

WYLD ANNUAL MEETING Host Arrangements Handbook

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Much of the material in this handbook has been borrowed from the Wyoming Library Association Conference Handbook and the Mountain Plains Library Association Conference Handbook.

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Overview

The WYLD Annual Meeting is the only gathering of all library representatives and voting delegates. It is the primary source of training for system wide changes. The two day event combines the business of WYLD and the opportunity for members to exchange information about WYLD procedures and policy. This handbook is a guide to officers, local hosts, regional reps and committee chairs for the organization of the meeting.

Budget

1. A separate budget for the WYLD Annual Meeting will be submitted to the WYLD Network Governing Board. All revenue will be credited to this budget noting whether it came from registration, meals, exhibit fees, grants, donations, etc.
2. All expenditures for the Annual Meeting will come out of this budget whether for meals, speaker's honorarium and expenses, set-up expenses, etc.
3. Any revenue generated by a program such as the sale of books is a part of the general meeting revenue
4. Within 30 days of the end of the conference, all of conference bills should be paid and all of the revenue received and accounted for. Any profit from the conference except \$100 seed money for the next conference will then be credited to the WYLD Network Foundation account.

Sample Budget

2007 WYLD Annual Meeting
Draft Budget

	Cost	100 Attendees	150 Attendees
Wednesday dinner (Regional Council & Governing Board members) @ \$25 x 30 = \$750	\$ 750.00	\$ 750.00	\$ 750.00
Meeting Rooms - EWC	\$ -	\$ -	\$ -
Thursday Breakfast	\$ 6.50	\$ 650.00	\$ 975.00
Thursday Lunch	\$ 6.50	\$ 650.00	\$ 975.00
Friday Breakfast	\$ 6.50	\$ 650.00	\$ 975.00
Thursday Coffee Break #1	\$ 3.00	\$ 300.00	\$ 450.00
Thursday Coffee Break #2	\$ 3.00	\$ 300.00	\$ 450.00
Friday Coffee Break	\$ 3.00	\$ 300.00	\$ 450.00
Speaker(s)	\$ -	\$ -	\$ -
Trainer(s)	\$ -	\$ -	\$ -
Board travel	\$ -	\$ -	\$ -
Copies/mail	\$ 500.00	\$ 500.00	\$ 500.00
Total estimated cost		\$ 4,100.00	\$ 5,525.00
Total estimated cost - \$20/attendee	\$ 20.00	\$ 2,100.00	\$ 2,525.00
Total estimated cost - \$25/attendee	\$ 25.00	\$ 1,600.00	\$ 1,775.00

Revenue

1. Registration & meal fees.
 - a) For all persons attending any annual or special meeting of the Association, there may be a registration fee to be fixed by the Executive Board at its December meeting following the previous conference.

- b) The hosting libraries will share ten passes for their staff members to use throughout the conference. These transferable passes would allow staff to attend programs without each person having to pay the registration fee.

Special Duties of WYLD Officers

WYLD Governing Board

1. Determines the time and place of the Annual Meeting and announces it well in advance.
2. Sets registration fees.
3. Approves meeting budget.

WYLD President

1. Writes the agenda and presides at all general sessions and business meetings.
2. Presents an annual report and submits it.
3. Installs the new officers.

WYLD Vice-President/President-Elect

1. The VP, as Regional Council Chair, will solicit ideas for conference programs from Committee Chairs and the general membership prior to the meeting date. From the ideas submitted, the VP, WYLD Office and Training Committee will build a program taking into consideration a balance of all Network and committee interests, the time slots available, and the cost. See Timelines.
2. Serves as organizer of the annual conference.
3. Works with local arrangements chair from the hosting institution/institutions.
4. Prepares meeting budget and submits it to the Governing Board for approval. See Timelines.

WYLD Governing Board Secretary

1. Prepares letters/certificates of appreciation as requested by the President and VP. The Secretary submits these letters to the President for his/her signature.

