

A Guide for Meetings and Programs for ALA Conferences

By participating in the planning of meetings and programs at ALA, you join ALA staff and hundreds of members and exhibitors involved in the production of the ALA Midwinter Meeting and Annual Conference. Please use the following meeting planning guidelines to help ensure success at your function.

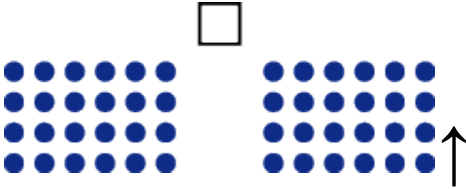
MEETING ROOM SETS AND THEIR USES

There are several standard meeting room setups available. **Due to the Magnitude of ALA Conferences and the high costs involved in changing meeting room setups, meeting space MUST be maximized to accommodate ALL groups.** For example, that if you ask for a conference set up for 10, your meeting could be in a room where the conference set up is 15 or more. Thank you for your understanding!

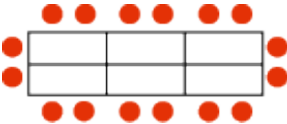
When selecting the setup for your meeting or event, consider the type of presentation being made and the amount of participation wanted from the audience. Your setup options are Theater, Conference, Hollow Square, and Banquet Rounds. Descriptions and diagrams of each of these are below. In the diagrams, the circles represent chairs.

(Please note that Conference and Hollow Square can also be set with chairs around the perimeter of the room. Please add in the number of chairs on the online submission separate from estimated attendance.)

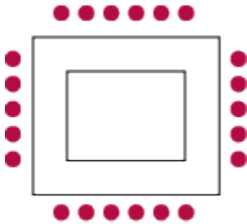
Theatre – Chairs are set up in rows facing the presenter. This style is most conducive to a lecture format. The arrow below points to the front of the room.



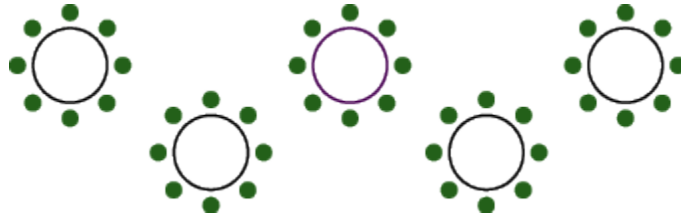
Conference (boardroom style) – Consists of one long table with seating around the perimeter of the table. Works best for groups of no more than 20. This style is often used for board meetings and smaller committee meetings.



Hollow Square – Chairs are set around a table set in a square. Works best for groups of **20 to 40** people. The hollow square is used for staff meetings, committee meetings, and board meetings, etc.



Banquet Rounds – 10 chairs are placed around a 72” round table. This style is most conducive to a meal function or small discussion between 8-10 people. Also works well for ALA all committee meetings.



AV EQUIPMENT

The deadline for ordering AV equipment is **November 1** for Midwinter and **March 1** for Annual Conference. Please contact your staff liaison with any questions. If ordering after these dates, you must get your division's approval for the charges.

NEW in 2013: ALL Programs will be audio recorded. ALL Program meeting rooms will have a standard set (Theater) and standard Audio Visual (LCD Projector, Screen, Microphone, and Computer). Speaker must sign off on Speaker Release Forms and provide all Presentations electronically.

***Please note:** Members may bring their own A/V equipment, **such as laptops**, however they will be responsible for their own setup.

- **Flip Chart & Markers:** A pad of paper sheets is fixed to the upper edge and used for presentations. The flipchart is intended for smaller groups in order to see the pad of paper.
- **Internet Connection:** Only needed if the presentation requires internet access, this can be very costly per person. Please indicate if a wired or wireless connection is needed.
- **Computer/Laptop:** Please bring your own laptop however if that is not possible order a computer if you need to use one for your presentation.
- **LCD Projector:** An **LCD projector** is a type of video projector for displaying video, images or computer data on a screen or other flat surface.
- **AV Screen:** Used in conjunction with the LCD Projector in order to see the images on a large scale.
- **Skype Kit:** Laptop with webcam and a larger microphone to capture sound in a conference room. A Skype account is also on the laptop.
- **Sound:** You should only request if you are showing video and need the audio broadcasted to the entire room.
- **Podium mic:** This type of microphone is used by speakers who present from a lectern.
- **Lavaliere mic:** A "lav" mic is worn on the lapel of a speaker, which gives him or her the freedom to move around the room rather than remain at the lectern.
- **Head table mic:** This microphone is used for speakers who speak from a table placed in front of an audience. Note that there need not be a mic for every speaker. You should only order **one mic for every two people.**
- **Floor mic:** Typically used for questions or comments from the audience. Aisle mics are not necessary for sessions less than 100.

Microphone Guidelines to follow:

Due to the high cost of microphone equipment and associated labor charges, the following limits apply to microphone orders:

- A room with 40 or fewer attendees may not order microphones.
- Board meetings may order a maximum of 3 microphones.
- Meetings with fewer than 300 people may order a maximum of 3 microphones.

Please ask your staff liaison or conference services if you have any questions regarding the microphones.

CATERING

In most instances, your staff liaison at ALA will place the food and beverage order for specific meetings. Should you want catering for your meeting, you will need the approval from your division. Please list the person responsible for ordering the catering if it is different than the contact person. Please feel free to contact Conference Services if you have any questions.

DOs AND DON'Ts

DOs

- Review these meeting guidelines prior to submitting your request for meeting space.
- Fill out the form accurately and completely.
- Make sure your attendance figure, room set, date, time, AV requests and any other requests are clearly communicated and final.
- Make note of the deadlines and honor them in order to ensure the success of your meeting. Please respect that all deadlines are firm and in place for a reason.

DON'Ts

- Do not go through hotels or convention centers to arrange for meeting room space. ALA manages all meeting space and the hotel and convention center will refer you back to us.
- Don't wait until the last minute to make your plans or orders and don't arrive at the last minute for your session. Everyone's goal is perfection, and as part of the meeting planning team, you too have responsibilities to ensure success.