



**Joint Committee and Interest Group Chairs Meeting  
June 11, 2009 Chicago, IL**

## **LITA Committee/IG Chairs Updates & Important Info**

### **Program Planning Process:**

This year, the LITA Program Planning Committee, in an effort to modernize the workflow for planning programs for ALA Annual, has moved the process entirely online! The following is the form that you can fill out if you are interested in proposing a program via LITA for ALA Annual 2010, June 24-30th in Washington, DC:

**<http://tinyurl.com/LITAPrograms2010>**

The form will be available at the above link, on ALA Connect (**<http://connect.ala.org/node/76611>**), on LITABlog, and anywhere else we can embed it.

Once you submit your program proposal, the Program Planning Committee will be in touch with you by the middle of August, 2009. The deadline for submitting proposals to LITA for a program for Annual 2010 is **August 14, 2009**.

### **Questions**

If you have questions about anything relating to programs at ALA Annual, there is a public discussion board on ALA Connect designed just for that:

**<http://connect.ala.org/forum/6608>**

You do have to have an ALA Connect login, but you do not have to be an ALA member...you can register as a non-ALA member and still ask questions of the PPC. If you are an ALA member, you can login to Connect using your ALA login information.

If you have any problems that the Connect group doesn't solve (or you have other issues), you can email me directly, Jason Griffey, at [griffey at gmail.com](mailto:griffey@gmail.com) or find me on Twitter at [@griffey](https://twitter.com/griffey). But please try to use the forum first. :-)

### **What Can You Submit?**

I am well aware of the challenge inherent with planning technology programming a full year in advance of the conference. Feel free to be a general as you need to be in describing your program on first draft...we can always approach you and ask you for details as we move through the process. But you do not have to have every speaker booked, and every topic decided, to put forward a proposal. Have a topic area, a theme, an idea for where you think tech will be? Go with it.

### **Who Can Submit Proposals?**

There is one more difference in the process this year that everyone should be aware of. In the past, all programs were driven by Committee and Interest Group submissions, with each group effectively submitting one program. While the PPC is happy to get

submissions from these groups, it is NOT NECESSARY to be backed by a group in order for LITA PPC to examine and forward your proposal for a program.

If you, as an individual member, have a great idea and want to be considered, please put in a proposal. If you and two friends want to throw your hats in the ring, please do. If you aren't a LITA or ALA member \_at all\_ and think you have the best idea for a program at ALA Annual in the history of technology, fill out the form!

Library Society of the World, Code4Lib, and other library groups: here's your chance! Please participate and share with us! Let LITA give you a stage for your ideas. If you have an idea worth putting in front of 300 people at the largest gathering of librarians in the world, we are interested in giving you that opportunity.

Bring it.

Jason Griffey  
Chair, LITA Program Planning Committee

#### **ALA Connect:**

- ALAconnect is now available for Committee/IG work sometime in spring of 2009: <http://connect.ala.org/> See handout for more info on getting started with Connect.

#### **LITA blog**

- Volunteers are needed for covering the ALA conferences and LITA Forum on the LITA blog: <http://litablog.org/> You do not need blogging experience to blog for LITA!

#### **LITA wiki**

- <http://wikis.ala.org/lita/> Please add committee/IG info to the wiki. Include your current projects, material or anything else you think might be relevant. Please contact the LITA Web Coordinator if you have questions or if you encounter any problems with the wiki.

#### **Other Program Development Opportunities:**

- Did you develop any programs for Annual Conference that would make great **Regional Institutes or Web courses**? If so, submit a proposal to the LITA Education Committee.

#### **Serena Collage Content Management Training**

- Collage Content Management classes take about 3 hours and cover what you need to know to create new content, update existing content, and publish. E-mail [lgruenberg@ala.org](mailto:lgruenberg@ala.org) for information on upcoming classes providing your name, e-mail address, and ALA affiliation.

