ULS/CLS 2011 Program Planning Committee

June 27, 2010

It was agreed that an email list for both committees will be set up.

Each presenter will have a 5 minute/20 slide time limit. We might want to reserve a slot for the CLS Innovation winners to present. We need someone to volunteer to do a main timed slide set so no-one can go over their time limit (Eric Frierson volunteered to do this). We will distribute this set via SlideShare after the program, with a link from both sections’ homepages.

Do we want to have speakers that we approach? Eric Kidwell and Carol Hickson were suggested as possible people to approach.

We will need a timer and MC. Felice Maciejewski volunteered to be the timer.

CLS presents an award at the beginning of its program; we need to save 5 or 10 minutes for that event.

The program and the call for presenters will be marketed through listserves, including, but not limited to, ULS, CLS, EBSS, LPSS, IDS, LLAMA, and RUSA. Blogs such as Beyond the Job will be approached as well.

The following timeline was developed:

Call for presenters 9/15
Presenters information to full committee for review 10/1
Ranked responses returned to Cathy Doyle 10/21
Agreement reached on final presenters 11/1
Data entry begins 11/7
Data entry ends 11/12

The evaluation survey will be conducted using Survey Monkey; a link will be displayed on the screen at the end of the program during the Question and Answer portion of the program.

Budget considerations were discussed; this program has a $250 budget at this time. Since this program doesn’t have a great deal of costs, it was suggested that we have a raffle at the end of the program. Kaya will check and see if we can do this, and if so, Jim Gwin will work on the production of tickets.