

ULS/CLS Program Planning Meeting

January 24, 2011

Virtual Evaluation—ACRL is interested in our proposal to evaluate the program via an online form and has asked for a proposal. Maura and Kaya will work on this and send to Megan. Having an iPad for a prize was discussed; both Kim and Chris said that they would take this to their boards for approval. If all of this is approved, Cathy will purchase an iPad for the lucky winner.

Speaker agreements have been received.

Cathy will be the moderator for the program.

Sidney and Duffy will follow up with the ULS Tech Committee on their interest in the program.

Deadline for Powerpoint presentations—We need to check with Eric and see what he needs to make this a success. Maura will contact the speakers and make them aware of Eric's contact information and the need to get things to him by June 6th. We need to check with Eric and make sure he's still willing to do this.

CRL News needs a summary of the program about a month after the meeting, no more than 750 words. Carolyn agreed to do this.

It was decided that we should have a joint dinner after the program. Felice volunteered to find us a place for this event.

We need to think of a way to organize all the speakers so we can decide on the order of events. Kaya and Duffy will look for common themes to start this process off.

We need to do something to thank the speakers for their efforts.

Publicity—We all are on list serves, we need to post to them, our section websites. Use the program description. Felice will do a Facebook event for us. Can we put out flyers at ACRL? Sidney, Carolyn and Felice will be there. We can do a ½ sheet for this. Cathy will check with Megan to see if they can be included in the package. Both groups have good attendance at programs, so filling the room shouldn't be a problem.