#), time must be set aside during the conference program to allow all members to attend these important meetings.

The Conference Committee will ensure that time is allocated in the conference program for the following:

- **Preconference Workshops (e.g., 2 to 4 workshops, each maximum of 3 hours in length on Day 0)**
- **IASL Board and Executive Committee meetings (Day 0 & final day afternoon)**
- **Sessions**
 - Keynote / plenary (e.g., 1 per day) - group size: all attendees
 - Research forum track (e.g., 1 research paper in each concurrent session)
 - Professional track (e.g., 2 to 4 presentations in each concurrent session)
- **Welcome Reception** - group size: all attendees
 - Opening of Trade Exhibition;
 - May include Awards Ceremony (see below).
- **Opening Ceremony** - group size: all attendees
 - Address by the IASL president;
 - Address by the Conference Chair;
 - Welcome to country/recognition of traditional owners (if appropriate);
 - Addresses by invited guests; and
 - Opening Keynote.
 - May include Awards Ceremony (see below).
- **Awards Ceremony** - group size: all attendees & accompanying persons
 - at Welcome Reception on Day 0 or after the opening keynote on Day 1;
 - Publicizes the important role IASL plays in recognizing contributions and assistance of members and member nations; and
 - An opportunity to highlight IASL Award sponsors and give them time to speak (maximum time 8 minutes).
- **First-Timers' gathering** - group size: small to medium

- near registration area on first day or as Orientation session prior to first sessions on Day 1;
 - IASL officers greet first-time IASL Conference attendees;
 - Helpful hints for 'getting the most out of conference';
 - Requires one timeslot of 30-45 minutes; and
 - Hint list & officers' photos remain at registration area for entire conference (display board needed).
- **Windows on the World meeting** - group size: large
 - Suggested time -very early in the conference, preferably first full day
 - To encourage attendance and allow members to network and get to know each other early in the conference;
 - This must be the only item running in this timeslot; and
 - Requires one time slot of 45 minutes.
- **Special Interest Groups (SIGs)** - group sizes: small
 - This should follow the Windows on the World meeting (next day);
 - Contact IASL Secretariat 6-8 months prior to conference for list of SIGs;
 - Requires two timeslots of 45 minutes
 - These should be the only items running in these timeslots; and
 - The Library Education SIG and Research SIG cannot be scheduled in the same timeslot.
- **Regional Meetings** - group sizes: small
 - These meetings allow the attendees from the same region to meet, discuss and network.
 - IASL is comprised of 10 regions, so 10 rooms are needed
 - This must be the only item running in this timeslot; and
 - Requires one time slot of 45 minutes.
- **IASL Annual General Meeting (AGM)** - group size: very large
 - Preferably mid-conference and in a time slot just before or after lunch to encourage attendance.
 - This must be the only item running in this timeslot; and
 - Requires one time slot of 60 minutes.
- **Closing Ceremony** - group size: all attendees
 - Follows final keynote;
 - Closing remarks by the IASL president;
 - Closing remarks by the Conference Chair; and
 - Handover to the next Conference Committee.

Include in the conference program the following explanations of these IASL groups:

First Timers' Gathering

IASL officers will greet first-time attendees and share helpful hints for getting the most out of their IASL conference experience.

Windows on the World Meeting

The Windows on the World meeting provides the opportunity for conference attendees to share briefly (in under 5 minutes) the situation of school libraries in their country, achievements and challenges of their association, any highlights or particular difficulties. This helps to give a global picture of school libraries. All conference attendees are welcome.

IASL Special Interest Groups (SIGs)

The Special Interest Groups of IASL are a benefit of membership and cover the following focus areas: Advocacy; Children's and Young Adult Literature; International Development; Information Literacy; ICTs; International Focus; School Library Education; School Library Research.

All conference attendees are welcome to attend SIG meetings to learn about the activities of the SIG.

IASL Regional Meetings

IASL is divided into ten regions: Europe, South Asia, South East Asia, Caribbean and Latin America, USA, Canada, Middle East and North Africa, Sub-Saharan Africa, Oceania (Australia, NZ and Pacific), and International Schools. These meetings are chaired by the Regional Directors, or their designates, and provide an opportunity to network with and communicate about your region. All conference attendees are welcome to attend.

IASL Annual General Meeting (AGM)

The AGM is IASL's annual business meeting, dealing with financial and association matters, including election of officers, approval of the upcoming year's budget, etc.

All conference attendees are welcome to attend; only those holding IASL membership prior to the conference opening date may vote.

Section 3.4

Conference Proceedings



The Conference Committee will ensure:

- that the official IASL logo is used on the conference proceedings;
- an electronic copy of the proceedings is made available to the IASL Secretariat within 90 calendar days after the conference is completed;
- the conference proceedings include the official [IASL Copyright](#) information; and
- copies of the conference proceedings are made available to the IASL Secretariat for sale and distribution after the conference is over.

Conference proceedings should be available in electronic form (e.g. on CD or USB) to cut printing costs.

Conference Proceedings papers should be edited, if necessary, in line with the guidelines outlined in Section 4.6 IASL Publishing Guidelines and in Section 4.7 IASL Referencing Guidelines.

The Conference Proceedings should be organized into two main sections or "volumes": (1) Professional Papers, and (2) Research Papers. The Conference Proceedings should also include: Table of Contents; Message from the Editors/Editorial Committee; Names of the Conference Organizing Committee; Names of the Reviewing Committee; List of Trade Show Exhibitors and/or Sponsors; Index.

The 2015 IASL Conference Proceedings provide a useful template: 44th Annual Conference - Maastricht, The Netherlands - "The School Library Rocks: living it, learning it, loving it" <http://www.iasl-online.org/2015-Conference-Proceedings>.

Section 3.5

IASL Executive & Board Meetings



The Conference Committee will ensure:

- that a full day is allocated BEFORE and AFTER the conference program for the Executive and Board meetings;
- a suitable venue is allocated for the Executive (6 persons) and Board (16 persons) meetings;
- there is access to power, Internet, printing and photocopying facilities at the venue; and
- coffee/tea and lunch is provided.

The Conference Chair will report to the IASL Board in person during the Board meeting on day 0 (day before Conference begins) with preliminary registration numbers, program highlights and updates, etc.

These meetings will be included in the conference program for easy reference by the IASL Executive and Board members.

Section 3.6

Conference Events and Displays



The Conference Committee will ensure that time and space are allocated in the conference program for the following:

- **Gala Dinner**
 - Included in conference registration fees
 - Includes Grand Live Auction, short speeches by IASL President and Conference Chair or designate, entertainment reflecting local culture.

- **Silent Auction**
 - Requires many tables to display items brought from members for auction to raise money for IASL Awards and support programs, preferably alongside the trade exhibition;
 - Room must be secured (locked) during non-conference hours.
 - Requires local volunteers in 1-2 hour shifts during all open hours.
 - Supervised by IASL Treasurer, Executive Director, or other IASL Board members;
 - Runs from day 1 of the conference.

