GUIDELINES FOR SESSION CONVENORS

January 29 to February 1, 2014
Metropolitan Toronto Convention Centre

Welcome to Ontario Library Association’s Super Conference!

Thank you for agreeing to be a session convenor. It’s involvement like yours that helps make Super Conference a “must-attend” professional learning opportunity that people look forward to every year with great anticipation! Session convenors are important in the smooth operation of the conference – you provide the personal touch that is vital to the overall Super Conference experience!

The following pages outline the convenor role with tips and helpful contact information. Convenors do not receive free or partial registration to the conference, but your name is featured in the final program along with that of your organization. It’s a great way to become known in the library community, to promote the library in which you work, and to add to your professional resumé. We make every attempt to match you with a session you WANT to attend! If you have any questions, please do not hesitate to contact your Division Planner.

We look forward to working with you on the promotion and execution of a great conference!

Cordially,

Lita Barrie (lbarrie@hpl.ca) and Richard Reid (durham.edu.on.ca)
Super Conference 2014 Coordinators

OLA Office Contact Information
Telephone: 416-363-3388; 800-873-9867
General Inquiries: info@accessola.com
Super Conference Coordinator: Liz Kerr: lkerr@accessola.com or extension 232 at the above telephone numbers
Website: www.accessola.com
CONVENOR GUIDELINES

HELPFUL RESOURCES TO READ
• Be familiar with the Super Conference website: http://www.accessola.com/superconference
• Review the online program e-version: OLA Super Conference 2014: A Universe of Possibilities
• Review the Speaker Information Package on the website under heading “For Speakers”. The Speaker Expense Form will be there close to conference time.

PRIOR TO THE CONFERENCE
1. Contacting Your Speaker(s)
   √ It is a good idea to establish contact with your speaker(s) as soon as you know which session(s) you are convening—ideally in late November/early December. You will have a second contact point in mid-January to provide session location and anticipated audience numbers.
   √ Introduce yourself and ensure speaker(s) knows how to reach you
   √ Confirm the details of the session i.e. day, date, time, # of the session. If speakers wish to make changes to session title/description etc. the deadline is Friday, December 13th. Send changes to the Division planner.
   √ Confirm the AV and Room Set-up details (more information follows).
   √ Request a short bio of each speaker.
   √ Remind them the program is online (see above for url)
   √ Review the process for sending in session materials for posting (more information follows).
   √ Ensure the speaker(s) has registered for conference. ALL speakers must register – even if only coming on the day of presentation. The link to online registration is at http://www.accessola.com/superconference
   √ Forward speaker questions to your Division Planner if you are unsure of the appropriate response.

2. AV Equipment & Room Setup
   √ This information was collected as part of the Speaker Contract.
   √ Your Division Planner will give you with the speaker’s choices so that you can confirm them with the speaker.
   √ If there are changes, please send them to your Division Planner – include the session number in the email: deadline: December 13th
Please note: Computers are NOT provided for speakers. Speakers must arrange to bring their own laptops.

Internet access at the conference centre is limited. OLA strongly recommends that speakers package their Internet presentations whenever possible. Since MTCC charges $400/session for access, please be sure that a live Internet connection is absolutely necessary. Encourage speakers to use screen shots. Also encourage your speaker to bring his/her presentation on a USB key – just as a pre-caution. We have very few AV/Computer glitches, but better to be prepared!

Speakers are invited to leave their computers and other valuables in the Speakers’ Reception Centre on the day of their presentation. Due to space limitations, they will not be able to leave anything in the Speakers’ Centre on day(s) they are not presenting.

3. Session Materials
   - Will your speaker have handout files to upload to the OLA Super Conference website?
   - See box below

Greening Super Conference
OLA receives a high demand for session handouts before and after the Super Conference. As we have a paperless policy regarding handouts, speakers have been asked to email presentation materials to the OLA office no later than January 20th so that we can attach them to the session on the web site. Speakers who make last-minute changes to their materials are asked to send the updated materials immediately following the conference for uploading. We recommend that speakers convert slides to pdf format to minimize file size and to enable delegates to easily download materials. Send materials to: Liz Kerr. lkerr@accessola.com

If speakers choose to use printed handouts, they will need to look after their own requirements.

Please note: On-site printing is not available

4. Final Preparations in January
   - In mid-January contact your speaker(s) again with the room number and expected number of delegates in the session. You will receive this information from your Division planner.
   - Remind speaker(s) to forward session materials by January 20th for posting on the website.
   - Obtain the speaker’s cell phone number and provide yours for on-site communication.
### AT THE CONFERENCE – Convenor Checklist

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<th>Arrange to meet speaker 15-20 minutes prior to session start-time in Speakers’ Lounge Room 205C, or in the room where session is scheduled.</th>
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<tbody>
<tr>
<td>2</td>
<td>Go to assigned room 15 minutes before start time</td>
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| 3 | Check:  
  - Is sign posted outside door?  
  - Is AV ready?                                                                                                                        |
| 4 | Review introductions and timing of the session – especially if there are multiple speakers. Arrange a discreet signal to remind speakers of the time. |
| 5 | Start session on time                                                                                                               |
| 6 | Remind audience to turn cell phones to vibrate or off                                                                                |
| 7 | Read podium messages (posted on podium on bright pink paper)                                                                          |
| 8 | Introduce speaker(s) – be brief!                                                                                                       |
| 9 | Estimate size of audience – give number to Volunteer Desk in OLA Office – Room 205A - after session                                    |
|10 | Provide a 5-minute signal near finish time                                                                                             |
|11 | Thank speaker(s)                                                                                                                        |
|12 | Remind audience to fill in the online evaluation – address is in the program – or scan the QR Code                                     |
|13 | Assist speakers to pack up materials, re-arrange any furniture moved, and tidy up for next session                                      |
|14 | Your speaker may ask about the Speaker Expense Form. It will be posted on the conference website under “For Speakers” close to conference time. |

*If you need assistance, please come to the OLA Conference Office – someone stays at “Command Central” to quickly respond to emergent issues. The most frequent one is the need for AV assistance, and the response of the AV people is excellent!*  

### FOLLOWING THE CONFERENCE

It would be a nice gesture to quickly email your speaker to thank him/her. You could also check to see if the session handouts have been sent to OLA.

Thank you for your help!!!