

# REGISTRATION & HOUSING INFORMATION

## Registration Dates

Advance: March 7 – May 22

Onsite begins May 23

## Weekly Fees

See the registration form on page 19.

## Daily Fees

(Paid onsite only)

ALA personal member: \* \$170 ALA retired member: \* \$125

ALA student member: \*\* \$85 Non-member: \$230

\* must show proof of membership

\*\* must show proof of ALA student membership and school ID

## THE ALA CONFERENCE WITHIN A CONFERENCE FOR LIBRARY SUPPORT STAFF

# “WHO’S DA BOSS”: LEADERSHIP FOR TODAY

## THE 5TH ANNUAL EMPOWERMENT CONFERENCE

The Empowerment Conference will be held Saturday and Sunday, July 11-12, 2009 in Chicago, IL during the 2009 ALA Annual Conference.

The ALA Empowerment Conference is designed specifically for library support staff and features a variety of programs to enhance your career and improve library services to your community! Come learn from the noted library experts and leave with the 3 E's: energy, enthusiasm and excitement. Please visit [wikis.ala.org/annual2009/index.php/About\\_Empowerment](http://wikis.ala.org/annual2009/index.php/About_Empowerment) for more information and conference updates, or contact Kimberly Sanders at [ksanders@ala.org](mailto:ksanders@ala.org) or 1-800-545-2433, ext 4279.

Registration for Empowerment 2009 is automatically included with a full Annual Conference registration. Separate registration is also available. Registration for LSSIRT members is \$135 in advance, or \$160 onsite. ALA members and anyone else can register for this two-day conference for \$185 by March 6 and for \$210 after the March 6 deadline and onsite. To register, fill out the Conference Registration form on the next page, and register in Section II only. For more information on programming and events at the Empowerment Conference, please visit [www.ala.org/annual](http://www.ala.org/annual) and click on “Empowerment Conference.”

Co-sponsors: ALA Library Support Staff Interests Round Table (LSSIRT) and the ALA Office for Human Resource Development and Recruitment (HRDR).

## Join ALA and Save!

Non-members and former members of ALA are invited to join the association to receive both the member registration discount as well as ongoing benefits to your career and professional knowledge that come from membership. First, go to [www.ala.org/membership](http://www.ala.org/membership) to join or re-join and start taking advantage of new and improved benefits such as: AL Direct, our weekly e-mail edition of American Libraries that keeps you on the cutting edge of news that affects all types of libraries; discounts on continuing education through Element K, our online skills building site; and your members-only discount on ALA Editions and Graphics products for you and your library. Then, go to [www.ala.org/annual](http://www.ala.org/annual) and register for conference at a substantial savings. If you have questions about which membership is right for you, e-mail John Chrastka, Manager for Membership Development at [jchrastka@ala.org](mailto:jchrastka@ala.org).

## Advance Registration

To register in advance, print or type and complete all sections of the form that follows. You may register for all listed events and pay with one check. Use one form per person for full registration or exhibit badges only. Registration forms must be postmarked or electronically submitted by May 22, 2009 to receive the Advance rates. Mail early to meet the deadline. Fees will increase to onsite rates, May 23, 2009. Bring your membership card or proof of dues payment and photo ID. Secure online registration with your credit card is also available at [www.ala.org/annual](http://www.ala.org/annual).

## Exhibits Only Registration

Visit the exhibits only, for \$25 in advance, by completing the registration form. Visit the exhibits and attend the Opening General Session for only \$35, or visit the exhibits, attend the Opening General Session and all the Auditorium Speaker Series sessions for \$75. Exhibit only badges will also be available onsite. No refunds for “Exhibits Only” “Exhibits Plus” and “Exhibits Supreme” registration. Use one form per person for exhibit only badges. Requests for multiple exhibit only badges will not be honored if sent on only one form.

## Payment

Include full payment with your registration. Make checks payable to the American Library Association or charge your VISA, MasterCard or American Express. Fees are in U.S. dollars. If sending a wire transfer payment, it is necessary to reference your name, company and registration category on the transfer. Please note: we will no longer accept purchase orders as payment onsite. If paying by purchase order, they must be received prior to the conference.