- **Lucky Choice/ Pay and Take Table**
 - Included in the Silent Auction area, separate tables

- **Grand Live Auction**
 - Occurs at the Gala Dinner;
 - Requires display tables for 10-12 items transported from conference venue to dinner site by Sponsorship & Trade Exhibition Committee;
 - Overseen by IASL Treasurer and Executive Director;
 - Requires 45-60 minutes in the Gala Dinner program.
 - Contact IASL Treasurer for queries about the auctions.

- **Visits**
 - To take place on afternoon of final day of conference or on the day after the conference so all members can attend;
 - NOT scheduled while conference sessions or IASL meetings are being run;
 - Include schools, other libraries and/or local areas/items of interest;
 - Provide information about IASL & its programs to staff of schools, libraries, museums prior to visit day (request information from IASL Secretariat)

- **Conference Notice Board**
 - Display board in a central area preferably near registration desk to be used for:

- IASL Officers' photos & helpful hints;
 - messages from the SIGs and Regional Directors;
 - message space for delegates.
- **Special IASL Programs, Displays and Poster Displays**
 - IASL Secretariat
 - next year's IASL Conference Committee
 - GiggleIT Project - table/booth in Trade Exhibition area
 - International School Library Month - table/booth in Trade Exhibition area (may share with GiggleIT)
 - Display of International Children's Books donated by delegates for local schools (3-4 long tables; secure place)
 - Contact VP Advocacy & Promotion for queries about International Children's Books display
 - Poster displays, if included in the conference.

Section 3.7

Sponsorship & Trade Exhibition



It is recommended that the Sponsorship & Trade Exhibition Committee create a floorplan ahead of time for the layout of the trade exhibition booths and allocated space for the Silent Auction tables, Grand Live Auction items, and International Children's Book donations.

IASL Corporate Sponsors

IASL is continuing to seek corporate sponsorship to shift the financial burden of running the Association away from the membership. By pursuing corporate sponsorship, IASL will be able to focus on providing support and professional development for member nations.

The Conference Committee will commit to:

- NOT approach IASL corporate sponsors, per the Sponsors list obtained from IASL Secretariat 12 months before the conference;
- provide IASL's Platinum sponsor with the opportunity to present at the Conference (recommend a timeslot during the Awards ceremony and the opportunity to present awards);
- provide premium space booth in the Conference trade exhibition at no cost to IASL's Platinum Sponsor and to Libraries Unlimited for IASL-LU joint publications;
- offer a premium space booth in the Conference trade exhibition at 20% discount for IASL's Gold sponsors;
- offer sponsorship of the conference bags to the IASL Platinum sponsor first – logo on the bag + Platinum sponsorship recognition;
- advertise all sponsors, their logos and commitment to IASL (Platinum, Gold, Silver or Bronze) in the printed program, at Opening Ceremony and Closing Ceremony; and
- include a flyer in the conference bags as provided by each IASL sponsor.

Booth/space for IASL, next Conference, GiggleIT, and ISLM

The Conference Committee will provide booths for IASL Secretariat, following year's IASL Conference Committee, the GiggleIT Project, and International School Library Month (GiggleIT and ISLM may share a booth) as part of the Trade Exhibition. The booths will require access to power, a table for display space, and a display board.

Information about IASL's Official Sponsors can be obtained from the IASL Secretariat.
Email: jill@penman-winton.com

Section 3.8

Conference Finance



The Conference Committee:

- is eligible for a [seeding grant](#) from the IASL to assist in the start up costs of the conference;
- should seek local sponsorship to help fund the conference; see [Sponsorship & Trade Exhibition](#)
- will refund the seeding grant by the end of the first full day of the conference;
- provide accommodation costs for the Executive Director for all preconference and conference nights; and
- provide accommodation costs for the Executive Committee (5 persons) for at least three nights.

Conference registration fees:

Conference registration rates will be tied to the attendees' country of residence, with Zone C attendees having lowest cost and Zone A attendees having the highest (see [IASL Geographic Zones](#)).

The non-member conference registration rate shall be calculated by the local committee as the member registration rate plus at least the current cost of a 1-year Zone A IASL personal membership (USD \$100 in 2018); this additional Zone A amount will be paid to IASL by the local committee for each non-member registration within 90 calendar days after the conference is completed, and each registrant becomes an IASL member through the end of the next calendar year.

Ten percent (10%) of the member registration fee for every registered attendee (including complimentary registrations and conference committee members) will be paid to IASL within 90 calendar days after the conference is completed, but no later than 15 December.

As an incentive for prompt registration, the Conference Committee should offer discounted 'Early Bird' rates for attendees who register and pay at least 3 months in advance of the conference.

Please contact the IASL Secretariat for an up-to-date list of the IASL Executive Committee members, IASL Regional Directors, and winners of the IASL Leadership Awards and Da Vinci Huis Awards.

Complimentary (free) registration must be offered to the IASL Executive Committee (6 persons) and winners of the IASL Leadership Awards and Da Vinci Huis Awards (up to 10 persons). Complimentary registration may be offered to Conference Committee chairpersons and/or members, as well as keynote/plenary speakers.

IASL Regional Directors and session leaders/paper presenters (one per session/paper) must be offered a registration discount, which may equal the 'Early Bird' rate through the final date for conference registration.

The Conference Committee may offer an 'Accompanying Person' registration rate which covers Opening Session, Welcome Party, lunches (if included in conference registration), and Gala Dinner, but does not entitle the Accompanying Person to attend any pre-conferences, presentations, workshops, or other sessions.

If offered, pre-conferences, tours for accompanying persons during the conference, and post-conference tours should have separate fee charged in addition to the conference registration.

Please ensure that the registration process can handle complimentary, early bird, member, non-member, and accompanying person registrations, as well as separately ticketed items such as pre-conferences, tours, and Gala Dinner (for guests).

Credit card payment must be available for all categories of conference registration.

It is helpful to include a link to a currency converter, e.g., xe.com on the conference website.

Conference income will be allocated as follows:

- Zone A membership (see above) collected from non-members attending the conference will be paid to IASL as a membership fee for those attendees.
- 10% of the member registration fee for every registered attendee (paid or complimentary) will be paid to IASL within 90 calendar days after the conference is completed.
- All other income from the conference will go to the host organisation.
- Please ensure [Sponsorship guidelines for the IASL sponsors](#) are met.

Grand Live Auction, Silent Auction, and Pay & Take Tables

Each year's Auction proceeds from the Pay & Take tables, Silent Auction, and Grand Auction at the IASL Conference are designated in support of the Association's awards and outreach programs, including Books For Children, Support-a-Member, and awards for scholarship and leadership.

Your planning team will receive official notice from the IASL Board regarding the specific programs which will benefit from the Auction at your Conference, so that your Auction chairperson may accurately advertise this in emails and other communications to conference attendees and interested persons. If you have not received this notice, please contact the IASL Treasurer for details.

A reasonable amount of 'starting cash' in small denominations of local currency will be required by the IASL Treasurer at the start of the Silent Auction, along with a cash box for collecting Silent Auction/Pay & Take money. This 'starting cash' will be returned to the

Conference Treasurer before the end of the second conference day; the cash box will be returned at the close of the conference.

