Section/SIG Program Planners' Manual for the 2013 Annual Meeting of the Medical Library Association

and international federated meeting partners *

Adapted from and updating the MLA 2012 manual (last updated: July 13, 2012)

*NOTE: Includes guidelines, procedures, and timelines applicable to all 2013 federated international meeting partners responsible for concurrent session planning.

Welcome to 2013 Program Planning!

We're glad to have you on the team! Section/SIG program planning for annual meetings is a great experience. You will work with leaders in the Association, contribute directly to the content of programming for the 2013 annual meeting, and have the opportunities build professional relationships that will benefit you, your Section/SIG, and our international meeting partners.

This manual will help you through the process. Here are a few tips:

- Read through the manual, become familiar with the planning basics.
- Communicate to your Section chair, SIG Convener(s), and/or programming committee throughout the whole planning process.
- Please pay attention to the deadlines along the way.

Thank you!   *Ramune K. Kubilius, NPC 2013 Section Council Liaison*

Planning Basics & Timeline

2013 will provide a unique opportunity to explore the global interdependency of health information at a federated international meeting incorporating the *Annual Meeting & Exhibition of the Medical Library Association (MLA'13), the 11th International Congress on Medical Librarianship (ICML), the 7th International Conference of Animal Health Information Specialists (ICAHIS), and the 6th International Clinical Librarian Conference (ICLC).*

The conference planning timeline is developed by the NPC, the Section Council Liaison to the NPC, and the MLA Meeting Planner (working with MLA HQ).

Please note: Prior to the 2012 annual meeting, 2012 needs (publicity, planning, etc.) came first.

The entire 2013 conference planning cycle has been moved ahead, due to the unique needs and international nature of the conference. The idea planning work for 2013 sessions began earlier than usual & was done online.

THE IDEA (THEME) DEVELOPMENT PHASE
3 PARTS- ALL CONDUCTED ONLINE:
Themes- see: http://www.mlanet.org/am/am2013/

PART 1- *(Timeframe: Monday, August 22- Friday, September 9, 2011)*--*COMPLETED*

PART 2 *(Timeframe: Monday, September 12-Friday, October 7, 2011)*--*COMPLETED*

PART 3 *(Timeframe: Monday, October 10-Friday, October 28, 2011)*—*COMPLETED*

> **Note:** After this Phase, the use of Google Sites went into hibernation as 2013 conference planning reverts to the usual MLA abstract review and conference preparation mechanisms (adhering to the adjusted timeline for 2013).

PHASE 1--TIMELINE DATES-- COMPLETED

November 2011	MLA HQ populated the MLA submission site.
November 30, 2011	The MLA submission site went live for paper and poster abstracts for the 2013 conference.
	(ICAHIS and ICLC contributed paper abstracts will also be submitted to the MLA submission site. The drop-down menu will accommodate all submissions.)

<p style="text-align:center; color:red; font-weight:bold; font-size:large">2013 MEETING TIMELINE</p>
<p style="text-align:center; color:red; font-weight:bold">Phase 2 (March 2012-May 2013)</p>

For concurrent session planners: Sections, SIGs, NPC, and international partners.
(Updated 6-6- 2012, RKK)

February 15, 2012 – March 2012-- *COMPLETED*

> MLA Section elections are concluded. Some 2013 Section/SIG program planners' names may change, for the final phases of 2013 planning.
>
> Section, SIG and International program planners remind colleagues about the abstract due date of May 1st via newsletters, listservs and other means.

March 1, 2012

> 2013 planner roster confirmations.-- *COMPLETED*
>
> All planners, changes in lead planners' names and any changes needed in the 2013 theme site <http://mlanet.org/am/am2013/sect_prog/themes.html> were received by the NPC 2013 Section Council liaison, Ramune Kubilius, who collated and forwarded them to MLA HQ.

By March 15, 2012 .-- *COMPLETED*

> MLA HQ updates the 2013 theme website, http://mlanet.org/am/am2013/sect_prog/themes.html, AND
>
> Updates the 2013 planners' discussion list (mla-2013secprogram@mlahq.org) *COMPLETED*
>
> NOTE: To help ease communication: International partner planners also will be subscribers.

May 1, 2012 .-- *COMPLETED*

> Submission deadline. The 2013 paper and poster abstract submission site closes.

~~March 29, 2012~~ May 1, 2012 -- *COMPLETED*

> Lead planners for each program recruit abstract reviewers and send their names to the MLA meeting planner and copy (cc) the 2013 NPC Section Council liaison. (*Instructions sent on the planners' list by the 2013 NPC Section Council liaison, Ramune Kubilius*).
>
> Section, SIG and International program planners remind colleagues about the abstract due date of May 1st via newsletters, listservs and other means.

TIMELINE: May 2012 - May 2013
(Last updated 6-8-2012. This is designed for information purposes only. More detailed instructions, and sometimes, modified deadlines, will be sent for each milestone , rkk):

The timeline & relevant dates will be confirmed and shared with planners, driven primarily by MLA Meeting Planner (through the NPC 2013 Section Council liaison).

NOTES: Lead planners (Sections, international partners) are responsible for being the "leads" on coordinating and meeting the various deadlines.

> All planners are encouraged to publicize programs to their constituencies.

MLA members: See pp. 9-11 (MLA guidelines regarding fundraising) & Appendix 3: Sample Speaker Agreement for non-MLA member invited speakers.

