PROGRAM COMMITTEE MANUAL

Composition:

Program Chair: Chapter Chair-Elect
Members: 6 to 10 chapter members with not more than three from the host state and with at least one member from the previous program committee. Includes the Program Chair-Elect, the Chair of the Hospital Library Committee, the Chair of the Professional Development Committee, and the Conference Chair or designee. Appoint at least one member to coordinate posters and one to coordinate papers.

Term: One year
Purpose: To plan the annual meeting
Duties:  ▪ Engage speakers
  ▪ Select papers, moderators, & posters
  ▪ Determine relevant sharing sessions & other content
  ▪ Coordinate AV requirements with Local Arrangements
  ▪ Provide program information for newsletter, listserv, webpage, Facebook page and blog
  ▪ Write thank-you notes

Timeline:

August/September:
  ▪ Select Program Committee members
  ▪ If possible, select dates and theme for next year’s meeting (dependent on local arrangements and hotel availability)
  ▪ Brainstorm for keynote speakers and session topics
  ▪ Arrange for advertising at the annual meeting (e.g., posters, flyers, postcards, or “save the date” magnets) A booth will be provided to advertise the meeting and location
  ▪ Work with LAC Chair(s) to advertise the meeting and location

October:
  ▪ Program Committee meets at SC/MLA with Conference Chair and Local Arrangements to discuss the theme & brainstorm for keynote speakers and session topics and with past committee to discuss what went right or wrong, and any suggestions for the coming year
  ▪ Coordinate with LAC and read the LAC manual to understand what Program Committee handles versus LAC.
  ▪ Start coordinating with any state or local health sciences organizations that may like to hold a meeting at the conference.

November-December
  ▪ Review conference evaluations to get ideas for program content & CE courses
  ▪ Review other MLA regional conferences for speaker and CE ideas
  ▪ Choose a topic for paper and poster submissions
  ▪ Develop rough draft of budget for speakers
  ▪ Create a conference logo.
  ▪ Arrange for Conference web builder
January-March

- Invite keynote speakers and finalize contracts
- Apply for Professional Development Awards through SEA NN/LM (can apply for one per general session and one for CE’s or Professional Development Chair can apply)
- Invite Executive Director, NN/LM SE/A Region for the RML Update
- Chair, Hospital Libraries Committee invites speaker for Hospital Libraries Luncheon
- Update budget for speakers and work with Local Arrangements to develop a budget for other costly program events. Use this to establish the annual meeting budget and determine registration and exhibitor fees. *See sample budget at end of this document*
- Professional Development Committee finalizes CE courses selections and finalizes contracts
- Call for posters & papers in *Southern Expression* - Spring edition, on web page, Facebook, blog, and Listserv with a deadline after the MLA meeting
- Write up of conference for *Southern Expressions* – Spring edition, etc.
- Collect photos for each Program Committee and Local Arrangements member for the conference website.
- Collect bios and photographs from General Session speakers, Hospital Librarian Symposium Speaker, and CE instructors.

May

- Chair, Program Committee presents program to date at SC/MLA Executive Board meeting at MLA
- Chapter Council Representative sends letter of invitation to the new MLA president. (note: SC/MLA covers registration. Hotel rooms covered in some cases)
- After MLA another call for posters & papers on web page and Listserv with a deadline of June 30th or thereabouts (give people 2-3 weeks after MLA).
- Send out a call for paper and poster reviewers
- Review and send corrections for conference website

June-July

- Coordinators accept papers and posters and send to reviewers
- Coordinate AV support with Conference Chair
- Coordinate with MLA on booth and what we will/can provide for the MLA president or rep. doing the MLA Update (MLA will contact you. We have provided a booth the last few years)
- Send meeting information to *MLA News* editor

July -August

- Paper and Poster coordinators notify presenters of acceptance, reformat abstracts for final program, and send to program creators
- Ask speakers to start looking at/booking flights and collect the information needed for hotel rooms. Send on to the local arrangements to reserve rooms and register speakers
- Professional Development Committee should also collect hotel information from CE instructors and forward on to local arrangements to reserve. (Can reserve one night for out of chapter instructors, reimburse in chapter instructors for one night.)