All money collected for the Silent Auction/Pay & Take will be given to the IASL Treasurer or Executive Director on the final day of the Conference.

The IASL Treasurer and/or Executive Director will collect all proceeds of the Grand Live Auction during the Auction at the Gala Dinner.

Section 4.0: Templates

Section 4.1

Conference Chair Report



- You can cut and paste from your conference committee reports and use point form/bullets to make the report easy to compile.
- Send this report to the IASL President, Vice-President - Association Operations, and Secretariat for transmission to IASL Executive Committee and Board of Directors.
- The Conference Chair may request to be an active participant of the e-meetings of the IASL Executive Committee and Board of Directors at any time by contacting the IASL Secretariat.

Meeting date: _____

Report submitted by: _____

Report from Conference Chair:

-

Program Chair:

-

Presentations & Papers Chair:

-

Treasurer/Finance Coordinator:

-

Events Coordinator:

-

Facilities Coordinator:

-

Advertising Coordinator:

-

Sponsorship & Trade Exhibition Coordinator:

-

Section 4.2

IASL Copyright



IASL Conference Proceedings must contain the following information:

- ISBN – contact the [IASL Secretariat](#)
- Title of the conference
- Conference Committee Members
- Editorial Board – Program Chair, Presentations & Papers Chair, reviewers and referees
- Copyright information as below:
Copyright © <year of publication>, International Association of School Librarianship
All rights reserved
Published in <place of publication>
- Statement reading:
“No part of this publication may be reproduced for commercial gain without prior written permission of the publisher.
Copyright of works published in IASL Conference Proceedings is jointly held by the author(s) and by the International Association of School Librarianship. The author(s) retain copyright of their works but give permission to the International Association of School Librarianship to reprint their works in collections or other such documents published by or on behalf of the International Association of School Librarianship. Any papers submitted and accepted for presentation will be available to the public through open access beginning xx date.”
- IASL Platinum sponsor for that year.

The Conference Committee may also wish to list sub-committee members and local sponsors on a separate Acknowledgements page.

Authors who give permission for their works to be reprinted elsewhere should inform the IASL Secretariat and should ensure that the following statement appears with the article: Reprinted with the permission from IASL.

Orders to:
IASL Secretariat
Executive Director
P.O. Box 684
Jefferson City, MO 65102
USA

Email: jill@penman-winton.com

Section 4.3

Call for Proposals



This information is posted on the conference website.

The theme for the IASL <20XX> Conference and <XXth> Research Forum is: <Text goes here>

Proposals are invited for professional papers, research papers, workshops/preconferences, and posters. Papers are not normally required for workshops/pre-conferences or for poster sessions.

Criteria for acceptance of proposals

An abstract of 300 words or less which clearly sets out the content of the proposed professional paper, research paper, workshop/pre-conference, or poster session, suitable for inclusion in the conference program.

Addresses topics related to the conference themes of <Text goes here>. See [Sample conference flyer](#) for more information.

Demonstrates the links between <Text goes here>.

Contributes theoretical and/or practical perspectives on the <Text goes here>.

Review Process

Proposal abstracts are to be submitted [online](#) (link to abstract online submission form on conference website) or by email by <Date 20XX>. **All proposals will be double blind reviewed.**

Participants will be advised by <Date 20XX> about acceptance of their proposals. Full research papers and professional papers must be submitted by <Date 20XX>.

Final Paper Submission (for professional papers and research papers)

Please send the final paper to the Presentations & Papers Chair <link to email> by the <Date 20XX>.

Papers may be submitted electronically <link to website submission if available>.

Research papers and professional papers will be double blind reviewed. Authors who have papers accepted for presentation at the conference:

- Will have their papers published in the conference proceedings;
- Must be registered participants of the conference;
- Must have paid the conference fee in advance, before publication of the conference proceedings; and
- Will attend and present their paper or arrange for a proxy to present for them.

Papers should be:

- written in Microsoft Word
- between 3000 and 5000 words.
- well written and satisfy conference themes
- adhere to [IASL Publishing](#) and [Referencing Guidelines](#).

Author Responsibilities and Copyright

Authors must ensure:

- the accuracy of their papers;
- they are the copyright holders of the paper;
- the contents have been cleared for publication by any organization having the capacity to preclude publication of the paper;
- they accept full responsibility for statements made both in written papers and in presentations and sign a statement of originality; and
- that at least one of the authors will attend the session for which the paper is scheduled, will present the paper, and will be available to answer questions and discuss the paper with other delegates.

The Conference Organizers accept no responsibility for statements made by authors either in written papers or presentations.

See [IASL copyright](#)

Paper Presentations

All paper presentations at the conference are normally twenty to thirty (20-30) minutes.

Conference Organizers may opt for longer and fewer concurrent sessions by combining two papers in a 60-minute time slot or three papers in a 90-minute time slot (See Section 4.13 IASL Program Template).

Presenters will be contacted about equipment requirements before the conference. Presenters may supply print copies of their paper or handouts for delegates. All delegates will receive the Conference proceedings on a **<CD, USB or in print>**.

Section 4.4

Sample Conference Flyer



IASL<20XX> <Conference Title>

<Dates 20XX>
<Venue of Conference>

Call for Proposals

<IASL20XX, title of conference> addresses the <text about the major theme of the conference>. To facilitate the organization of topics and events at the conference, submissions will be grouped into <X> major tracks:

- <List the sub-themes>
- <Include a research track>
- <xxxx>

The conference will include a significant focus on <text goes here>. Topics provided below are for guidance only, and are indicative rather than exhaustive. (Examples below)

- ICTs for information literacy in schools
- Literacy and learning
- eLearning
- Transforming schools with proactive libraries

Proposals

Proposals for professional papers, research papers, workshops /preconferences, and poster sessions are invited for presentation at the conference. Research papers and professional papers will be double-blind, peer-reviewed **and published in the conference proceedings**. Authors must register as conference participants and attend the conference or send a proxy.

Register your proposal online at the Conference web site

<Conference URL>

<Key Dates>

Proposals due	<Date 20XX>
---------------	-------------

Proposal Acceptance notification	<Date 20XX>
Papers due	<Date 20XX>
Paper Received notification	<Date 20XX>

Conference Chair: <Name> **Enquiries:** <enquiry email>

Section 4.5

Statement of Originality



Statement of Originality & Copyright Agreement

This is to certify that the paper entitled **[replace this text with title of paper]** is the original work of the author (and co-authors) listed below. The paper has not previously been published or submitted for presentation at any conference or professional publication in its present form. All contributions and references to sources have been duly acknowledged, and all permissions (where necessary) have been obtained from organizations or persons named in the paper.

I/We also acknowledge that copyright of works published in the International Association of School Librarianship (IASL) Conference Proceedings is jointly held by the author(s) and by the association. The author(s) retain copyright of their works, but give permission to IASL to reprint their works in collections or other such documents published by or on behalf of the association. Any papers submitted and accepted for presentation will be available to the public through open access beginning **xx** date.

