Welcome International Librarians!

ALA’s Annual Conference is filled with many different kinds of programs, meetings, exhibits, and events! We hope this guide will help you make the most of your time.

To prepare for the Conference:

- Check ALA’s website for information about the preconferences, conference and about the conference city.
- Bring many business cards to give to colleagues and vendors.
- Check the weather and bring clothing for outdoors and indoors. Sometimes air-conditioning makes the meeting rooms quite cool.
- Pack comfortable walking shoes to walk around the conference center, the exhibit area, and around the city.
- Pack an extra bag to bring home everything you bought or were given at the conference.
- Make certain you have all your travel documents (passport, visa) and conference registration confirmation information.
- If your library does business with a vendor that will be exhibiting, contact the vendor and let them know you will be attending. Some vendors might offer luncheon, dinner or reception invitations.
- Use the conference planner on the website to schedule your activities. Print it out and bring it with you.
- Bring your camera and film!
- Add a couple of days vacation after the conference to see more of the city and environs.

When you check into your accommodations:

- Learn how to make outside calls and how to retrieve your messages.
- Find out how much local and long distance calls cost.
- Check out safety features: locking doors, location of fire escapes.
- Put information in your wallet or purse about the name, address, and telephone number of the hotel.

When you register:

- Bring your registration documents with you to the Conference Center.
- Ask for a map of the city and other tourist information at the information booth.
- Look for the site where the free shuttle buses that go among the hotels and conference center drop off attendees. Wear your nametag when boarding the bus.
- Locate the International Librarians’ lounge area.
- Locate the Internet Lounge and Café.
General information:

- Wear your nametag in the conference center, but not outside the center on the street.
- Wear your nametag at most social events. (Carry it in your pocket or purse until you get to the event and then put it on.)
- Pick up a copy of “Cognotes” everyday – the daily newspaper of the conference.

In meetings and programs:

- If there are no seats available, it’s acceptable to sit on the floor.
- If you discover the topic isn’t of as much interest as you thought, it’s acceptable to leave before the end of the meeting or program.
- Most meetings are open – a very few are closed (only if there are matters to discuss affecting privacy or individuals or institutions).
- Any one may ask questions in programs and meetings.
- Turn off your cell phone or put it on vibrate.
- No smoking in public buildings or hotel meeting rooms.

Tours:

- Go on a tour of the city and nearby areas.
- Go on a tour of a library in the area.
- Check the conference website before you leave and/or ask at the Local Arrangements booth when you register to find out more information and register for a tour.

In the Exhibits area:

It’s big, so plan on a couple of visits!

- Look at the conference book and make a list of exhibits you would definitely not want to miss.
- Wear your comfortable shoes. There are not many places to sit down in the exhibit area.
- There is a post office, snack area, and rest rooms in the exhibit area.
- Walk through the exhibit area to see the size and type of exhibits.
- Make a few return visits to selected exhibits.
- Have your swipe card and business cards ready to give to vendors. They will give you or send you materials.
- Some of the larger vendors have demonstration programs at their exhibit areas. Sit down for a program and you’ll learn something new and get a free “give-away” at the end of the program!
• Don’t hesitate to ask the vendors questions. It’s a great opportunity to learn more about products and services and discover new ones.
• Don’t be shy about taking the free “give-aways” that vendors hand out: pens, pencils, rulers, magnets, candy, etc.
• Books are other materials are often discounted for sale on the last day of the exhibits.

At social events:

• Introduce yourself! The events are usually informal; it’s a good time to relax, have fun, and meet new people.
• Have your business cards ready to give out.

HAVE A GREAT TIME!!!!