May 1, 2012	Deadline for names of reviewers to be sent to MLA Meeting planner (Tina Vickery) and cc NPC Section Council liaison, Ramune Kubilius (for all, including international) --***COMPLETED***
May 1	2013 submission site goes down--***COMPLETED***
May 19	2013 planners meet in Seattle: 2-2:45 pm --***COMPLETED***
	(In attendance: all 2013 planners, the 2013 NPC chair & co-chair; the MLA Meeting planner at beginning; other NPC members, Section Council members)
	Optional (informal) 2013 concurrent session planners' meeting time: 3-4 pm.
May 25	MLA Meeting Planner (Tina Vickery) sends instructions to reviewers—***COMPLETED***
May 29-31	MLA Meeting planner blinds abstracts, as needed--***COMPLETED***
June 1	SCORECARD review site opens; instructions are sent--***COMPLETED***
June 1-18	Reviewers score abstracts
June 18	Review site goes down
June 19	Administrative work
June 20	1) Review results reports are sent to (lead theme) chairs
	&
	2) Special instructions are sent for "round 2" reviews, including themes with more than 18 submissions, and finalizing choices
June 20-29	Final choices are made; panels are filled in, including slots for invited speaker
June 29	1) Deadline for lead program contacts (chairs) to send in selected abstracts, Indicating "invited paper" slots (to MLA Meeting Planner, Tina Vickery, cc Section Council liaison, Ramune Kubilius)
	&
	2) Contributed & invited program planners (lead chairs) send Ramune Kubilius the preferred session time slots for their programs
July 2	Administrative work
July 3-9	**ROUND 2:** Program chairs lead selection from "unselected" abstracts only to fill empty slots (existing holes), not to substitute for those already selected
July 9	**DEADLINE** for (lead theme) chairs to send abstracts selected from 2nd round of reviews (unselected abstracts). Indicate if spots will be saved for invited speakers.
	OR
	Indicate if there are plans to merge with another program or if you feel your program should be dropped.
July 10	Administrative work
July 11	**POSTERS**: Unselected abstracts from first and second rounds go to poster reviewers
July 17	**POSTERS**: Deadline for poster chairs to choose which unselected paper abstracts may be posters
July 18-19	Administrative work
July 23	**NOTIFICATIONS:** Acceptance and rejection letters are sent to all who submitted and special letter is sent to submitters of unselected abstracts about possible "paper to poster" conversions *(letters are sent through the automated system)*
August 6	**POSTERS**: Deadline for presenters offered the "papers to posters" option to decide (confirm)

October 1	**INVITED SPEAKER INFORMATION**: Contact information, presentation titles and abstracts, preferably structured, must be submitted to the MLA Meeting Planner by the program lead contacts (Sections or int'l planners).
October	**INVITED SPEAKERS:** Confirmations are sent to invited speakers (*this is done through the Conference Harvester)*
November 2	**MODERATORS:** Program planners send contact information on session moderators (invited, contributed, and invited/contributed) to the MLA Meeting Planner.
November	Reminders are sent to speakers to update their abstracts with results/conclusions (*this is done through the Conference Harvester)*
December 3	MLA Meeting Planner sends out final list of speakers (included invited) with contact information and order of presentation to moderators and chairs
December 3	MLA Meeting Planner sends guidelines to moderators and chairs
December 9	Last day for presenters to add results/conclusions or update their abstracts in the Conference Harvester. Contact information should be updated, biography and photo should be added. Co-author information should be reviewed and edited, if applicable. Audiovisual needs should be confirmed.
December 9	Presenters fill out their AV requirements (*this is done in the Conference Harvester)*

2013

Early Feb 2013:	MLA Meeting Planner posts abstracts with assigned dates/times to Itinerary Planner.
~Jan-April 2013:	Program planners submit registrations for non-member invited speakers to MLA Staff (2013 NPC liaison, Ray Naegele, 'naegele@mlahq.org') **See Appendix 4.**
April 3	All presenters are required to register and pay for the conference. Beginning in November, visit http://mlanet.org/am/am2013/register/index.html for complete registration details. The deadline to receive the early-bird registration discount and to book hotel reservations is April 3, 2013.
April 29	Presentation files are uploaded.
~2 weeks prior to mtg:	Final reminder is sent to contributed and invited speakers with room locations and dates/times – *this is done in the Conference Harvester.*

2013 conference: May 3-8, 2013

Section / SIG Programming Roles Defined

MLA Sections can have one of two roles in their session programming at MLA's annual meetings.

- A section can either be a primary sponsor or a co-sponsor of a given session program.
- SIGs (Special Interest Groups) may be co-sponsors of programming.

Primary Sponsoring Sections of a session program:

- are responsible for the writing the abstracts for the Call for Papers for the session and asking for input from Co-sponsors-- *COMPLETED*
- must gather reviewers, review paper abstracts and decide on a session's content
- will find a moderator for the session at the annual meeting
- incur any financial costs associated with the event (special staging, internet costs, etc.)
- communicate with their moderator, NPC Section Council Liaison and MLA planner about details of the session – room requirements, special AV needs, etc.
- may enlist section members or other co-sponsoring sections help for in any of the activities listed above

Co-sponsoring Sections/SIGs of a session program:

- should offer timely input to Primary Sponsors constructing abstracts for the Call for Papers for the session-- *COMPLETED*
- should volunteer section/SIG members to assist in reviewing abstracts and deciding on a session's content
- may volunteer section/SIG members to act as moderators for session programming
- should offer to assist with any financial costs associated with the programming event, as treasuries allow

Session Themes & Ideas
3-5-2012: THIS PHASE IS COMPLETED

As you begin the 2013 planning process, it is helpful to have some general, very broad ideas of what interests your section / SIG at this time.

Start by contacting your chair to ask about his/her priorities. Is there a special project of the section or a recent survey about member interests? All of these could be potential ideas of session topics or partnerships.

Gathering ideas from Section/SIG membership is also a great way to engage the section in the process. This will also help get the group thinking about potential papers they could submit!

Keep in mind that some topics may be of critical importance, but also of a time sensitive nature and thus may not be relevant by the 2013 annual meeting.