.....
Principal Author

.....
Date

.....
Co-Author (1)

.....
Date

.....
Co-Author (2)

.....
Date

Section 4.6

IASL Publishing Guidelines



Professional and Research Papers: Guidelines for Authors

See sample layout below

Software	Use MS Word in writing your paper. Do not convert to pdf.
File name	The file name for your paper should be in the following form: <IASL20XXyoursurname.doc> e.g. IASL2015smith.doc Please save as .doc, not .docx, .txt or other file format
Paper size	Set your paper size to A4 (210 x 297 mm or 8.27 x 11.69 in)
Margins	Set the margins to 2.5 cm (1 in) all round.
Length:	3000 – 5000 words, excluding quotes and references.
Quotations:	Quotations of less than 40 words should be included in the text with single quotes. Quotations of more than 40 words (display quotations) should be indented by 1 cm right and left.
Numbers:	Numbers below ten should be spelled out in full; numbers over ten, percentages, and dates may be given as numerals
Layout	Formatting requirements Article Title Arial, font size 14, bold, centered Author page Title of article - Arial, font size 14, bold, centered List author/s: Principal author first, Arial, font size 12, bold, centered Affiliation (institution, mailing address, country, contact email), Arial, font size 11, centered Abstract Heading Arial, font size 11, indent 1 cm left and right, centered Abstract Arial, font size 11, indent 1 cm left and right. Page break after title. Keywords Up to five keywords which reflect the contents of the article

	Arial, font size 11, indent 1 cm left and right
Main Headings	Arial, font size 12, bold, left aligned.
Subheadings	Arial, font size 11, bold, italicised, left aligned
Text	Arial, font size 11, left aligned; do not justify; do not indent. Use single spacing throughout the text. Leave an additional line space after each paragraph.
Margins	2.5 cm all round
Diagrams	Diagrams, tables and graphics may be used where necessary. Embed graphics into the text itself. Number tables, graphics and diagrams sequentially. Center table and diagram captions. Table captions should be placed above the table; diagram and graphics captions should be placed below the diagrams/ captions.
In-text citations	Please use APA style. Footnotes should be avoided. See IASL Referencing Guidelines
References	An alphabetically sorted list of references should be given at the end of the paper, using the APA style referencing guidelines.
Biography	A biographical note of not more than 150 words (for each author) should be added at the end. Arial, font size 11, left aligned.

Sample layout template

Title, Arial 14 point, Bold, Centered

Authors' names, Arial 12 point, centered

Authors' institution, 11 point

Mailing address

Country,

e-mail address

Abstract Heading, Arial 11 point, Bold

Body of abstract, 11 point, italics; indent 1 cm left and right; maximum of 150 words; written in one paragraph

Keywords: Up to five keywords, separated by commas, Arial 11 point, indent 1 cm

Text Heading, Arial 12 point, bold, left aligned

Text, Arial 11 point, left aligned; do not justify; do not indent. Use single spacing throughout the text in a single paragraph.

Leave an additional line space after each paragraph

Subheadings, Arial 11 point, bold, italicized, left aligned

Text, Arial 11 point, left aligned; do not justify; do not indent. Use single spacing throughout the text in a single paragraph.

Leave an additional line space after each paragraph



Figure 1: Map of Bali

Table 1: Approximate Currency Exchange Rates
(as at April 2013)

Currency	Equivalent in Indonesian Rupiahs (IDR)
USD 1	9,700
AUD 1	10,000
€ 1	12,500
GBP 1	15,000
JPY 100	10,000
MYR 1	3,200
SGD 1	8,000

Table 2: Approximate Costs of Common Items in Bali
(as at March 2013)

Item	Approximate cost Indonesian Rupiahs (IDR)
Meal in inexpensive restaurant (per person)	30,000
Meal in middle range restaurant (for 2 persons)	200,000
Combo meal at fast food restaurant	50,000
Bottled water	8,000
Taxi (start)	5,000
Taxi (per km)	6,000
Pair of designer jeans	1,200,000

(These prices are indicative only and are subject to change)

In-text Citations

(Walker & Janes, 1993) or (Walker & Janes, 1993, p.72).

References

- Doll, Carol A. (1997). Quality and elementary school library media collections. *School Library Media Quarterly*, 26(2), 95-102.
- Harada, Violet H. (2002). Personalizing the information search process: A case study of journal writing with elementary-age students. *School Library Media Research*, 5. Retrieved from <http://www.ala.org/aasl/SLMR/vol5/search/search.html>
- Limberg, L. (1991). Sweden. In J.E. Lowrie & M. Nagakura (Eds.), *School libraries: International developments* (2nd ed., pp. 24-36). Metuchen, NJ: Scarecrow.
- Walker, G. & Janes, J. (1993). *Online retrieval: A dialogue of theory and practice*. Englewood, CO: Libraries Unlimited.

Biographical note

Information about **Authors**. Maximum of 150 words per author. Arial, font size 11, left aligned.

(Figure and Tables from IASL Bali Conference template)

Section 4.7

IASL Referencing Guidelines



Referencing

Use in-text referencing and an end of text reference list based on APA style. Use the current edition of the APA Manual of Style. The Reference list includes references cited in the text of the article only.

In-text referencing

In-text references should contain the author's surname or corporate body, date of publication and page number if a direct quote.

For example:

(Johnson, 2007)
(Apple Classrooms of Tomorrow, 1997) or (ACOT, 1997)
(Lui, 2005, p.9)
(MYCEETYA, 1999, p.22)

Direct quotes less than 40 words should be included in the text and intext referenced. Use single parentheses (' ') around the quoted text. The full stop (period) goes after the intext reference.

For example:

After all, as Matheson commented over ten years ago at the very beginning of this transformation of the information landscape: 'It is surely irrational for society to carry into the electronic environment the idea of the library of today' (Matheson, 1995, p.5).

Direct quotes longer than 40 words should be indented 1 cm from each margin and intext referenced. Do not use parentheses and justify the indented text.

For example:

Cornelius goes on to say that:

Many librarians not only seem happy to work that way but are content without knowledge of the imperfections in our understanding of the nature of information. When they make a point about what librarianship is, they point to customer satisfaction, management of resources, and personal fulfilment (Cornelius, 2004, p.65).

Reference List

Used at the end of the paper.
Contains references cited within the article only.
Listed in alphabetical order.
Use Arial, font size 11, left alignment.

Sample Reference Formats

Book

Davis, J. (1982). *Kullark [Home]. The Dreamers*. Sydney: Currency Press.

Books online

Oblinger, D. & Oblinger, J. (Eds.). (2005). *Educating the Net Generation*. Retrieved July 25, 2005 from <http://www.educause.edu/educatingthenetgen>

Books – single author, same publication date

Jones, T. T. (1971). *Social patterns*. Sydney: Angus & Robertson.

Jones, T. T. (1975a). *The Australian novel*. Sydney: Angus & Robertson.

Jones, T. T. (1975b). *Australian poetry*. Sydney: Angus & Robertson.

