Arrive early! Even with a program that is scheduled to start at 8:00am you should arrive at least 10-15 minutes prior to the listed start of the program. You may also want to check out the location of the meeting the day or night before to avoid being late.

Bring along a preprinted sign in sheet to obtain the names and email addresses of attendees interested in the Section. Also, be sure to bring about 25 copies of the schedule of Section programs that are being held at the conference. (The one made available at the IS Soiree is the one I used).

Upon arrival, be sure to introduce yourself to the coordinator of the program and obtain a table sign identifying the section you are representing along with section brochures provided by ACRL.

If possible, select a table location centrally located in the room since late arrivals may be reluctant to join your table if you are up in the front.

Once at your table, being approachable is the best way to attract tablemates. Smiling, greeting attendees and being friendly are extremely important and will help make everyone feel at ease.

Be prepared to answer questions at the table about the section, conference and conference programs (and about yourself, your library, etc.) before the formal meeting begins. Taking the time to actually read the IS Brochure before the conference is very helpful. A familiarity with the general timeframe of the call for volunteers for committees is also helpful. If you are asked a question you cannot answer, take the person’s name and contact information and let them know you will respond back with an answer.

During the program you will be asked to introduce yourself and identify the section you are representing. You are also expected to provide a brief overview of the section and highlight any programs during the conference that you wish. Since this is being done by all the other tables, let attendees know that you have copies of the IS schedule of programs for the conference available at the table.

Once the formal part of the program concludes, attendees are invited to visit representatives at their respective tables. This can be a bit hectic, but encourage everyone that stops by to provide their name and contact information on the sign in sheet.

Do not expect to leave the program early. In some cases you may have to stay longer than planned to answer questions and chat with colleagues.

This is one of the best ways to meet colleagues and encourage involvement with the Section, so enjoy yourself!