Often, the MLA presidential priorities have helped set the tone of the annual meeting. When planning for the 2013 meeting commences in 2011, this information may not yet initially be available. Section

programming is not bound exclusively to the priorities and sections are encouraged to think about the relevance of topics to their membership.

Keep broad themes in mind. After the call for submissions to the 2010 meeting, 160 abstracts were submitted to the various sessions. 43 of those papers were submitted to the NPC sponsored session, because it was a broadly themed session. The broader the theme, the more choice you of papers you are likely to have.

<u>**Remember:**</u> The 2013 meeting will be an international federated meeting. Think globally and internationally, whenever possible.

Do not go too far down the road of developing topics before all sections/SIGS have had a change to record their ideas.
There should be discussion online to mimic that which normally takes place at the on-site planning meetings.

General Topics Sessions
MLA 2012 has, and, it is planned, MLA 2013 will have: "*General Topics" sessions*. The initial call for program descriptions to these sessions will come from the NPC. Sections and SIGs will be encouraged to collaborate and encourage submissions on any concept related to the general topics. A formal description and specific theme for the session may be created AFTER the papers had been selected. (The track placement of these sessions will be determined by the NPC).

Tips for negotiating programming sessions-- <u>***COMPLETED***</u>
For 2013, much of the initial session planning and negotiation work will take place online- in the MLA 2013 Program Planning site and through e-mails with colleagues.

• Keep an open mind while trying to meet your section's (and SIG) interests.
• Make note of sections (and SIGs) with similar interests in programming—ideas could be merged or combined.
• Be flexible and think broadly about session topics.
• Know there are a finite number of sessions that can be held each year.
> ***For 2013, the planned number of sessions***:
> **10 tracks, 40 sessions**. Of those, MLA Section/SIG program planners will be planning
> 8 tracks, 32 sessions. The meeting's international partners, ICAHIS and ICLC planned (one each) the remaining 2 tracks. NPC and ICML also planned 3 sessions.

Session Format Types
Invited papers vs contributed papers vs invited/contributed papers

There are three session types for programming:
1)   ***Invited Papers*** – the planner has specific speaker(s) in mind for the session

2)   **Contributed Papers** – participants submit paper abstracts to Oasis, sections select the best paper abstracts and those selections compose the totality of the session

3)   ***Invited/Contributed Papers*** – a combination of the two, with at least one or two slots in the program for participants to submit papers
There are pros and cons to each session type. Some sections have a set program that regularly includes an invited paper session (e.g., Pharmacy & Drug Information's Embase Lecture, Dentistry's Evidence-based Practice of Librarianship Lecture sponsored

by STAT!Ref). Other sections prefer to sponsor more (contributed) paper sessions to give more opportunities for their members to present. If your section is the primary sponsor or co-sponsor on more than one program at the annual meeting, make sure that you not only balance the section's programming interests
but also provide opportunities for your section members to contribute.

What work is involved for planners with each type?
Invited Papers
1)   Develop session title and description according to planning timeline. ***COMPLETED***
2)   Identify potential speaker(s). Ask for assistance from your section members to help you identify people.
3)   Talk with your section's officers about compensation – honorarium, travel expense speaker fees, etc.
4)   During negotiation with the speaker(s), discuss programming expectations as well as the fact that MLA records lectures/presentations during the annual meeting.
5)   Get a signed speaker contract/letter of agreement for each speaker.[listed in Appendix]
6)   Identify moderator for session.
7)   Make sure moderator and speaker(s) are in contact before the meeting, have set introductions for speaker(s) and have met any remaining AV needs.
8)   Have speaker compensation ready at the agreed upon time between section and speaker(s).

Contributed Papers
1)   Identify session topic and cosponsoring section(s).-- ***COMPLETED***
2)   With cosponsoring sessions, develop session title and description according to planning timeline.-- ***COMPLETED***
3)   Send your section reminders about your session(s) once the Oasis Abstract Submission System is opened.-- ***COMPLETED***
4)   Identify 4 section members per session to review paper abstract submissions. Whether or not you will be involved in the initial review, **ADD YOURSELF TO THE REVIEWERS LIST!** That way you will be able to see the submissions and provide feedback if necessary.-- ***COMPLETED***
5)   Identify top 4-5 paper abstracts from the submissions for presentation.
        a. ***NOTE***: if you cannot find 4 paper abstracts, there will be an opportunity to review submissions that were not picked up by other sections to help you complete your program.
6)   Identify moderator for session.
7)   Make sure moderator and speaker(s) are in contact before the meeting, have set introductions for speaker(s) and have met any remaining AV needs.

Invited/Contributed Papers
1)   Develop session title and description according to planning timeline.-- ***COMPLETED***
2)   With cosponsoring sessions, develop session title and description according to planning

timeline.-- ***COMPLETED***

3) Outline the timing of the session – e.g., 25 minutes for invited speaker(s), 5 minutes for questions; 3 contributed papers at 15 minutes each; 15 minutes for questions
   1) Identify potential speaker(s). Ask for assistance from your section to help you identify people.
5) Talk with your section's officers about compensation – honorarium, travel expense speaker fees, etc.
6) During negotiation with the speaker(s), discuss programming expectations as well as the fact that MLA records lectures/presentations during the annual meeting.
7) Get a signed speaker contract of letter of agreement for each speaker.[See Appendix 1]
8) Identify 4 section members per session to review paper abstract submissions. Whether or not you will be involved in the initial review, **ADD YOURSELF TO THE REVIEWERS LIST!** That way you will be able to see the submissions and provide feedback if necessary.
9) Identify top 2-3 paper abstracts from the submissions for presentation.
   a. ***NOTE***: if you cannot find 2-3 paper abstracts, there will be an opportunity to review submissions that were not picked up by other sections to help you complete your program.
10) Identify moderator for paper session.
11) Make sure moderator and speaker(s) are in contact before the meeting, have set introductions for speaker(s) and have met any remaining AV needs.
12) Have speaker compensation ready at the agreed upon time between section and speaker(s).