## Confirmations

The ALA Registration and Housing Headquarters will e-mail or mail a registration and housing confirmation. If you do not receive a written confirmation within one week, please e-mail or call Experient's Customer Service Center at [ala@experient-inc.com](mailto:ala@experient-inc.com) or 800-974-3084 to verify the status of your registration and housing.

## Refunds and Cancellations

Substitutions are welcome at any time, made in writing. Otherwise, registration cancellations must be made in writing and postmarked or faxed by May 22, 2009. Cancellations will result in a full refund less a \$25 processing fee. No phone cancellations will be accepted. No refunds for cancellations postmarked after May 22, 2009. No “Exhibits Only” or “Exhibits Plus” refunds. Refunds will be processed after the annual conference.

# DORM HOUSING IN CHICAGO

Dorm housing will be available at the University Center Conference Chicago, located at 525 S State Street, between State Street and Congress. ALA will provide busing between the dorms and McCormick Place West, just as if you were staying in a hotel. Dorm amenities include a recreation area, fitness center, outdoor terrace, laundry room and computer center.

The buildings are consisted of suite style, double occupancy rooms and apartments. Suite-Style Housing: Typically two people share a bedroom with two bedrooms sharing a common bathroom between them. Single occupancy rooms are also available; in this case, 2 bedrooms still share a common bath area. These rooms also include one all you can eat buffet meal served in the dorm cafeteria at no extra cost. Apartments are also available, with 4 single occupancy bedrooms that share two bathrooms and kitchen facilities (food not included). Register for these individually or with roommates.

To make your reservation, submit this form, and provide complete payment. These reservations must be paid in advance. Reservations must be made by May 22, 2009. Only 200 spaces are available, and they are on a first-come, first-served basis. Cancellations must be made by May 22, 2009 for a refund.

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address *please print clearly to receive electronic confirmation* \_\_\_\_\_

Arrival day/date \_\_\_\_\_ Departure day/date \_\_\_\_\_ Total Nights: \_\_\_\_\_

Male

Female

## Type of Room:

*Bedding requests are based on availability. Every effort will be made to accommodate requests.*

Semi Suite Double - \$62.00  Semi Suite Single - \$97.00

Quad 4 Bedroom Apartment (1 single occupancy bedroom) -\$79.00

## Roommate's name (if double occupancy)

*Roommate must complete separate form:*

\_\_\_\_\_

If I have chosen a double room and not chosen a roommate, I understand that since I have not chosen a roommate, one will be assigned to me at random, matching both gender and length of stay. I understand that ALA is not responsible for the roommate I am assigned, and that roommate assignments are final, and I may not change roommates once a roommate has been assigned to me.

## Total Amount (number of nights x rate):

Method of Payment:  Check  Money Order  Credit Card

Type of Card:  Visa  Amex  Mastercard

Card Number \_\_\_\_\_ Expiration Date (must be 7/09 or after) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

## Return/Rates Info:

Make reservations with credit card or a check by completing the form and mailing to:

*ALA Annual Conference Dorm Housing  
568 Atrium Drive*

*Vernon Hills, IL 60061-1731*

*Fax: 800-521-6017*

You can also fax the form and pay by credit card.

**The Rates are (per person/per night):**

**Semi Suite Double: \$62.00**

**Semi Suite Single: \$97.00**

**Quad 4 Bedroom Apartment: \$79.00**



# ADVANCE REGISTRATION AND HOUSING FORM

**Registrant Information:** All mailings concerning the Annual Conference will be sent to you at the address provided below:

Mr.  Ms.  Mrs.  Dr.  I am a first time registrant of the ALA Annual Conference

Member Number \_\_\_\_\_

Name: First \_\_\_\_\_ Last \_\_\_\_\_

Position Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Is the above mailing address:  
 home  work

Daytime Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

Attendees may receive exciting information from exhibitors like invitations, contests and other hot news.

Count me in!  Yes  No

**Badge Information:** Complete the information below, abbreviating as needed. Write clearly and please do not exceed the maximum characters.