Chapter in a compilation (book)

Mandler, G. (1993). Thought, memory, and learning: Effects of emotional stress. In L. Goldberger & S. Bregnitz (Eds.), *Handbook of stress: Theoretical and clinical aspects* (2nd ed., pp. 40-55). New York: The Free Press.

Chapter in a compilation (book) - online

McNeely, B. (2005). Using technology as a learning tool, not just the cool new thing. In D. Oblinger, & J. Oblinger (Eds.), *Educating the Net Generation*. Retrieved July 25, 2005 from <http://www.educause.edu/educatingthenetgen>

Conference Proceedings - Print

Jones, D. A., Oran, E. S., & Sichel, M. (1992). Numerical simulation of the reignition of detonation by reflected shocks. *Proceedings of the Fifth Australian Supercomputing Conference* (pp. 15-24). Melbourne: RMIT.

Conference Paper presentation

Jongeling, S. B. (1988, September). *Student teachers' preference for cooperative small group teaching*. Paper presented at the 3rd Annual Research Forum of the Western Australian Institute for Educational Research, Murdoch University, Perth, WA.

Conference Proceedings – online

Chapman, P. (2001). Comment Change and the changing face of a regional newspaper library 1990-2000. *Aslib Proceedings*, 53 (2). Retrieved 5 September, 2005 from <http://www.aslib.co.uk/proceedings/2001/feb/01.html>

Government Report - print

Commonwealth Schools Commission. (1987). *National policy for the education of girls in Australian Schools*. Canberra: AGPS.

Government report - online

The National Academies. (2002). Broadband: Bringing home the bits. Retrieved September 5, 2005 from http://books.nap.edu/html/broadband/na_statement.html

Journal article – multiple authors

Al-Awadi, S. A., Naguib, K. K., Moussa, M.A., Farage, T. I., Teebi, A. S., & El-Khalifa, M. Y. (1986). The effect of consanguineous marriages on reproductive wastage. *Clinical Genetics*, 29, 384-388.

Journal article – online

Aspland, T. (1993, June). A Research Journey: Struggling with the evolution of a methodological pastiche. *Education Research and Perspectives*, 20(1). Retrieved January 14, 2003, from http://www.gse.ecel.uwa.edu.au/gse/erp/ERPCDROM/26-2/ERP_26%3D2-7Aspland.htm

Journal – single author - print

Brick, A. R. (1959). "Wuthering Heights": Narrators, audience and message. *College English*, 21, 80-86.

Newspaper article – single author

Aisbett, N. (1995, January 7). Secret war still baffles veteran. *The West Australian*, pp. 14-15.

Newspaper article – no author

R-movies rated as abuse. (1995, January 7). *The West Australian*, p. 5.

Newspaper article - online

Nunberg, G. (2005). Teaching students to swim in the online sea. *New York Times*. Retrieved February 14, 2005 from <http://www.nytimes.com/2005/02/13/weekinreview/13numb.html?oref=login>

Website – multiple pages – listed alphabetically

DETTWA. (2004a). *CMIS Evaluation*. Retrieved March 11, 2004, from <http://www.eddept.wa.edu.au/cmisis/eval/>

DETTWA. (2004b). Five Domains of the LRC, *CMIS Evaluation*. Retrieved March 11, 2004, from <http://www.eddept.wa.edu.au/cmisis/eval/library/domains/index.htm>

DETTWA. (2004c). Professional Reading, *CMIS Evaluation*. Retrieved March 11, 2004, from <http://www.eddept.wa.edu.au/cmisis/eval/pd/reading/index.htm>

DETTWA. (2004d). The value and role of the Library Resource Centre, *CMIS Evaluation*. Retrieved March 11, 2004, from <http://www.eddept.wa.edu.au/cmisis/eval/library/value/index.htm>

Section 4.8

Finding Reviewers



A list of potential reviewers for research papers and professional papers may be requested from the IASL Secretariat via email: jill@penman-winton.com

Suggestions for reviewers for research papers may also be sought from:

- Executive Director
- Chair of the Research SIG
- Chair of the Education SIG
- SLW editorial board
- Editor of previous conference proceedings
- Academics on the local conference committee
- Past recipients of the Murofushi research award.

For reviewers of professional papers, the people above may be approached, as well as past winners of other IASL awards, the SIG chairs, and Regional Directors.

Normally, each reviewer is asked to assess either professional papers or research papers (not both). This reduces the complexity of the reviewer's task and increases the quality and consistency of the assessment of both kinds of papers.

Section 4.9

Instructions for Reviewing Conference Proposals (Abstracts)



The Presentations & Papers Chair is responsible for choosing a reviewing system for assessing conference proposals. The approach outlined below has been used for reviewing conference proposals in the past.

The scoring sheet is designed to assist reviewers in assessing the conference proposals (abstracts). Normally, each abstract is scored by 2 reviewers, and the scores from the 2 reviewers are averaged to create a combined % score.

Individual scores and combined scores may be used to facilitate consideration of which abstracts will be approved for a conference presentation, e.g.

- Abstracts which have a combined score over 75% are automatically accepted for the conference program.
- Abstracts which score between 60 – 75% from one reviewer and over 75% from another are considered next for inclusion.
- Abstracts which have a combined score between 60 – 75% are considered next for inclusion.
- Abstracts which have one score over 60% from one reviewer and over 50% from another are considered next.

Evaluation Criteria	0	1	2	3	4
Originality	Not suitable	Repetitive	Ordinary	Original	Innovative
Interest & relevance to conference participants	Not suitable	Not relevant	Some interest	Interesting & relevant	Important & exciting
Aims of the practice, or methodology of the research	Not suitable/ Missing	Incomplete	Vague/ Unclear	Clear	Detailed & appropriate
Description of the research or professional practice	Not suitable/ Missing	Incomplete	Vague/ Unclear	Clear	Detailed & careful analysis
Results, implications, recommendations, and/or conclusions	Not suitable/ Missing	Incomplete	Vague/ Unclear	Clear	Related to aims, clear & exciting
Sub-totals					
Highest score	0	5	10	15	20
Total score	/100				

Section 4.10

Instructions for Reviewing Full Papers and for Providing Author Feedback



The Presentations & Papers Chair is responsible for coordinating the review of full papers which will be published in the Conference Proceedings.

The following form is designed to help reviewers evaluate the full papers and to provide feedback to the authors.

If revisions are recommended, reviewers should be as specific as possible in delineating the changes and should indicate which changes are recommended and which are mandatory.

Please return the review as soon as possible (but no later than 3 weeks after receiving the paper) to:

The Presentations & Papers Chair

Email: <XXXXXX>

Many thanks for your contribution to the Conference.

Reviewer name: (to be removed before feedback is provided to author): <XXX>

Article title: <XXXXXX>

Date: <XXXXXX>

Summary comments for the author

Please enter the appropriate word from the choices in parentheses.