September

- Presentation Coordinators remind presenters of setup mechanics
• Send information to the Conference Chair for the final program: bios of invited speakers, session moderators & those who will introduce speakers.
• Send Program Committee annual report to Chapter Chair
• Prepare agenda for 2nd Executive Board meeting
• Appoint new committee chairs [from existing committee members if possible] and coordinate committee member appointments with the chairs as needed
• Coordinate New Members reception with Membership Committee, MLA and LAC

October
• At Business Meeting:
  ○ Present outgoing Chair with gift & plaque
  ○ Present Conference Chair and assistant with flowers

November:
• Send thank you’s to everyone: presenters & moderators, speakers, panelists, Program/Local Arrangements/Professional Development committee members
• Send online meeting evaluation out to the listserv at beginning of the month and collect results to pass on to the new Program Chair
• Send 2 copies of the Program to the Chapter Archivist, one for our Archives and one for MLA HQ

Guidelines for Speakers

NOTE: these are general guidelines and may change from year to year. The Program Committee must take the budget into consideration before making decisions about honorariums, travel, and related expenses.

General Session Speakers who are NOT Chapter members are offered:
• **An honorarium:** the amount varies from speaker to speaker.
• **Reimbursement for travel:** Costs of round trip (coach) airfare and cab transportation to and from the airport will be reimbursed. Speakers are responsible for making their own reservations at least 14 days in advance to take advantage of special fares. For reimbursement, they should submit ticket receipts and cab receipts after travel is completed
• **Hotel accommodations:** Lodging for one room for up to two nights at the conference rate will be paid by SC/MLA. Speakers should inform the Program Chair of their planned arrival and departure times as well as room preference (single, two doubles, king) and any guests. The Program Chair or someone from Local Arrangements will make the reservations and provide speakers with confirmation numbers.
• **Expenses:** SC/MLA will cover two days worth of expenses such as meals and incidentals based on the US General Services Administration (GSA) per diem rate as found at [www.gsa.gov](http://www.gsa.gov). This will be automatically applied. No receipts are required.
• **Registration:** SC/MLA will underwrite the cost of registration for non-SC/MLA speakers. The Chapter will also pay for ticketed events if the speaker indicates interest in attending. LAC will handle registration.

General Session Speakers who ARE Chapter members are offered:
• **Travel:** Costs of round trip (coach) airfare and cab transportation to and from the airport will be reimbursed. Speakers are responsible for making their own reservations at least 14 days in advance to take advantage of special fares. For
reimbursement, they should submit ticket receipts and cab receipts after travel is completed

- **Hotel accommodations:** Lodging for one room for one night at the conference rate will be paid by SC/MLA. Speakers should inform the Program Chair of their planned arrival and departure times as well as room preference (single, two doubles, king). The Program Chair or someone from Local Arrangements will make the reservations and provide speakers with confirmation numbers or this can be reimbursed.

- **Expenses:** SC/MLA will cover one day’s worth of other expenses such as meals and incidentals based on the US General Services Administration (GSA) per diem rate as found at [www.gsa.gov](http://www.gsa.gov). This will be automatically applied. No receipts are required.

- **NOTE:** Speakers who are chapter members are responsible for their own conference registrations and do not receive an honorarium, but may be provided with a gift card. Standard gift cards currently range between $50-$100.

**NOTE:** The above applies to solo speakers, not **panel presenters**. In the case of a panel presentation, the Program Committee must decide whether or not panel speakers will receive any incentives.

General Session Speakers will be sent a contract after negotiations are complete (see samples on the following pages). They should sign the contract and return it to the Program Chair so that there is a record of the agreement.

**MLA President**

The letter of invitation to the president of the Medical Library Association should include the following language:

“The Chapter is pleased to provide you with complimentary registration. If your projected travel expenses exceed the amount available to you from MLA for attendance at chapter meetings, please let me know so that I may inquire about the possibility of a complimentary hotel room for you.”

This allows the Conference Chairs (Local Arrangements Committee) some flexibility on payment of hotel expenses. It also takes into account that MLA provides some funding for the President to attend chapter meetings.
May 3, 2018

Derrick Jefferson
Communication Librarian
American University Library
4400 Massachusetts Ave. NW
Washington, DC 20016

Dear Derrick:

Thank you for agreeing to speak at the 2018 annual meeting of the Southern Chapter of the Medical Library Association (SC/MLA). Our program theme is “Experience the Magic: Libraries of Tomorrow.” The meeting will be held at the Wyndham Lake Buena Vista Resort in Lake Buena Vista, Florida, October 25-28, 2018. You are scheduled to speak at the third General Session on Sunday, October 28th, from 9:15 – 10:45 a.m.