Partnering with Other Sections and SIGs

A large part of session planning involves partnering with other sections/SIGs. By the end of the initial idea phase, you should have a general idea of what your section/SIG is committing to as a primary and co-sponsor and of which sections/SIGs will be co-sponsoring your session(s).-- ***COMPLETED***

Nothing is set in stone. The Section Council Liaison to NPC monitors the theme development. All Sections and SIGs will be able to document their ideas. The online discussion forms will be used to document the session programs and sponsorships discussed. There will be ample opportunities to refine any details of programming and sponsorship until the deadline.-- ***COMPLETED***

Other potential co-sponsoring sections/SIGs may contact the primary. Sections may change session topics, drop sessions or swap out session types after the initial idea stage as well, until just before the Call for Participation is developed. **By the end of October**, the list of primary and co-sponsoring sections will be submitted to the Section Council Liaison to the NPC and Call for Participation will be produced.-- ***COMPLETED***

Still relevant note: While section roles are previously defined in this manual, it is worth repeating that it is the responsibility of the Primary Sponsoring Section to meet deadlines associated with planning and to engage the Co-sponsoring Sections/SIGs in the planning process.

A Note on Speaker Compensation

In recent years there has been discussion about giving honoraria to MLA members who are participating in the annual meeting. The current policy of the Association is, "MLA members participating on the program of the annual meeting shall not be eligible for expense reimbursement unless they are delivering a special lecture for which separate funding is available" (Medical Library Association, Inc. Financial Manual 2008, p.41. Online at: http://www.mlanet.org/members/pdf/2008_finman.pdf, MLA member ID required for access).

Non-members of MLA may be compensated following the guidelines in the "Medical Library Association, Inc. Financial Manual 2008" (Online at: http://www.mlanet.org/members/pdf/2008_finman.pdf, MLA member ID required for access). Some sections/SIGs provide scholarships or attendance grants to attendees of the annual meeting.

Before the Annual Meeting

Fund Raising by Sections *(updated 7-13-2012)*
Many sections choose to solicit vendors for contributions towards their annual programs. If your treasury cannot support special needs for the conference (connections, speaker fees, etc.), this is an alternative option for funding. However, there are MLA guidelines on how and when to seek outside funding (see: http://scouncil.mlanet.org/blogs/policies/funding/).

Here is a re-cap of the relevant guidelines:

Policy
The MLA Board of Directors oversees all fund raising activities of the association. This policy exists to insure coordination of fund raising activities among various components of the association. Sections, committees and other association units (except chapters) must notify the Board of Directors of their fund raising plans.

Between May and October 1, sections should not engage in fund raising for the coming year's annual meeting. Postponing fund raising until October 1, allows the NPC to carry out their efforts, which benefit the association. This schedule also avoids confusion among donors.

If the section plans to raise less than $2,000, it must inform the Board.   If the section plans to raise more than $2,000, it must seek specific approval from the Board.   Procedures follow:

Amount is $2,000 or Less, Informal Statement is Required
The section should send an informational statement to the Section Council Chair with copies the MLA Treasurer and the Director of Financial and Administrative services. The statement should include the names of prospective sponsors/donors, the amount of the support requested, and a description of the purpose for which funds will be raised.

OR

Amount is Over $2,000, Approval is Required

If the amount is over $2,000, the section must request approval from the board before seeking or accepting funds. The unit should send an email to the Section Council Chair, with copies to the MLA Treasurer and the Director of Financial and Administrative Services. The request should include:

1.   Date when Board approval is needed (typical board response time is within 3 - weeks)

2.   A description of the amount the section would like to raise and how it will use the funds.

3.   A list of prospective sponsors/donors.

4.   If funding involves multi-year commitments, describe long-range plans and sources of future financial support.

After, approval is granted, the section may proceed. The Board may review and re-evaluate any ongoing funding commitments in keeping with its responsibility to oversee fund raising activities of the association.

Completing the Program Planning Process—
3-5-2012: THIS PHASE IS COMPLETED

While you might want to take time to relax after the initial idea phase, you will actually need to put program planning on the top of your agenda. **By mid September 2011,** the program session themes will likely be getting clear for 2013. You then need to work to get your section/SIG's ideas from the proposal to the final stage by **the end of October**.

The following steps will help you get your program sessions finished on time and in an orderly fashion:

Communicate and Record in the 2013 Program Planning Site-- COMPLETED
(see instructions in the 2013 Program Planning site)

1)   Contact (email or phone) those interested in pairing up with you or contact those who had ideas that you liked and will support the goals of your section. Remember to be flexible but if you want to make sure a certain idea stays in the discussion, canvas other sections and SIGs to find those who might also be interested.

2)   Provide constructive feedback to the NPC Section Council Liaison when the section programs are being discussed. Take time to rank them and give your input. Voice your opinion constructively.

3)   Concede graciously when an idea that just isn't going to make it. Yes, many people may be interested in "Nanotechnology of the future" but will it give your colleagues an opportunity to share their successful projects or experiences (good and bad) with others?

Keep Writing (see instructions in the 2013 Program Planning site)-- *COMPLETED*

4)   Once you have a core group (as a Primary Sponsor) or are a part of a group as a (Co-sponsor), start writing the program description. As a Primary Sponsor write a draft and

then have the Co-sponsors change, add and delete. If you are a Secondary sponsor make sure that you take part in the writing of the program description. A clear and inspiring description is the key to receiving quality papers for presentation.
The program description should be recorded in the 2013 Program Planning site.

5) Write for a broad theme. While the one section might be the Primary Sponsor, the other Co-sponsors will also want a way to highlight their members.