1	Originality of the paper	High	Med	Low
2	Interest/relevance to conference participants	High	Med	Low
3	Content			
	a. Aims of the practice, or of the research methodology	Appropriate/ detailed	Clear	Vague/ poor
	b. Description of the practice, or of the research conducted	Complete/ detailed	Clear	Vague/ poor

	c. Results, implications, recommendations and/or conclusions	Related to aims, exciting	Clear	Missing / poor
	d. Adequate reference to prior/other works	Appropriate/detailed	Limited	Missing / poor
4	Writing style			
	a. Paper is logically Organized	Yes	A few problems	No
	b. Ideas are clearly presented	Yes	A few problems	No
5	Meets submission requirements as per attached document.	Yes	A few problems	No

Recommendation

<input type="checkbox"/>	Accept (changes and improvement suggested below)
<input type="checkbox"/>	Accept only if changes made (please specify changes and improvement below)
<input type="checkbox"/>	Reject (please provide reasons for recommendation below)
<input type="checkbox"/>	Inappropriate for Conference (please provide reasons for recommendation below)
<input type="checkbox"/>	I cannot evaluate this paper

Written comments for author

Please enter your comments for the author on your reasons for accepting or rejecting the paper.

Section 4.11

Committee Chair Report to Conference Chair



Note: You can cut and paste from your Committee meeting reports and use point form/bullets to make the report easy to compile.

Send this report to the Conference Chair who will use it to create a Conference Report to be submitted at the IASL Executive and Board meetings, held once every 2 months.

Meeting date: _____

Report submitted by: _____

Activities so far:

-

Discussion:

-

Action required:

-

Future activities:

-

Discussion:

-

Action required:

-

Summary:

-

Recommendations:

-

Other:

Section 4.12

Presentations & Papers Chair Report to Program Chair



Note: You can cut and paste from your Program Committee reports and use point form/bullets to make the report easy to compile.

Send this report to the Program Chair who will use it to create a Program Chair report for the Conference Chair, to be submitted at the IASL Executive and Board meetings, held every 2 months.

Meeting date: _____

Report submitted by: _____

Proposals submitted:

- Number =

Proposals reviewed:

- Number =

Action required:

-

Papers submitted:

- Number =

Papers reviewed:

- Number =

Papers requiring more work:

- Number =
- Returned =

Completed Papers for program:

- Titles

Action required:

Section 4.13

IASL Program Template



This sample program template is a six (6) day program:

Day 0	IASL Executive & Board meeting; Pre-conference Program; Visits; Registration, Welcome Reception
Day 1	Conference begins; First Timers' Gathering/Orientation; Opening Ceremony; Trade Exhibition Opening; Awards ceremony; Windows on the World meeting; Regional meetings
Day 2	Conference continues; SIG meetings #1; School visits
Day 3	Conference continues; SIG meetings #2; IASL AGM; Gala Dinner
Day 4	Conference close; half-day tours; IASL Board & Executive meeting
Day 5	Post-conference sessions/tours

The program template includes:

All of the Conference Committee's **obligations to IASL**

Up to 6 **keynote/plenary** sessions which may include 2 selected research presentations. Length 40-45 minutes: 5 min. introduction, 30-35 min. presentation, 5 min. questions. The first and last keynotes should be from major speakers.

42 + **concurrent sessions** (research papers or professional presentations), offering participants choices from at least three sessions at any one time. This also helps to ensure that participants have some opportunities to interact with the speakers. .

- Research forum track – to ensure a strong research thread, include at least one research paper in each concurrent session
- Conference Organizers may want to opt for longer and fewer sessions by combining two or three concurrent papers in time slots; for example, concurrent sessions may have three papers in one 90 minute time slot or two papers in a one hour slot – 5 mins introduction, 20 mins per presentation, 5 mins questions, per paper; this requires careful time management by the facilitator. Conference Organizers may wish to use one of the concurrent sessions to provide sponsors with time slots for presentations.

IASL EVENTS IN THE PROGRAM (See [Conference Program](#))

In the printed conference program, please include the explanation for each IASL event listed below:

FIRST TIMERS' GATHERING

This informal orientation session led by IASL officers will provide attendees with helpful hints for a successful conference experience.

WINDOWS ON THE WORLD

The Windows on the World meeting provides the opportunity for conference attendees to share briefly (in under 5 minutes) about the situation of school libraries in their country, achievements and challenges of their association, any highlights or particular difficulties. This helps give a global picture of school libraries. All conference attendees are welcome.

IASL REGIONAL MEETINGS

All conference attendees are welcome to attend the IASL regional meeting of their region: Europe, USA, Canada, South Asia, East Asia, Latin America and Caribbean, Sub-Saharan Africa, Middle East and North Africa, Oceania, and International Schools. Each meeting is chaired by the Regional Director, or designate. The topics that may be discussed at a regional meeting relate to achievements, issues and challenges in the region and brainstorming ways forward. The meetings are also useful for regional networking and strengthening local connections.

SPECIAL INTEREST GROUPS (SIGS)

All are welcome to attend the meetings of the IASL special interest groups (SIGs) which provide an opportunity to share issues, developments, ideas and projects within their specialized focus area:

- Advocacy
- Children's and Young Adult Literature
- International Development
- Information Literacy
- Information and Communication Technologies (ICTs)
- International Focus
- School Library Education
- School Library Research

IASL ANNUAL GENERAL MEETING (AGM)

All conference attendees are welcome to attend the Annual General Meeting of IASL; only members may vote. During this meeting several aspects will be covered:

- Presentation of IASL reports, including finances
- Decisions about the association
- Elections of office bearers
- New ideas for the future
- Opportunity for discussion

IASL PAY & TAKE, SILENT AUCTION, AND GRAND AUCTION

Conference attendees are asked to bring an easily packable item from their country to donate for the IASL auctions.

1. Pay & Take – Smaller items are available for purchase on a first come-first served basis.
2. Silent auction – donated items are placed on display with a bidding sheet attached. The person with the highest bid by the end of the day wins the item.

3. Grand Auction – exceptional items will be set aside for the Grand Auction during the Gala Dinner. This auction is conducted with live bidding.

The funds raised from these auctions are used for projects such as:

- the Books For Children Award to provide funds for purchasing books for children in developing countries or in countries affected by natural disasters – <http://www.iasl-online.org/awards/books.html>
- the Support-a-Member program which provides school librarians and others from developing countries a complimentary membership to IASL for up to 2 years – http://www.iasl-online.org/awards/sam_app.html
- IASL scholarship and leadership awards



<XX>th IASL Conference
<Name of host organization>
<Place and date of conference>