Committee Chairs, Regional Representatives

1. Arrange for meeting times, especially providing time for election of new regional representatives.
2. Provide the Local Arrangements Committee with information concerning room size and arrangement, equipment, etc. that is needed for regional meetings and programs.
3. Host sessions to introduce speakers, present programs, help with space arrangements during the training sessions.
4. See Programming.

Programming

Programming is developed by WYLD Network officers, committees (especially the Training Committee), and the WYLD Office. Possible segments include:

- WYLD Network Annual Meeting (agenda from Network President)
- WYLD Committee meetings
- Database products
- Online quality
- Others?
- WYLD Region meetings

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- WYLD Network Foundation
- Meetings/training by function area –
 - Circulation
 - Serials
 - Cataloging
 - Acquisitions
 - Database or other innovations
 - Presentations by vendors – database products, resource sharing, other network options, etc.

WYLD Annual Meeting Duties

Local Arrangements

This committee, composed of a chair and the members of the conference subcommittees, is responsible for conference arrangements.

Chair

1. Reports to the WYLD Network Vice-President
 - a) Serves as the official liaison with the local college or conference hotel and other local sites.
 - b) Appoints subcommittees for housing, meeting rooms, publicity, meals, AV, etc.
2. Coordinates the work of local arrangements subcommittee.
3. Gives the Secretary the names and addresses of the local individuals who should receive letters of appreciation from WYLD.
4. Registration
 - a) The WYLD office provides online registration forms
 - b) Reconciles registration counts with meeting room sizes – is there sufficient seating and/or computer capacity?
 - c) Gives meal counts to campus food/caterer/hotel
 - d) Researches campus dorm room possibilities including – roommates, costs, bedding needs, etc.
 - e) Prepares name tags
 - f) Receives money & provides receipts as needed
 - g) Establishes hours and schedule staffing for an on-site registration desk
 - h) Gives all funds collected to be deposited into the meeting account to the WYLD Financial Officer

Subcommittees

Housing

1. Arranges for dorm rooms, or
2. Secures good rate at several local hotels and reserves a block of rooms at one hotel, or
3. Prepares a list of hotels and motels with their locations and rates and assists the conference chair(s) as requested.

Meeting Rooms

1. Reserves campus rooms as needed for anticipated sessions or negotiates with hotel for meeting rooms as needed:
 - a) Computer labs
 - b) Classrooms for regular meetings
 - c) Larger hall for Network Members Meeting
2. Secures space for lunch (college site or hotel).
3. Assumes responsibility for checking the physical arrangement of the meeting rooms prior to each meeting
4. Provides and places necessary signs for all sessions, meetings, programs, registration desk, etc.

Publicity/Information

1. Share local arrangements details with WYLD Member Libraries/WYLD Office
 - a) Campus map – parking, buildings
 - b) City map
 - c) Housing options
 - d) Meals – costs, options
 - e) Meeting rooms
 - f) Payment options – check, cash, purchase orders?
2. Works with the Vice-President to be certain that sufficient information is received from regions, committees, etc. to prepare the posted information about the Annual Meeting.
3. Prepares text file suitable for posting on the WYLD Network pages for information about the annual meeting.
4. Prepares publicity for local newspapers, television and radio stations and send press releases to libraries in Wyoming for local release as appropriate.

Exhibits/Vendors

1. Although WYLD has not invited or included exhibits and vendors at this training meeting, there is no reason why they could not be included in the program or training provisions. The local arrangements committee should work with the VP and WYLD office if an opportunity arises.

Meals

1. Selects locations, plans menus, and determines costs for meals and coffee/juice breaks.
2. Works with campus food service and/or local hotel for meals & costs
3. Offers to accommodate any special dietary needs
4. Turns in food counts prior to meeting (usually 3-5 days in advance with some percentage extra prepared)
5. Relays the meal count at least one week ahead of the event.
6. Collects meal tickets at the door and counts the number of persons at each meal function and confirms the count with the Local Arrangements Chair
7. A single fee for all events and using the name badge for the entrance is quicker and easier.