One example: Cancer Librarians (2009 theme)
Session Title: Fusing Culture and Community to Improve Health Literacy.
Primary Sponsor: Cancer Librarians Section
Co-sponsors: Nursing and Allied Health Resources Section; Complementary and Alternative Medicine; Lesbian, Gay, Bisexual, and Transgendered Health Science Librarians; Mental Health SIGs

Health care professionals and institutions are being challenged with the goal of improving health communication by providing information in the appropriate cultural or community context, as well as in the context of special diseases (i.e., people with cancer, mental illness, HIV/AIDS, etc.). As a result, health communication is being developed for specific cultural, community, and illness groups. This session will focus on the role libraries and information professionals play in contributing to this developing area of literacy. Research and topics may range from, but are not limited to, providing educational support for patients with cancer and support for survivors and survivorship issues; supporting nurses and allied health professionals providing patient education on the frontline; demystifying acronyms used to talk about people with mental disorders (BD, PTSD, OCD, ADHD, etc.) and defusing the stereotypes that come with them; communicating with the lesbian, gay, bisexual, and transgendered community; and serving the health care needs of those with limited English literacy and different cultural and religious healing practices.

Nail Down the Details *(see instructions in the Program Planning site)--* **COMPLETED**

6) Decide if you want contributed papers, invited speakers or a combination. While invited speakers are nice and easy for you as a planner they don't always offer MLA members opportunities to share their projects with their colleagues. If you have an invited speaker in mind already, consider a combination of one invited speaker with 2 or 3 other contributed papers. This can make for a great session! You have someone with experience who can anchor your session but are still encouraging MLA members to submit their papers. Having all contributed papers is very acceptable as well.

7) If you are having an invited speaker, they need to give you their details (just as if they were filling out the program description sooner rather than later.)
   a) Document this session in the 2013 Program Planning site (including description).
   b) The information will need to go into the OASIS system. You will send that information to the MLA Meeting Planner. If the invited speaker will have any timing conflict (e.g., speaking at different two sessions), then the NPC Section Council Liaison needs to know that when the official abstract is completed.---

8) If you are paying any fees for the speaker(s), make sure you follow the MLA Guidelines on honorarium and expenses as designated in "Medical Library Association Inc Financial Manual 2008," available in the Members Only section of the MLA website at: http://www.mlanet.org/members/pdf/2008_finman.pdf. Also, iron out with Co-sponsors any questions related to payment of fees.

9)   Submit your completed program description into the 2013 MLA Program Planning site (the information: session titles, with the primary sponsors (contact info) / secondary sponsor(s), and descriptions, will be collated by the Section Council Liaison.)

PLANNING STAGES MARCH 2012 – MAY 2013
Soliciting Abstracts & Reviewers from Your Section (date: March 2012).

10)   Publicize the official call! Once the section programs are listed on MLANET (**for 2013: November 30, 2011**), start advertising the request for paper submissions to your section and have those working with you promote it in their sessions. Do this at least twice if not more often. Deadlines approach fast for paper abstract submissions. As a planner, you get a horrible sinking feeling when someone contacts you with a great paper proposal *after* the submission deadline. If nothing else, send a reminder of the submission deadline to your section in the several weeks before the deadline.

11)   If you are the Primary Sponsor, solicit potential reviewers from your section and ask your Co-sponsor to do the same. The best time to ask for this is as soon as you get a commitment from a group to be secondary sponsor. In addition, as a Co-sponsor start working on this shortly after the planning meetings. Sometimes it can be hard to find someone willing to go through 20 or 30 paper abstracts, rank them and write comments.

   (completed 5-1-2012):
   * The common practice is that the "per theme" reviewer group should a about 3-5 people…
   * All reviewers assigned to a topic review all submissions that came in for that topic.
   * The reviewers are given a scale to rate each abstract. One of those scale options is recuse. So a reviewer does not have to be left out of the review process just because they submitted an abstract that may come up. They just recuse themselves from that particular abstract and continue on with the others."

12)   Make sure you send the names of the abstract reviews to the appropriate person when requested by the NPC Section Council Liaison. ***ALWAYS*** include your name on the list of reviewers. If you do not, you will not be able to logon to the CADMIUM system and see the submissions.

Reviewing Paper Abstracts Submissions (June 2012)
13)   Your reviewers will receive information on reviewing, ranking and commenting on submissions. In preparation for the process, the reviewers should read through the guidelines for submission posted on the annual meeting web site.

14)   Once you receive directions on reviewing from the MLA Meeting Planner, check in with the reviewers. Did everyone get the directions? Can everyone sign into the system? Remind the reviewers of deadlines. There are typically 2 or 3 weeks between the reviews being sent for review and the review system closing. So your reviewers need to work fast!

Deciding on the Session Papers (June 1 - July 9, 2012)
15)   When you get the review results from the MLA Meeting Planner, hopefully there will be four strong papers that you can include in your program. If not, don't panic. Go back and look at all the reviews. If no additional abstracts meet your standards, you will have other options.

a. If you don't have enough abstracts to "make" your session then you will need to let the NPC Section Council Liaison know. You will have the option to go through the abstracts that were not chosen by the sessions they submitted to. This is does not mean it's necessarily a bad paper. Many times a paper just doesn't match the vision the group had, but would help you fill out your session.

b. Still can't find enough quality presentations? You will have to make the decision to change to invited speakers (if you can arrange it very quickly) or withdraw your session. Talk with the NPC Section Council Liaison about both options.

