**Type of report being submitted:**

Committee Planning Report

**Date:**

October 1, 2019

**Committee Name:**

Orientation Committee

**Supervising Board Member:**

Dani Brecher Cook

**Chair, Co-Chairs, Assistant Chairs:**

Kathryn New, Co-Chair

Jillian Hayes, Co-Chair

**Committee members:**

Tameca Beckett

Monica A Sylvan

**\*\*Committee Charge:**

The Orientation Committee plans and conducts orientation programs at both the Midwinter Meeting and Annual Conference. The 90 minute Saturday morning orientation at Midwinter and Friday afternoon at Annual provide attendees an introduction to ALA, NMRT, the conference, the exhibits, and the host city. Additionally, the program provides the opportunity for other ALA divisions and round tables to distribute literature and promote their organizations.

**\*\*Project Description / Goals:**

The Orientation Committee will host a panel of individuals including a local representative (either local arrangements or hosting library system), Vice-President, an ALA “elder” along with having a roaming microphone for a Q&A. There will be an icebreaker to encourage talking and networking. There will be raffles throughout the event.

**\*\*Specific Objectives (numbers, tangible end-products):**

* update the website to reflect new information.
* update the handbook to reflect the duties of the committee.
* work to secure panel members for Midwinter.
* create a program for the session.

**Financial Report Section:**

|  |  |
| --- | --- |
| **Your budget appropriation (see budget)** | a. 500 |
| **Amount which you have spent so far this year** | b. 0 |
| **Your estimated additional expenses this year** | c.  |
| **Total of amount spent and additional "estimated" expenses for this year (b+c)** | d. |
| **Difference between budgeted amount and total expenses from above (a-d)** | e.  |

basing this information off of last year's budget.

**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:**

Exhibit Hall Round Table member to lead an Exhibit Hall Tour with new members

**g. Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

**h. Vendor support received:** (From the above list, what if any, has been received?)

**Specific Needs/Support (non-financial):** (For the categories below, please include approximate date service needed)

**a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):**

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description)

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):**

Publicity will be through NMRT listserv, ALA listserv, NMRT blog, NMRT Orientation Webpage, NMRT Twitter, and NMRT Facebook.

**\*\*Report submitted by:** Kathryn New

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