First Name \_\_\_\_\_  
(15 characters)

Last Name \_\_\_\_\_  
(15 characters)

Institute/Organization \_\_\_\_\_  
(25 characters)

City \_\_\_\_\_ State \_\_\_\_\_  
(25 characters)

If you have a physical or communication need that may affect your participation in conference activities, please contact Conference Services at the number given below. We cannot ensure the availability of appropriate accommodations without prior notification of need.

I have a special physical or communications need and will contact Anne Weglewski at 800-545-2433, ext 3220 or aweglewski@ala.org to discuss accommodations no later than May 22, 2009.

**NEW THIS YEAR:** Employees of ALA Organizational Members will get a special discounted rate off the non-member rate if they register together. This attractive rate: Advanced - \$250 and On-Site - \$330 is available if four or more employees register at the same time. Purchase orders, checks or credit cards will be accepted. For more information contact ababcock@ala.org or dross@ala.org.

## Instructions:

Both pages must be completed and returned with payment (US funds) or credit card information, postmarked or electronically submitted by March 6, 2009 to receive the Early Bird rates. Forms postmarked after March 6, 2009 will be processed at the advance rate.

### THREE WAYS TO ADVANCE REGISTER:

**By Mail:** Send form and payment to:  
 ALA Advance Registration  
 568 Atrium Drive  
 Vernon Hill, IL 60061-1731

**By Fax:** If you pay with a credit card you may fax your completed registration form 24 hours a day by dialing 800-521-6017. Note: Do not mail form if previously faxed. Send fax only once.

**Online:** Access the ALA 2009 Annual Conference homepage at [www.ala.org/annual](http://www.ala.org/annual) and select "Registration." Non-members and former members are invited to join ALA at [www.ala.org/membership](http://www.ala.org/membership) prior to registering for maximum savings.

**Cancellation Policy:** Written requests for refunds must be postmarked by May 22, 2009. Cancellation of registration will result in a handling fee of \$25 for each item cancelled. No phone cancellations. No refunds after May 22, 2009. No refunds given for "Exhibits Only", "Exhibits Plus" and "Exhibits Supreme" badges. Refunds will be processed after the annual conference.

### PLEASE COMPLETE THE SURVEY BELOW

#### 01 Principal Product Interest (circle one)

- 01 Books, Periodicals, Documents
- 02 Library Automation
- 03 Equipment, Furniture, Shelving
- 04 A/V Equipment/Materials
- 05 Services
- 06 Other Products and Services

#### 02 Purchasing Decision-Making Role (circle one)

- 01 Final
- 02 Specify
- 03 Recommend
- 04 No Role

#### 03 Purchase Plans Next 12 Mos. (circle one)

- 01 \$0-49,999
- 02 \$50-99,999
- 03 \$100-249,999
- 04 \$350-499,999
- 05 \$500-999,999
- 06 \$1 million +

#### 04 Operating Expenditures (circle one)

- 01 \$0-499,999
- 02 \$500-999,999
- 03 \$1 mil-1,999,999
- 04 \$2 mil-4,999,999
- 05 \$5 mil +