DAY 0	DAY 1	DAY 2
Preconference Workshops/ Tours IASL Board & Executive Meeting	7.30-8.45 Registration/Coffee 8:00-8:45 Windows on the World meeting	8.00-8.45 Registration/Coffee 8:00-8:45 First timers' gathering
	8.45-9.00 Housekeeping	8.45-9.00 Housekeeping
	9.00-11.00 Opening Ceremony; Welcomes; Keynote	9.00-10.00 Keynote
		10.00 – 11.00 Concurrent Sessions
	11-11.30 Morning Tea Opening of Trade Exhibition & Silent Auction	11-11.30 Morning Tea Poster sessions; Trade Exhibition & Silent Auction open
11.30-12.30 Awards ceremony	11.30-12.30 Concurrent Sessions	
Lunch 12.30-1.30	Lunch 12.30-1.30 Poster sessions; Trade Exhibition & Silent Auction open	Lunch 12.30-1.30 Poster sessions; Trade Exhibition & Silent Auction open
IASL Board & Executive Meeting	1.30 – 3.00 Concurrent sessions	1.30 – 3.00 Concurrent sessions
	3.00-3.30 Afternoon Tea Poster sessions; Trade Exhibition & Silent Auction close at 3:30	3.00-3.30 Afternoon Tea Poster sessions; Trade Exhibition & Silent Auction close at 3:30
	3.30 – 4.30 Concurrent Sessions	3.30 – 4.30 Concurrent Sessions
	4.30-5.30 Regional Meetings and dinners	
5.00 – 7.00 Welcome Reception		Free evening



DAY 3	DAY 4	DAY 5
8.00-8.45 Registration/Coffee 8.00-8.45 SIG Meetings #1	8.00-8.45 Registration/Coffee 8.00-8.45 SIG Meetings #2	Post conference full day tours, half-day tours, and/or school library visits
8.45-9.00 Housekeeping	8.45-9.00 Housekeeping	
9.00-10.00 Keynote	9.00-10.00 Keynote/Author Panel	
10.00 – 11.00 IASL Annual General Meeting	10.00-11.00 Concurrent sessions	
11-11.30 Morning Tea Poster sessions; Trade Exhibition & Silent Auction open	11-11.30 Morning Tea final pick up for & Silent Auction	
11.30-12.30 Keynote or Concurrent Sessions	11.30-12.30 Closing Keynote	
Lunch 12.30-1.30 Poster sessions; Trade Exhibition & Silent Auction	12.30-1.00 Closing Ceremony; Handover; Evaluations	
1.30 – 3.00 Concurrent sessions	Post School Library visits	
3.00-3.30 Afternoon Tea Poster sessions; Trade Exhibition & Silent Auction end	IASL Board & Executive Meeting	
3.30 – 5.00 Concurrent Sessions		
7.00-11.00 Conference Dinner & Grand Auction		

Section 4.14

IASL Conference Timeline Checklist



Manual section	TASK	WHO	WHEN	DONE
2 – 3 Years prior to the conference				
1.0	Attend several IASL conferences	Interested parties	2-3 years prior	
1.0	Propose idea of hosting a conference locally	Interested parties	2-3 years prior	
1.0	Gauge support from other library & education groups	Interested parties	2-3 years prior	
1.0	Develop bid proposal	Interested parties	2-3 years prior	
1.0	Submit <i>Application for Hosting an IASL Conference</i>	Interested parties	2-3 years prior	
2 Years prior to the conference				
1.0	Finalize <i>Partnership Agreement</i> with IASL	Conference Chair	2+ years prior	
2.0	Organize conference committee:		2 years prior	
2.1	Conference Chair – ongoing oversight of sub-committees, monthly meetings/reports to IASL President / VP-Assoc.Operations/Secretariat	CC	2 years prior	
2.2	Program Chair – program & coordination	PC	2 years prior	
2.3	Presentations & Papers Chair – review panels, conf. proceedings	PPC	2 years prior	
2.4	Treasurer/Finance Coordinator – ongoing oversight of the budget	TFC	2 years prior	
2.5, 3.6	Events Coordinator – auction, dinner, visits	EC	2 years prior	
2.6	Facilities Coordinator – venue, accommodation, transportation	FC	2 years prior	
2.7	Advertising Coordinator – publicity, web	AC	2 years prior	
2.8	Sponsorship & Trade Exhibition Coordinator – exhibitors, conf. bags	STC	2 years prior	
2.9	Registration Coordinator	RC	2 years prior	
2.1	Develop schedule of meetings for conference committee	CC	2 years prior	

1 ½ - 2 Years prior to the conference				
2.6	Find suitable venue	CC / FC	1 ½ - 2 years prior	
2.4	Set up the conference bank account; bank IASL seeding grant	TFC	1 ½ - 2 years prior	
2.4	Carry out preliminary cost estimates	TFC	20 months prior	
4.4	Develop theme of conference – finalize with IASL President/Secretariat	All	20 months prior	
4.4	Finalize dates for conference	All	20 months prior	
3.1	Develop conference logo	AC / All	20 months prior	
1 – 1 1/2 Years prior to the conference				
3.2, 4.1	Monthly reports to IASL VP- Assoc Operations / President / Secretariat	CC	Month-end	
4.11,4.1 2	Monthly reports to PC & CC	PC, EC, FC, STC, TFC, AC	Mid-month	
2.1, 2.2, 2.7	Updates to IASL Webmaster	CC, PC, AC	As available	
2.1, 2.7	Updates to IASL Newsletter editor	CC, AC	Each quarter	
2.5, 3.6	Book the venue for the Gala dinner	EC	1 ½ years prior	
2.6	Arrange accommodation options	FC	1-1 ½ years prior	
2.4	Develop the budget	TFC	18 months prior	
2.2, 2.3	Approach keynote speakers	PC	18 months prior	
2.8, 3.7	Seek sponsors	STC	18 months prior	
2.8	Get IASL sponsor list from IASL Secretariat	STC	18 months prior	
4.4	Promotional materials for distribution at preceding conference	AC, PC	15 months prior	
2.9	Appoint a Registration Coordinator to oversee registration & liaise with banks & treasurer re payments	CC, RC	12-18 months prior	
2.9	Provide links to visa requirements on conference website	RC	12-18 months prior	
2.2	Invite opening ceremony speakers	PC	12-18 months prior	
2.2, 3.3	Plan opening ceremony performance/ cultural event	PC	12-18 months prior	
6 – 12 months prior to the conference				
3.2, 4.1	Monthly reports to IASL VP- Assoc Operations / President / Secretariat	CC	Month-end	
4.11, 4.12	Monthly reports to PC & CC	PC, EC, FC, STC, TFC, AC	Mid-month	
2.1, 2.2, 2.7	Updates to Webmaster	CC, PC, AC	As available	
2.7, 2.1	Updates to IASL Newsletter	CC, AC	Each quarter	
4.4	Advertising / information updates – local, listservs, conference website, sponsors, trade fair	AC, STC, All	Ongoing	
2.9	Have invitation letter with signatures of CC & IASL President	RC	12 months prior	
2.9	Verify current visa requirements	RC	12 months prior	