16) **Notification:** Once your selections are official, the MLA Meeting Planner will send acceptance letters to the authors (see official calendar for date). If you are contacted by individual authors, you can let them know the "anticipated" notification day. Session/SIG planners are **NOT** to contact people with acceptance or rejection. The process is confidential. If you are approached about feedback on their submission, remember your comments and those of reviewers are confidential. You cannot share them. (6-6-2012: Other speaker instructions will be sent to speakers who can also refer to the FAQ page: **http://www.mlanet.org/am/am2013/sect_prog/paper_faq.html)**

Session Details

17) Once your session is set, you will need to find a moderator. You can choose to be the moderator or you can ask Co-sponsors, reviewers, or section members to moderate. **Note:** Moderating a paper session counts for 1 point under Conference Participation in towards AHIP. This name will need to go to the MLA Meeting Planner.

18) If you are not the moderator, it is nice for the speakers to receive a note from the program planner reminding them of the session details (date, time, format, proposed order), letting them know how excited you are that their paper(s) will be presented and who the moderator will be for the session. Coordinate this email with the moderator, so the speakers are not overwhelmed by emails.

19) Next set the final order of papers in your session. It maybe that someone has two papers during two concurrent sessions. Placing speakers with conflicts at the beginning or end of the session can usually alleviate the conflict. Typically the MLA Meeting Planner has been told this by the contributed speaker. You should know of any conflicts for any invited speakers and have passed that information as soon as possible.

20) If you have non-member invited speakers then you will need to arrange for their registration with MLA staff. MLA is pleased to offer an invited section speaker complementary conference-only registration to Non-MLA members, who have not been members now nor within the past 5 years . To request complimentary registration, the section program planner completes a paper (pdf) version of the registration form for

their speaker, i.e., badge, contact, etc. The section program planner can add their email to get a copy of the confirmation letter for their records.

In the payment area write "complementary" and enter the name of host section, section program, and date of program.

IMPORTANT: MLA HQ will provide instructions since staff need to enter the registration manually because it's complimentary.

On-site, at the meeting, the speaker's badge will be ready for pickup at the MLA Conference Registration Desk. As a courtesy, if time allows, the program planner may meet with the speaker and offer to show them to speaker ready room or the section program room.

Note: An MLA member who is also an invited speaker is expected to register for the meeting as unusual.

SEE DETAILS IN APPENDIX 4. *(added 7-13-2012)*

The Home Stretch

21)   Publicize again your session on your section/SIG listserv and maybe even on Medlib-L. Let people know that your program is exciting and what people will be talking about. Often, members will note programs and topics from listserv mailings before even go into Oasis to plan their itinerary.

22)   If for some reason you receive notification from the MLA Meeting Planner that a speaker won't be at MLA, contact your NPC Section Council Liaison to find out what your next step is. It maybe that there was another submission that was borderline and you can now use that paper. You may need to find an invited speaker or only have three presentations and just give people more time to talk. Confirm any changes with the MLA Meeting Planner, NPC Section Council Liaison and other speakers. Then publicize this change as soon as it is confirmed via section listserv, the conference newsletter/blog, etc.

Moderator Responsibilities

6-6-2012: Become familiar with the 2013 speaker FAQs:
http://www.mlanet.org/am/am2013/sect_prog/paper_faq.html)

1)   Contact your speakers and welcome them to the session. Be sure to get their contact information for the meeting. You never know when a change could occur (you're sick; session gets moved, etc.) and you need to contact them at the last minute.

2)   Review the Moderator Guidelines sent by the MLA Meeting Planner.

3)   Find the contact information of who will handle AV issues if something goes wrong.

4) Work out if you need to bring a laptop to connect to a projector or if someone else is bringing the equipment. If you don't have one to bring, often one of the speakers will volunteer his/her laptop. [2012 planning note: This may change as MLA is experimenting with ways to streamline the online components of the conference.]

5) Remind the speakers (unless special arrangements have been made) there is NO internet access in the program sessions. Wireless signal strength varies dependent on the location. If you are planning on relying on wireless access to the internet, double check availability with your NPC Section Council Liaison and MLA HQ.

6) Ask the speakers to send you a copy of their presentations one week before the meeting. If something disastrous happens you will at least have a copy (even if it wasn't their final) for them to present. Check to make sure the presentations load correctly and play the file through once to see if any images are missing or not loading properly. Do this on the laptop that will be used to present at the meeting as well. (2012 note: There is a "Speaker Ready" room on-site at the conference.)

7) Ask the speaker(s) for an introduction. Ask for detailed information on the actual speaker and general information on other participants in the study. A sample introduction might be, "Jane Smith is Clinical Librarian at ASKME University, etc. etc. She will now present X which is on the work of her and her colleagues at ASKME University." The speaker can highlight the others involved in the project in their presentation but remind them not to take up their time with titles and other information.

8) Remind speakers to bring their business cards! This way if anyone wants a handout they can simply ask the speaker for their card.

9) Bring along at least two memory sticks with all presentations on them so if more than one person needs to edit a presentation you will have a way for them to make changes while still running the session. (*6-6-2012: Each year this process becomes more streamlined-instructions will be forthcoming from the MLA Meeting Planner.)*

10) Be in the room assigned for your program at least 15 minutes early. You might even want to be there 20 or 30 minutes early. Ask the speakers to be there no later than 15 minutes before since they may have an issue with their PowerPoint or a last minute conflict which will require you to rearrange the schedule at the last minute.

11) Try not to rearrange the schedule. People plan their meetings down to the second at MLA. So if they are expecting a paper on clinical librarianship and they get using simulators to teach library literacy, then attendees may not be happy. But sometimes, you just cannot avoid it. If you do make a change, announce the order change at the beginning of the session.

12)   Keep your speakers on time! Don't let them go over even if you have to nudge them. When speakers go over time, it is not fair to the others who have worked hard to be able to present their projects and to the audience who is waiting to hear other speakers. Some moderators have found it helpful to have colorful paper with times printed on them (e.g., 5 minutes, 1 minute, TIMES UP!). These moderators usually sit in the front row or on the dais next to the speaker's podium to give cues as the presenters go along. Whatever the approach, the moderator should be clear with the speakers about the method.

13)   Have fun and don't forget the humor.

After the Annual Meeting

You're almost done! Three quick things left to do.

1)   Write a thank you note or email to the moderator, paper abstract reviewers and speakers who helped make the session possible.

2)   Give feedback to the Section Council Liaison to the NPC about anything in the planning process that can be improved for next year. The Liaison appreciates the feedback and should pass it along to future NPC members.

3)   Write up notes to pass on to next Program Planner for your Section/SIG. While your successor should receive a planning manual, you undoubtedly learned much more from the process than what is contained in this document. Take a few minutes to pass along any notes you have about your sections procedures, speaker agreements, honoraria, ideas for future programs, etc.

Thank you for agreeing to serve as a planner for 2013 programming! Your service to MLA and to our 2013 meeting partners is invaluable. Without your work, annual meetings would not be the same!

APPENDIX 1

MLA 2013 Section / SIG Program Planners
(Phase 2: March 2012 – May 2013)

Last updated 6-6-2012, RKK: e-mail addresses were removed for public posting of this document. Please use the lead contact links in:
http://www.mlanet.org/am/am2013/sect_prog/themes.html,
look names up in the MLA members' directory, or contact the 2013 NPC Section Council liaison.

All listed persons are incorporated in the 2013 program planners' online discussion list.
In the case of more than one named program planner (co-planners), the "lead" will respond to inquiries or be the person responsible for action in 2013 concurrent session planning matters.

NPC 2013

NPC 2013 Section Council Liaison	**Ramune K. Kubilius**
	[r-kubilius at northwestern.edu](mailto:r-kubilius@northwestern.edu)

International partners

Liaisons to 7th International Conference of Animal Health Information Specialists (ICAHIS)	**Lead:** Trenton Boyd Vicki Croft
Liaisons to 6th International Conference of Clinical Librarians (ICLC)	**Lead:** Sarah A. Sutton Pip Divall
Liaison to 11th International Congress on Medical Librarianship	**Heather Todd**

SECTIONS

Cancer Librarians	**Margaret Vugrin** (**PHASE 1 & 2**)
Chiropractic Libraries	**Marcia M. Thomas** (NEW FOR PHASE 2)
Collection Development	**Susan Kendall** (NEW FOR PHASE 2)
Consumer and Patient Health Information	**Christine Marton** (**PHASE 1 & 2**)
Corporate Information Services	**Sherrill Olsen** (**PHASE 1 & 2**)
Dental	**Ellie Bushhousen** (**PHASE 1 & 2**)

Educational Media and Technologies

Lead: *Sheila Snow Croft*
NEW FOR PHASE 2 (Lead)
Jeanne Burke
& Emily Hurst
REMAIN AS OTHER FROM PHASE 1

Federal Libraries

Lead: *Jane Pellegrino*
NEW FOR PHASE 2 (Lead)
Other: *Priscilla Stephenson*
& Mabel Trafford
REMAIN AS OTHER FROM PHASE 1

Health Association Libraries

Mary Hyde
(NEW FOR PHASE 2)

History of the Health Sciences

Susan Sanders
(PHASE 1 & 2)

Hospital Libraries

Helen Ann Brown Epstein
habrown@med.cornell.edu
(NEW FOR PHASE 2)

International Cooperation

Lead: *Kathy Kwaan*
(NEW FOR PHASE 2)
Other for Phase 2:
Alicia Livinski
(WAS LEAD IN PHASE 1)

Leadership and Management

Erinn Aspinall
(PHASE 1 & 2)
Other: Jim Curtis
(NEW AS OTHER, PHASE 2)

Medical Informatics

Douglas Varner
(PHASE 1 & 2)

Medical Library Education

Lead: *Jodi Philbrick*
NEW FOR PHASE 2 (Lead)
Other: *Gale Hannigan*
(NEW AS OTHER, PHASE 2)

Nursing and Allied Health Resources

Stephanie Schulte
(NEW FOR PHASE 2)

Pharmacy and Drug Information	*Courtney Mlinar* *(PHASE 1 & 2)*
Public Health/Health Administration	**Lead:** *Elaine R. Hicks* *(PHASE 1 & 2)* **Other: Laura Kuo** *(NEW AS "OTHER" FOR PHASE 2)*
Public Services	*Kelly Thormodson* *(NEW FOR PHASE 2)*
Relevant Issues	*Patricia Devine* *(PHASE 1 & 2)*
Research	*Terrie Wheeler* *(NEW FOR PHASE 2 as lead for this Section; was Phase 1 "other" for another Section)*
Technical Services	<u>*Latrina Keith*</u> *(NEW FOR PHASE 2)*
Veterinary Medical Libraries	*Esther Carrigan* *(PHASE 1 & 2)*

SIGs

African American Medical Librarians Alliance	<u>*Spokesperson:*</u> *Darlene Parker-Kelly* <u>*Other:*</u> *Sheila Bryant*
Clinical Librarians and Evidence-Based Healthcare	<u>*Spokesperson:*</u> *Roberta Bronson Fitzpatrick* <u>*Other:*</u> *Gail Hendler*
Complimentary and Alternative Medicine	<u>*Spokesperson:*</u> *Mariana Lapidus* <u>*Other:*</u> *Lilian Hoffecker*
Department of Army Command Medical Libraries	*Ann Russell Potter*
Department of Veterans Affairs Librarians Informationist	*Tom Waugh* <u>*Spokesperson:*</u> *Mary Ryan* <u>*Other:*</u> *Pamela Sieving*
Institutional Animal Care and Use	*Marisa Conte*