#### **SYMPA email discussion lists**

- **How do I set up an email discussion list for my group?**  
Contact the LITA staff liaison to request a discussion list for your committee or interest group
- **To subscribe to an existing list:**
  - send e-mail to: [sympa@ala.org](mailto:sympa@ala.org)
  - Enter "subscribe lita-l" in the subject line
  - Leave message body blank and send
  - Your email address will be picked up automatically
- **To remove your email address from the list:**
  - send e-mail to: [sympa@ala.org](mailto:sympa@ala.org)

- Enter "unsubscribe lita-l" (lita-l is an example, insert the appropriate list name) in the subject line
- Leave message body blank and send
- Your email address will be matched from the header of the message so you must use the address from which you subscribed.

- **To access archive**, go to <http://lists.ala.org/wws/arc/lita-l>
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**REMINDER:** Submit your meeting reports

<http://www.lita.org/ala/mgrps/divs/lita/aboutlita/org/litamanual/litaforms/meetingreport.cfm>

**Education Committee Co-Chairs:** Mandy Havert [mhavert@nd.edu](mailto:mhavert@nd.edu) and David Ward [dh-ward@uiuc.edu](mailto:dh-ward@uiuc.edu)

**Program Planning Committee Chair:** Jason Griffey, [griffey@gmail.com](mailto:griffey@gmail.com)

**Wed Coordinator/Web Committee Chair:** Jean Rainwater, [Jean\\_Rainwater@brown.edu](mailto:Jean_Rainwater@brown.edu)

**Web Coordinator for Committees:** Anne Graham, [anneg@plannein.net](mailto:anneg@plannein.net)

**Web Coordinator for IGs:** Tim Donohue, [tdonohue@uiuc.edu](mailto:tdonohue@uiuc.edu)

**LITA Staff Liaison:** Melissa Prentice, LITA Program Planning & Marketing, 50 E. Huron St., Chicago, IL 60611; (312) 280-4268; [mprentice@ala.org](mailto:mprentice@ala.org)

**LITA Committee and Interest Group Chairs Calendar:  
Midwinter 2010 (Boston, MA) and Annual 2010 (Washington, DC)**

**JULY**

- Submit program proposals for Annual 2010 by **July 31**  
<http://tinyurl.com/LITAPrograms2010>

**SEPTEMBER**

- Send Midwinter **meeting** request to Valerie Edmonds (vedmonds@ala.org); include time, date, room set-up, and AV by **September 1**

**OCTOBER**

**Third week**

- First round changes to the Midwinter schedule are due to Valerie Edmonds (vedmonds@ala.org) by **October 15**

**NOTE:** should you change your original conference room set up after **October 15**, we cannot guarantee that space will be available to accommodate the new set up.

- Changes to AV requests sent to Valerie Edmonds (vedmonds@ala.org) by **October 23**

**NOVEMBER**

**\*\* Changes to AV Requests will not be accommodated November 1\*\***

**Third week**

- Draft schedule of Midwinter meetings with room assignments will be posted.

**JANUARY**

**JANUARY 15-20, 2010** ALA Midwinter Conference, Boston, MA

**\*\*Updates to Annual Conference Program Descriptions for Preliminary Program due January 20; changes to description must be sent to LITA staff before you leave Boston: mprentice@ala.org\*\***

**FEBRUARY**

**First Week**

- Deadline for notifying Valerie Edmonds (vedmonds@ala.org) of your **meeting** space and AV needs; **February 2**

**Third Week**

- Preliminary schedule of programs and meetings entered to date will be posted; **form goes down February 18**

**Fourth Week**

- Changes to AV requests sent to Valerie Edmonds (vedmonds@ala.org) by **February 23**

**MARCH**

**\*\*Changes to AV Requests will not be accommodated after March 1\*\***

**NOTE:** should you change your original conference room set up after **March 5**, we cannot guarantee that space will be available to accommodate the new set up

**APRIL**

**Mid Month**

- Final schedule of Annual Conference meetings/programs with room assignments will be posted

**JUNE**

**June 24-30, 2010** Annual Conference, Washington, DC