Your honorarium for the presentation is $500 plus travel expenses. SC/MLA will cover your costs for attending the conference, according to the following guidelines:

- **Travel:** Costs of round trip (coach) airfare and cab transportation to and from the airport will be reimbursed. You are responsible for making your own reservations. Please make them at least 30 days in advance, to take advantage of special fares.

- **Hotel Accommodations:** Lodging at the Wyndham Lake Buena Vista Resort for one room for up to two nights at the conference rate will be paid by SC/MLA. Please let me know your planned arrival and departure times and your preference on type of room (single, two doubles, king) and the number in your party and I will make the reservation for you and provide you with a confirmation number.

- **Expenses:** SC/MLA will cover other expenses such as meals and incidentals based on the US General Services Administration (GSA) per diem rate as found at [www.gsa.gov](http://www.gsa.gov). The rate for the Orlando area is $59. This will be automatically applied. No receipts are required.

- **Registration:** SC/MLA underwrites the cost of registration for non-SC/MLA speakers. We would also like to invite you to attend the Banquet Saturday evening and will provide you with tickets for that event.

- **For reimbursement:** I will provide you with a reimbursement form at the meeting, please submit your receipts within 30 days after travel is completed. The hotel will be taken care of in advance. Honorariums will be provided at the meeting.

We hope that this information will be helpful to you as you make your plans. Additional information will be available at the SC/MLA 2018 website. I will share that URL with you once it is available. If you have any questions, please contact me. Please sign this letter where indicated below and scan/email a copy to me.

Signature: ___________________________________________ Date: __________________

Sincerely,

Lindsay Blake, MLIS, AHIP, 2018 SC/MLA Program Committee Chair
UAMS Library, University of Arkansas for Medical Sciences, 4301 W. Markham St., #586, Little Rock, Arkansas 72205
Phone: 501-686-8517 (office) | 501-686-6745 (fax) | 803-414-2363 (cell) / LEBlake@uams.edu
# SAMPLE BUDGET

## SC/MLA 2018 Program Committee Budget

### General Session I

**Julie Esparza**

- Airfare: 450
- Airport Cabs: 100
- Per Diem ($59/day x 2 days): 177
- Hotel ($167.62/night for 3 nights): 502.86
- Honorarium: 100
- **TOTAL:** 1,329.86

### General Session II

**Shirley Zhao**

- Airfare: 350
- Airport Cabs: 100
- Per Diem ($59/day for 2 days): 118
- Hotel ($167.62/night for 2 nights): 335.24
- Honorarium: 500
- **TOTAL:** 1,403.24

### General Session III

**Derrick Jefferson**

- Airfare: 200
- Airport Cabs: 100
- Per Diem ($59/day for 2 days): 118
- Hotel ($167.62/night for 2 nights): 335.24
- Honorarium: 700
- **TOTAL:** 1,453.24

### Miscellaneous

- Dinner on 10/26 for Julia Esparza and Shirley Zhao & two committee Members: 200
- Banquet Tickets for 10/27 for all three speakers ($85 ea.): 255

**SUB TOTAL:** $4,641.34

*Anticipated Credit:* $4,500 NN/LM SE/A Professional Development Awards (3)

**FINAL TOTAL:** $141.34

*Expenses for meeting rooms and AV/projection are not included.*
SC/MLA 2011 Program Committee Budget

General Session I
Michael Stephens
- Airfare: 400
- Airport Cabs: 150
- Per Diem ($51/day x 2 days): 102
- Hotel ($146.77/night for 2 nights): 293.54
- Honorarium: 1,750
- TOTAL: 2,593.54

General Session II
Michael Porter and Eli Neiburger
- Airfare (x2): 800
- Airport Cabs (x2): 300
- Per Diem ($51/day for 2 days) x 2: 204
- Hotel ($146.77/night for 2 nights) x 2: 587.08
- Honorarium ($2000 each): 4,000
- TOTAL: 5,891.08

General Session III
Jan LaBeause
- Mileage (Macon to Augusta): 108.12
- 212 mi, round trip @ $.51/mi.
- Hotel: 146.77
- Per Diem: 51.00
- TOTAL: 305.89

Miscellaneous
- Dinner on 10/7 for Michael Stephens & two Program Committee Members: 150
- Banquet Tickets on 10/8 for Michael Porter and Eli Neiburger ($75 ea.): 150

SUB TOTAL: $9,090.51

Anticipated Credit: $5,000 NN/LM SE/A Technology/Electronic Health Info. Awareness Award

FINAL TOTAL: $4,090.51

Expenses for meeting rooms and AV/projection are not included.