# HOTEL INFORMATION

Hotel	Single/ Double	Triple/ Quad
1 Hilton (Headquarter) - H, BC, IN (WI/FI, HS), SA, F, IP, RS	\$173/\$193	\$213/\$233
2 Sheraton (Co-Headquarter) - H, BC, IN (HS), SF, F, IP, RS	\$199/\$199	\$229/\$259
3 Hyatt Regency Chicago (Co-Headquarter) - H, BC, IN (HS), SA, F, RS	\$205/\$205	\$230/\$255
4 The Peninsula - H, BC, IN (WI/FI, HS - COMP), SA, F, IP, RS	\$289/\$289	\$289/\$289
5 Wyndham - H, BC, IN (WI/FI, HS), SA, F, IP, RS	\$189/\$189	\$209/\$229
6 Red Roof Inn - H, IN (WI/FI, HS), SA	\$149/\$149	\$149/\$149
7 Inn of Chicago - H, BC, SF	\$145/\$145	\$165/\$165
8 Marriott Chicago Downtown - H, BC, IN (HS), SF, F, IP, RS	\$209/\$229	\$249/\$269
9 InterContinental - H, BC, IN (WI/FI,HS), SA, F, IP, RS	\$207/\$207	\$207/\$207
10 Hotel Cass Holiday Inn Express - H, BC, IN (WI/FI - COMP), SA, CB/HB, RS	\$159/\$159	\$179/\$199
11 Hilton Garden Inn - H, BC, IN (WI/FI - COMP), SA, F, IP, RS	\$189/\$199	\$209/\$219
12 Embassy Suites Lakefront - H, BC, IN (HS), SA, F, IP, HB, RS	\$189/\$189	\$209/\$229
13 Swissotel - H, BC, IN (WI/HS), SF, F, IP, RS	\$199/\$209	\$234/\$259
14 Fairmont - H, BC, IN (WI/FI, HS) SA, F, RS	\$224/\$224	\$249/\$274
15 Hard Rock - H, BC, IN (WI - COMP), SA, F, RS	\$179/\$179	\$204/\$229
16 Hotel Monaco - H, BC, IN(WI/FI - COMP), SF, IP, RS	\$179/\$179	\$199/\$219
17 Renaissance Chicago - H, BC, IN (HS@\$14.95/day), SF, F, IP, RS	\$219/\$219	\$239/\$259
18 Hotel 71 - H, BC, IN (WI/FI, HS - COMP), SA, F, RS	\$169/\$169	\$199/\$229
19 Westin Chicago River North - H, BC, IN(WI/FI, HS), SF, F, RS	\$205/\$205	\$234/\$265
20 Holiday Inn Mart Plaza - H, BC, IN (WI/FI - COMP), SA, F, IP, RS	\$159/\$159	\$184/\$209
21 Silversmith Hotel - H, BC, IN(HS), SF, F, RS	\$149/\$149	\$168/\$189
22 Palmer House Hilton - H, BC, IN (WI/FI, HS), SA, F, IP, RS	\$169/\$189	\$209/\$229
23 Hotel Allegro - H, BC, IN(WI/FI - COMP), SF, IP, RS	\$174/\$174	\$194/\$214
24 W City Center - H, BC, IN (WI/FI, HS), SF, F, IP, RS	\$212/\$212	\$242/\$272
25 Hyatt Regency McCormick - H, BC, IN (WI/FI, HS), SA, F, IP, RS	\$224/\$224	\$249/\$249

**Key:** **AT**=complimentary airport transportation; **BC**=business center; **CAT**=Complimentary Airport Transfer; **CB**=continental breakfast included; **F**=fitness center; **FB**=full breakfast included; **H**=handicapped accessible rooms; **HB**=hot breakfast; **HS**=high speed internet access; **IN**=internet in room; **IP**= indoor pool; **OP**=outdoor pool; **RS**=room service; **SA**=smoking rooms available; **SF**=Smoke Free Hotel; **WI**=wireless internet access

# HOTEL MAP



## HOTEL MAP KEY

- 1 **ALA HEADQUARTERS HOTEL**  
*Hilton Chicago*  
720 S. Michigan Ave.
- 2 **ALA CO-HEADQUARTERS HOTEL**  
*Sheraton Chicago Hotel & Towers*  
301 E. North Water St.
- 3 **ALA CO-HEADQUARTERS HOTEL**  
*Hyatt Regency Chicago*  
151 E. Wacker Dr.
- 4 Peninsula Chicago  
108 E. Superior St.
- 5 Wyndham Chicago  
644 N. St. Clair St.
- 6 Red Roof Inn Chicago  
162 E. Ontario St.
- 7 Inn of Chicago Magnificent Mile  
162 E. Ohio St.
- 8 Chicago Marriott Downtown Mag. Mile  
540 N. Michigan Ave.
- 9 InterContinental Chicago  
505 N. Michigan Ave.
- 10 Holiday Inn Express – Hotel Cass  
640 N. Wabash Ave.
- 11 Hilton Garden Inn Chicago Downtown Mag. mile  
10 E. Grand Ave.
- 12 Embassy Suites Hotel Chicago  
*Chicago Downtown Lakefront*  
511 N. Columbus Dr.
- 13 Swissotel Chicago  
323 E. Wacker Dr.
- 14 The Fairmont Hotel  
200 N. Columbus Dr.
- 15 Hard Rock Hotel Chicago  
230 N. Michigan Ave.
- 16 Hotel Monaco, A Kimpton Hotel  
225 N. Wabash Ave.
- 17 Renaissance Chicago Hotel  
One W. Wacker Dr.
- 18 Hotel 71  
71 E. Wacker Dr.
- 19 The Westin Chicago River North  
320 N. Dearborn St.
- 20 Holiday Inn Chicago Mart Plaza  
350 West Mart Center Drive
- 21 The Silversmith Hotel & Suites  
10 S. Wabash Ave.
- 22 The Palmer House Hilton  
17 E. Monroe St.
- 23 Allegro Chicago, A Kimpton Hotel  
171 W. Randolph St. @ LaSalle St.
- 24 W. Chicago City Center  
172 W. Adams St.
- 25 Hyatt Regency McCormick Place  
2233 S. Martin Luther King Dr.

# HOUSING REQUEST FORM

July 9 – July 15, 2009 Annual Conference and Exhibition, Chicago, IL  
**Deadline for Submission: June 5, 2009**

**Instructions: New this year! You must be registered for the Conference to register for housing.**

Please complete this form in its entirety to insure speedy processing. All hotels require a one night + tax credit card guarantee to hold your room. Complete the credit card portion of the form for the first night's deposit to be billed automatically upon receipt by hotel. **DO NOT SEND DUPLICATE FORMS** - If sharing room(s) designate one person to send request. Be sure to include your e-mail address. Reservations can also be made on the ALA Annual Conference Web site at: [www.ala.org/annual](http://www.ala.org/annual).

**Confirmation will be sent to:**

Last name of person requesting rooms and confirmation \_\_\_\_\_ First Name \_\_\_\_\_

Name of Company or Firm \_\_\_\_\_

Street Address or P.O. Box number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address please print clearly to receive electronic confirmation \_\_\_\_\_

Arrival day/date \_\_\_\_\_ Departure day/date \_\_\_\_\_

**Occupant(s)**

*(Please do not duplicate. If sharing a room, designate one person to complete form.)*  
 print last name first

1 \_\_\_\_\_ 2 \_\_\_\_\_  
 3 \_\_\_\_\_ 4 \_\_\_\_\_

**Hotel Choices**

*(Please print name and number of hotel as listed on Hotel Locator Map)*

1 \_\_\_\_\_ 2 \_\_\_\_\_  
 3 \_\_\_\_\_ 4 \_\_\_\_\_  
 5 \_\_\_\_\_ 6 \_\_\_\_\_

**Important notes:**

- Rooms are assigned on a "first come/first served" basis and room availability for your arrival/departure.
- Failure to check into your hotel on the scheduled date of your arrival will result in the cancellation of your reservation and a charge equal to one night's room and tax to the credit card used to guarantee your reservation.
- All changes and/or cancellations prior to **June 30th** must be made through the ALA Housing Headquarters. Last minute changes and cancellations must be made to the hotel at least 7 days prior to the arrival date."

**Room preference**

Bedding requests are based on availability. Every effort will be made to accommodate requests.

- Single (one person/one bed)
- Double (two people/one bed)
- Double/double (two people, two beds)
- Triple (three people/1-2 beds)
- Quad (four people/two beds)
- Requires ADA accessible room
  - Mobility
  - Hearing impaired
  - Visually impaired

**Mail or Fax to:**

**ALA 2009 Advance Registration**  
**568 Atrium Drive**  
**Vernon Hills, IL 60061-1731**  
**Fax: 800-521-6017**

**Credit Card Guarantee—first night+tax**

Please guarantee my reservation to (check one):  Check (credit card included below for room guarantee only)  Visa  Amex  Mastercard

Card Number \_\_\_\_\_ Expiration Date (must be 7/09 or after) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_