Lesbian, Gay, Bisexual, and Transgendered Health Sciences Librarians

Spokesperson: Susan Swogger

Other: Meredith Solomon

Libraries in Curriculum

PHASE 2 Spokesperson: Karen Heskett:
PHASE 2 Other: Donna O'Malley

Library Marketing

Mindy Robinson-Paquette
UPDATED E-MAIL (effective Phase 2) :

Molecular Biology & Genomics

Pam Shaw

New Members

Spokesperson: Amy Donohue
Other: Bethany McGowan

Osteopathic Libraries

Spokesperson: Shelly Warwick
Other: Jeannine Gluck

Outreach

PHASE 2 Spokesperson: Renée Bougard
PHASE 2 Other: Brenda Linares

Retired Librarians

Ursula Scott

Translational Sciences Collaboration

Jonathan Eldredge

Vision Science

DJ Matthews

APPENDIX 2

For its 2013 Annual Meeting and Exhibition, MLA will host a special joint international meeting for:

-- MLA'13: Medical Library Association Annual Meeting and Exhibition
-- ICML-11: 11th International Congress on Medical Librarianship
-- ICLC-6: 6th International Clinical Librarian Conference
-- ICAHIS-7: 7th International Conference of Animal Health Information Specialists

LOGO: http://www.mlanet.org/am/am2013/logos.html

CONFERENCE WEBSITE:
http://www.mlanet.org/am/am2013/

MEETING AT A GLANCE:
http://www.mlanet.org/am/am2013/events/index.html

NATIONAL PROGRAM COMMITTEE:
http://www.mlanet.org/am/am2013/about/npc.html

THEMES:
http://www.mlanet.org/am/am2013/sect_prog/themes.html

APPENDIX 3: Sample Speaker Agreement

SAMPLE LETTER FOR NON-MEMBER IINVITED SPEAKER
\Modify as necessary; consult with MLA HQ, as needed

March 16, 20xx
June E. Smith, M.D.
Dean
School of Public Health
University of Alaska
Anchorage, AL xxxxxx

Dear Dr. Smith:

The ABC SECTION of the Medical Library Association is delighted that you will conduct the ___program name___ presentation at the 2013 annual meeting in at the John B. Hynes Veterans Memorial Convention Center, Boston, MA from May 3 – 8, 2013.

The audience will be comprised of approximately __est. number__ medical librarians who are experts in health information management. ___Moderator if known_____ will be the moderator and will send you more specific information about the address.

If the following arrangements are acceptable, please sign and return a copy of this letter. My fax number is ___fax #_____.

The Speaker Will:
• Conduct a presentation ____name, time, date_____ at the Convention Center.
• Provide a title for the address, a picture, and a brief biography to be used to promote and introduce your presentation. This information is needed by ____date_____.
• Permit MLA to record and distribute recordings of the session and handouts via the Internet on www.mlanet.org.
_____name of SECTION_____ Will:
• Provide an honorarium of _____ ($150 is common) within 30 days following the presentation.
• Reimburse travel (coach fare), meals, miscellaneous expenses and one night's lodging at the conference hotel which is the Sheraton Boston Hotel. For reservations call 617/236-2000, ask for MLA's meeting rate: $229 plus tax.
• Provide suitable facilities for the presentation with all necessary stage accessories, e.g., projection equipment.
24
• Provide a speaker's badge and ribbon for pickup at the meeting and admission to the Welcome Reception and Hall of Exhibits on Sunday evening.
• Provide a packet of information in spring, 20xx that includes a request for audiovisual

equipment, hotel accommodations, and an expense report to record your travel expenses.

If for any reason beyond the control of the Speaker or _____section name_____, the presentation cannot be convened, the parties will notify one another as soon as possible and endeavor to agree on a substitute. Where circumstances are such that adequate notice cannot be given or no substitute can be agreed on, this agreement shall be deemed canceled.

If you have any questions or concerns regarding the above please feel free to contact me.

I look forward to your participation at __section program name_____.

Sincerely,

Section Program Planner
_____section name_____

Agreed and Accepted:
June E. Smith, M.D.
Signature: _____
Date: _____
Social Security Number: _____
(required if honorarium is over $600 so as to issue a 1099 at year-end)

APPENDIX 4: How to Register Your Non-MLA Member Invited Speaker for the Annual Meeting, Instructions and Tips:
added 7-13-2012

1. In early Spring, print out the PDF paper, version of MLA Annual Meeting Registration Form at: www.mlanet.org on MLA Annual Meeting Registration webpage

2. Complete speaker, badge, and contact information.

3. In the payment information section write "Free Conference-Only Registration for (enter your section name) Invited non-MLA member Speaker for (enter presentation date/time)"
Note: As a courtesy to speakers from outside the profession and to support section programming, MLA provides free Conference-Only Registration for Non-MLA member Invited Speakers. A non-MLA member is defined as someone who has not held MLA membership in the past 5 years. MLA member speakers are required to register for the meeting as usual.

4. For contact information, enter your email address to enable you to receive the registration confirmation email.

5. Send the completed form with your contact info to "MLA Invited Speaker", Fax: 312.419.8950, email: mlafa4@mlahq.org, or mail: Medical Library Association, 65 E. Wacker Place, Suite 1900, Chicago, IL USA (The free speaker registration receives special attention - Do not send it to the CDS address printed on the registration form, otherwise it may delay processing)

6. If you entered your email on the registration form, you will receive an email confirmation within 5 business days. If you have questions, contact Susan Chesniak at mlafa4@mlahq.org. Phone: 312.419.9094, ext 18.

7. At the meeting, speaker may pickup their badge and meeting materials at the MLA Registration Desk.

8. As soon as possible, the speaker should check-in at the Speaker Ready Room to confirm that their PowerPoint presentation was uploaded to the speaker database (Harvester) and ready for their session. Or, if they brought a copy on a flash drive or other common media they can upload it at that time.