Audio-Visual

1. Provides special equipment as requested and checks to see that it is functional
 - a) Laptops
 - b) Data projectors and screen

Timelines

Pre-Meeting

12 months – WYLD Annual business meeting

- Select location and date for the next Annual Meeting

10 months – August/September

Local Arrangements Chair

- Appoint committee chairs and members
- Meet with college or hotel representative
 - Make reservations and contracts for meeting space
- Make reservations and contracts with speakers and workshop trainers from outside the WYLD community

7 months – November/December

Local Arrangements Chair

- Budget preparation:
 - Meals/menus
 - Meeting space
- Meet with local volunteers

Meals Subcommittee

- Meet with college or hotel catering to plan meals/menus

Publicity/Information Subcommittee

- Notify WYLD members of dates and location

5 months – February/March

Local Arrangements Chair

- Work with Vice President and WYLD Office to create a budget for board approval
- Meet with Vice-President, WYLD Office and training committee chair to set preliminary schedule of meetings and training sessions

Audio-Visual Subcommittee

- Contact local libraries and schools about using equipment

Meals Subcommittee

- Set all menus and costs for registration form

2 months – April

Local Arrangements Chair

- Finalize meeting schedule
- Find volunteers to help with housekeeping, registration, etc.

Audio-Visual Subcommittee

- Complete schedule and list for speakers' needs

Meals Subcommittee

- Finalize menus and any special dietary needs

Publicity/Information Subcommittee

- Collect info WYLDnews@will.state.wy.us and the web page and the media
 - Community hospitality information
 - Housing
 - Dates, times, places
 - Main speakers

Meeting Rooms Subcommittee

- Finalize schedule for meeting space

1 month – May

Local Arrangements Chair

- Confirm everything
 - Meals

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- Meeting rooms
- AV
- Publicity
- Work with Vice-President and WYLD office to design meeting evaluation form
- Registration
 - Keep track of registration information as it arrives
 - Find volunteers or use WYLD officers for staffing registration desk
 - Set up schedule of volunteers for desk
 - Organize booth, signage and other needed materials
 - Prepare preliminary numbers on meals

Audio-Visual Subcommittee

- Confirm equipment needs and who will provide what equipment
- Confirm delivery dates
- Schedule volunteers or host agency to get equipment from one room to another

Meals Subcommittee

- Confirm menus, special needs and final costs

Publicity/Information Subcommittee

- Send information to local media

Meeting Rooms Subcommittee

- Confirm final room schedule

Late May/Early June

Local Arrangements Chair

- Work with college or hotel on all last minute details
- Registration
 - Get registration numbers to appropriate individuals for meals and meeting room needs
 - Organize name tags and meal tickets

Audio-Visual Subcommittee

- Finalize AV equipment schedule with meeting rooms subcommittee

Meals Subcommittee

- Confirm tickets & procedures with college dining or hotel catering
- Confirm final menu & number check for each meal by designated deadline set by college or hotel

Publicity/Information Subcommittee

- Re-send information to local media & WYLDnews@will.state.wy.us
 - Dates, times, places, special speakers

Meeting Rooms Subcommittee

- Confirm final room schedule
- Make sure that registration numbers match room sizes
- Have directional signs printed and easels (or some method) to post signs

Post-Meeting

Local Arrangements Chair

- Check bills from college dining or hotel for accuracy; turn over to the WYLD Financial officer
- Send letter of thanks to college or hotel concerning service

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- Send thank you to all committee members
- Make final attendance and financial report to boards
- Work with Vice-President to tally evaluations and write final report

WYLD Designated Financial Officer

- Check with Local Arrangements Chair for any outstanding bills
- Prepare final financial report