2.2, 3.3	Plan closing ceremony	PC	12 months prior	
4.3, 4.4	Send out Call for Proposals for concurrent sessions	PC	10-12 months prior	
2.3, 4.8	Contact reviewers for the proposals (abstracts) and papers	PPC	10-12 months prior	
2.3	Find coordinator to collate and distribute material for reviewers	PPC	10 months prior	
2.5, 3.6	Organize tours, if any	EC	8-10 months prior	
2.9	Request IASL member list from IASL Secretariat	RC	mid-January	
3.3	Organize pre-conference workshops	PC	7-8 months prior	
2.5, 3.6	Organize school visits	EC	7-8 months prior	
4.3	Proposals(abstracts) due to PPC	PPC	7-8 months prior	
4.9	Double blind review of abstracts begins	PPC	6-7 months prior	
2.7, 2.9	Post registration form and letter of invitation to website	RC, AC	6+ months prior	
2.2, 3.3,4.13	Develop draft program – skeleton with keynotes, events & post on website	PC	6 months prior	
4.9	Notify presenters of acceptance/rejection	PPC	6 months prior	
4.5, 4.6	Email Statement of Originality, publishing & referencing guidelines to presenters	PPC	6 months prior	
3 – 4 months prior to the conference				
3.2, 4.1	Monthly reports to IASL VP- Assoc Operations / President / Secretariat	CC	Month-end	
4.11, 4.12	Monthly reports to PC & CC	PC, EC, FC, STC, TFC, AC	Mid-month	
2.1, 2.2, 2.7	Updates to IASL Webmaster	CC, PC, AC	As available	
2.1, 2.7	Updates to IASL Newsletter	CC, AC	Each quarter	
4.4	Advertising / information updates – local, listservs, conference website, sponsors, trade fair	AC, STC, All	Ongoing	
2.9	Assist potential delegates with registration queries	RC	Ongoing	
	Submission of full papers for publication in the Conference Proceedings	PPC	4 months prior	
4.10	Distribute full papers for review	PPC	4 months prior	
3.9	Early bird registration to 4 months prior (can be extended to 3 mths)	RC	4 months prior	
2.8	Organize conference bags, nametags	STC	3-4 months prior	
4.9	Complete the review of papers	PPC	3 months prior	
2.5	Organize catering – morning tea, lunch, afternoon tea	EC	3 months prior; confirm	
2.5, 3.6	Arrange details of Gala dinner	EC	3 months prior	
2.2	Prepare opening ceremony flags – real flags or PowerPoint presentation	PC	3 months prior	
3.3, 3.5	Ensure time and space for IASL Board & Executive meetings before and after conference	PC, FC	3 months prior	

2 – 3 months prior to the conference				
3.2, 4.1	Monthly reports to IASL VP- Assoc Operations / President / Secretariat	CC	Month-end	
4.11, 4.12	Monthly reports to PC & CC	PC, EC, FC, STC, TFC, AC	Mid-month	
2.1, 2.2, 2.7	Updates to Webmaster	CC, PC, AC	As available	
4.4	Advertising / information updates – local, listservs, conference website, sponsors, trade fair	AC, STC, All	Ongoing	
2.9	Assist potential delegates with registration queries	RC	Ongoing	
	Organize the banner for the opening ceremony	AC	2-3 months prior	
2.2, 3.3	Organize times for SIG meetings (#1 & #2)	PC	2 months prior	
2.2, 3.3	Organize times for Windows on World & Regional meetings	PC	2 months prior	
2.2, 3.3	Organize time for IASL AGM	PC	2 months prior	
4.13	Draw together elements of program – keynotes, meetings, concurrent sessions, ceremonies, events, tours	PC	2 months prior	
3.3	Organize welcome reception	EC	2 months prior	
2.2	Organize awards ceremony	PC	2 months prior	
3.3	Ensure a separate research strand for each concurrent session	PC	2 months prior	
2.6	Organize breakout spaces for concurrent sessions	FC	2 months prior	
2.2, 3.3, 4.13	Assemble final program; make available online	PC	2 months prior	
2.5	Organize lunch, morning and afternoon tea for delegates	EC	2 months prior	
2.6	Organize spaces for posters, if required	FC	2 months prior	
2.5	Organize transport	FC, EC	1-3 months prior	
4 - 6 weeks prior to the conference				
3.2, 4.1	Weekly reports to IASL VP- Assoc Operations / President / Secretariat	CC	Weekly	
4.11, 4.12	Biweekly or weekly reports to PC & CC	PC, EC, FC, STC, TFC, AC	Biweekly / weekly	
2.1, 2.2, 2.7	Updates to IASL Webmaster	CC, PC, AC	As available	
4.4	Advertising / information updates – local, listservs, conference website, sponsors, trade fair	AC, STC, All	Ongoing	
2.9	Assist potential delegates with registration queries	RC	Ongoing	
4.2	Assemble proceedings for publication; use IASL Copyright information	PC	6 weeks prior	
2.2, 4.13	Finalize program booklet	PC	6 weeks prior	

2.8, 3.7	Organize booths or tables for the trade exhibition	STC, FC	4-6 weeks prior	
2.8, 3.7	Organize booths or tables for Silent Auction and Pay & Take	STC, FC	4-6 weeks prior	
2.8	Organize food and drink for trade exhibitors	STC, EC	4-6 weeks prior	
2.2	Organize printing of final program	PC	4-6 weeks prior	
3.7	Develop a floorplan for the trade exhibition	STC	4 weeks prior	
3.6	Organize noticeboard for conference	FC	4 weeks prior	
2.9	Organize people and space for conference registration	RC	2-3 weeks prior	
2.6	Organize tables for auction items at Gala Dinner	FC	2 weeks prior	
2.6	Organize secure space for silent auction & book display	FC	2 weeks prior	
2.6	Organize booth space for IASL and GiggieIT/ISLM	FC, STC	2 weeks prior	
2.8	Pack conference bags, prepare nametags	STC	1-2 weeks prior	
<i>During and after the conference</i>				
2.1	Make status report on conference preparations to IASL Board	CC	at preconference Board meeting	
	Maintain oversight of the conference & participation in official events	CC	Ongoing during conference	
2.9	Maintain oversight of registration before & during the conference	RC	Ongoing; open for days 0-3	
3.3	Organize the handover to the next conference committee	CC	End of conference	
2.1	Provide feedback and de-brief at the post-conference Board meeting	CC	Post conference	
2.9	Send spreadsheet with all attendees' contact info to IASL Secretariat	RC	by 30 days post conference	
2.1, 3.2, 4.1	Prepare and deliver a final report to the IASL Executive	CC	by 60 days post conference	
2.1, 2.4	Arrange distribution to IASL of funds owing	TFC	by 90 days post conference	

REPORTS TO IASL EXECUTIVE:

Include information related to progress on Program, Finances, Events, Facilities, Advertising, Registration, and Sponsorship & Trade Exhibition

Section 4.15

Evaluation of the Conference



Provide an evaluation at the conclusion of the conference

Evaluate the venue, catering, keynote addresses, concurrent sessions, tours, activities – example below.

Consider using an online survey, with link emailed to conference attendees on day after conference.

Share the results with IASL President and Secretariat within 30 calendar days after the conference closes.

	Excellent	Good	Satisfactory	Disappointing
Registration Process				
Conference venue				
Accommodation				
Conference Program overall				
Keynote Addresses				
Concurrent Sessions				
Conference Events				
Food/ Catering				
Tours & Activities				

comments:

Recommended themes for future IASL conferences: