COORDINATOR'S HANDBOOK

102ND AALL ANNUAL
MEETING and CONFERENCE

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WASHINGTON, D.C.   JULY 25-28, 2009

2009 AALL ANNUAL MEETING AND CONFERENCE
WASHINGTON, D.C.
PROGRAM AND WORKSHOP COORDINATOR'S HANDBOOK

Congratulations!

You have been selected as a program or workshop coordinator for the American Association of Law Libraries 102nd Annual Meeting and Conference in Washington, D.C. (July 25-28, 2009). A well-designed proposal that survived tough competition means a great deal has already been accomplished. Now the real work begins!

The AALL *Coordinator's Handbook* was prepared to assist you. The handbook contains sample forms, deadlines, and information that will ensure a successful educational program and provide a positive experience for your speakers and program attendees.

Members of the Annual Meeting Program Committee (AMPC) are available to answer your questions or help in any way. In particular, an AMPC member has been designated as your liaison. Members of the AMPC come from a variety of library types and backgrounds, but all work as a team to ensure that Annual Meeting programs meet the needs of all AALL members - please contact your liaison or any AMPC member when you have a question. Association staff members Pam Reisinger and Heidi Letzmann are available to help you as well. Their specific responsibilities relating to the Annual Meeting are listed in the Appendix to this handbook.

Developing useful and relevant educational programs is quite a challenge for our diverse organization. With over 5,000 members operating in a number of different types of libraries and performing the full range of responsibilities of the modern law library, AALL constantly strives to offer educational opportunities to meet ever-changing needs. Your role as a coordinator is crucial to the success of the Annual Meeting and Conference.

Congratulations again. The Committee and I look forward to working closely with you during the upcoming year.

Paul George, Chair
Annual Meeting Program Committee
Washington, D.C. - 2009

COORDINATOR'S CALENDAR

ALL DEADLINES ARE FIRM

October 15, 2008   Copy deadline for the Program Announcement (included in December issue of *AALL Spectrum*) featuring program titles, descriptions and competencies – not speakers.

November 15, 2008   Speaker Control Forms due from coordinators to AALL. (This form is available on AALLNET at http://www.aallnet.org/events/ under *Information for Coordinators*.) Speaker database is created.

December 1, 2008   Copy deadline for the Preliminary Program. Speaker names will be added to the information previously submitted.

January 31, 2009   Program outline due to AALL for Annual Meeting Program Committee review.

February 15, 2009   Copies of the AALL *Speaker's Handbook* mailed to all speakers. Time to recruit a friend to attend the program you are coordinating and help with the logistics. (AALL and facilities staff will be checking rooms and equipment, however, it may be helpful to have someone on-hand to help you.)

April 15, 2009   Speaking Commitment and Copyright Release Forms and Educational Program Handout Materials Submission Forms due from speakers **to AALL**. (These forms are available on AALLNET at http://www.aallnet.org/events/ under *Information for Speakers*.)

April 15, 2009   Equipment Requests due **from speakers to coordinators**.

April 22, 2009   Equipment Requests due **from coordinators to AALL**.

May 1, 2009   Copy deadline for Final Program updates.

June 15, 2009   Handout materials due from all speakers who wish to have their materials included in the *Educational Program Handout Materials Collection* (made available to conference attendees to download online). These materials must be uploaded electronically to the collection site.

July 24, 2009   AALL Staff Office opens, Washington Convention Center, Washington, D.C. (Some staff will be available while setting up the office during the afternoon of July 23rd.)

July 25-28, 2009   The 102nd Annual Meeting & Conference of the American Association of Law Libraries, Washington Convention Center, Washington, D.C. Remember to stop by the Staff Office and check the set-up orders for your program before 4:00 p.m. **the day before** your program takes place. Changes cannot be implemented after that time.

Primary Contacts

Pam Reisinger, CMP,   Meeting Logistics (Room Set-ups, Audio-Visual Equipment, Food and
Director of Meetings   Beverage Orders), general meeting planning information
                          E-mail: preisinger@aall.org

Heidi Letzmann,   Speaker Management and Information for Annual Meeting Publications
Program Manager   (Program Announcement, Preliminary Program, and Final Program)
                     E-mail: hletzmann@aall.org

COORDINATOR ROLE

Now that your program or workshop has been selected for the 2009 Annual meeting, your pivotal work as coordinator really begins. So, what's next?

Your role as coordinator is probably the least obvious to meeting attendees but it is really the most important role in the whole process. Your job is to see that the content of the program achieves the stated learning objectives and that you communicate to us and to your speakers by the stated deadlines all the information necessary for the successful presentation and management of the program. Here are some things you should do.

PRELIMINARY DISCUSSIONS WITH SPEAKERS

- **Learning Outcomes and Program Description:** Share the learning outcomes and program description with your speakers. Be realistic about the amount of information that can be covered in the time specified for the program. Speakers need this information in order to craft their presentations. Programs that fail to deliver the information promised in the stated learning outcomes and program description disappoint attendees, and their disappointment is reflected in the program evaluations.

  You may be the program moderator as well, so you'll want to discuss your role with the speakers in advance of the presentation. (The moderator's responsibilities generally include introducing the program and speakers and moderating any discussion that may take place.) Association Staff maintains all the coordinator, moderator and speaker information: your role is to ensure that the content of the program meets the learning objectives and to encourage speakers to meet deadlines and help the planning process go smoothly.

- **Program Format:** Discuss the program format with your speakers. In most cases, the AMPC accepted the format suggested in the proposal. Now you should make sure your speakers understand the vision, especially if the format is at all unusual. Also discuss how much time each speaker should allot for his or her portion of the program.

- **Handouts and Audio-Visual Equipment:** Talk about the value of handouts and the efficient use of audiovisual equipment and/or computers.

- **Your Vision of the Program:** Describe your interest in the subject and explain how law librarians might use or benefit from the speaker's expertise. Infect the speaker with your enthusiasm! Discuss the program and the individual speaker's role to ensure that the speaker shares your vision of the program.

- **Program Outline:** The AMPC requests that coordinators complete a Program Outline Form to ensure that the program's time frame and speaker(s) are best utilized, that the learning objectives are achieved, and that the content is well executed. Completing the steps above will definitely facilitate your completion of the form. These forms are due January 31st.

REQUIRED FORMS, HANDOUTS AND SPEAKER INFORMATION

After the speakers receive the appropriate information about the program content, it is your responsibility to answer their questions; cajole, coddle and nag them into meeting their deadlines; and help them focus and then refocus their presentations. In short, you work with your speakers on meeting deadlines and preparing content for the program. (Association staff oversees the countless administrative details associated with putting on a program; however, you are responsible for gathering information from your speakers for the databases used to manage meeting arrangements and to maintain contact with speakers.) In addition to the Speaker Control Form(s) you'll need to complete for your speaker(s), it is the coordinator's responsibility to make sure that the following materials are submitted for all program participants:

- **Speaking Commitment and Copyright Release Forms:** (Due April 15th) These forms confirm the speaker's planned presentation and their commitment to appear. They also give permission for presentations to be digitally recorded and for handout materials to be reproduced and distributed. All program or workshop participants - even coordinators or moderators who only plan to introduce other speakers - must sign and submit the Speaking Commitment and Copyright Release Form.

- **Equipment Request Forms:** Speakers requiring equipment to support and enliven their presentations should complete these forms and submit them to **you** by April 15th. The Director of Meetings has requested that each program coordinator submit only one audio-visual Equipment Request Form *for Coordinators* on behalf of the moderator and all program speakers (due to AALL on April 22nd). This will help you track the speakers' responses and avoid duplicate equipment requests.

- **Handouts:** Handout materials that will support the content of the program are due June 15th. Handout materials may be submitted electronically to the collection site by each individual speaker. *Please note: The Educational Program Handout Materials Submission Form is due to AALL from all participants (April 15th), indicating their intentions regarding handout materials. Materials will once again be available in an electronic collection for attendees to download prior to the conference.

Be prepared to follow through with speakers via phone call or e-mail to be sure the speakers are aware of upcoming deadlines.

Do not forget to register for the conference when the Preliminary Program with registration information is sent to members in March. All AALL members attending the Annual Meeting & Conference must register, including coordinators. See AALL Expense Reimbursement Policy included in the Appendix, page 18.

LIAISON ROLE

The AMPC Chair has assigned an AMPC member as a liaison to each program. This person is the same individual who was assigned to assist the various AALL entities during the initial proposal process:

Academic Law Libraries SIS	Ronald E. Wheeler, wheeler@gsu.edu
Computing Services SIS	Barbara L. Fritschel, Barbara_Fritschel@ca7.uscourts.gov
Foreign, Comparative and Int'l. Law SIS	Holly M. Riccio, hriccio@omm.com
Government Documents SIS	Holly M. Riccio, hriccio@omm.com
Legal History and Rare Books SIS	Judith Meadows, jmeadows@mt.gov
Legal Information Services to the Public SIS	Barbara L. Fritschel, Barbara_Fritschel@ca7.uscourts.gov
Micrographics and Audiovisual SIS	Ronald E. Wheeler, wheeler@gsu.edu
Online Bibliographic Services SIS	Mary Lu Linnane, mlinnane@depaul.edu
Private Law Libraries SIS	Jeffrey J. Berns, jeff.berns@spiegelmcd.com
Research Instruction and Patron Services SIS	Paul George, pmgeorge@law.upenn.edu
Social Responsibilities SIS	Jeffrey J. Berns, jeff.berns@spiegelmcd.com
State, Court and County Law Libraries SIS	Judith Meadows, jmeadows@mt.gov
Technical Services SIS	Mary Lu Linnane, mlinnane@depaul.edu

AALL's committees, chapters, caucuses, and individual members should contact Paul George, pmgeorge@law.upenn.edu.
(Complete contact information for these individuals appears on page 13.)

Your liaison most likely will have an intimate knowledge of your sponsoring group (an SIS, committee, chapter or caucus) and be a valuable asset in the planning process. Take advantage of this person's availability, especially if and when questions or problems arise. AMPC members know how overwhelming it can be to coordinate a program and are available to help. If for some reason your liaison is unavailable, you can always contact Paul George at 215-898-7488 (pmgeorge@law.upenn.edu) or Heidi Letzmann at AALL Headquarters at 312-205-8014 (hletzmann@aall.org).

FORUM (LISTSERV) INFORMATION

To facilitate communication between AALL headquarters, the AMPC and the dozens of program coordinators, we have established a forum (listserv) for the 2009 meeting. As a coordinator, you will automatically be subscribed to this forum (am-coor) where you will receive notices and information to help you meet your deadlines. We will post reminders of deadlines to this forum, but any person who is subscribed may post questions that may benefit the group as a whole. Throughout the next several months, expect a steady stream of helpful suggestions and troubleshooting hints. Feel free to post questions, concerns, and suggestions on how we can improve the process.

In addition to the forum for coordinators, all speakers will be subscribed to a separate forum (am-spkr) later in the Annual Meeting planning process. We will post reminders of deadlines and other important speaker information there as well.

The rest of the planning process for the July 2009 Annual Meeting is governed by a strict calendar of deadlines for coordinators and speakers. Keep the Coordinator's Calendar handy and refer to it often. We will remind you about deadlines but anticipating the dates will help keep the process a smooth one. The Calendar is found on page 3 of this handbook.

IDENTIFYING AND COORDINATING WITH SPEAKERS

The final deadline for identifying speakers is November 15, 2008, when Speaker Control Forms are due to AALL Headquarters. (All forms are available on AALLNET at <u>http://www.aallnet.org/events/</u> under *Information for Coordinators*.)

Identify Your Speakers
Your program was accepted on the basis of the speakers you identified as potentially being available. If your AMPC liaison made suggestions about speakers (different names, too many for the amount of time) when informing you of your program's acceptance, please make those adjustments in your planning.

Confirm Your Speakers
Once you have identified potential speakers and obtained AMPC approval, contact the speakers to obtain firm commitments to participate in the program. Let them know the program has been accepted, and make sure they are willing to speak on the program and available for the dates of the meeting (July 25-28). Your AMPC liaison should have informed you of the scheduled date and time of your program.

Honoraria and Expenses
Ask the non-member speakers about their expectations for honoraria and expenses. Refer to the AALL Expense Reimbursement Policy (Appendix, page 19). The AMPC Chair and AALL must approve any payment of honoraria. Submit requests to Heidi Letzmann, Program Manager, by <u>including requests for honoraria on the Speaker Control Form.</u>

AMPC Approval of Speaker List
AMPC must give final approval for all speakers. AALL and AMPC will review speaker names, expenses and honoraria submitted on the Speaker Control Forms.

IMPORTANT!
- Inform speakers of program content and provide speakers with a copy of your proposal. Include any comments and/or suggestions offered by the AMPC.
- Share the names and contact information of each speaker with others on the program.
- **If you requested any travel, lodging or expense reimbursement on the Speaker Control Form you submitted for your non-member speaker, please share this information with your speaker early on, and again closer to the conference, so that there are no surprises.** Also share AALL's travel, lodging, and reimbursement policies. (<u>http://www.aallnet.org/about/policy_expense.asp</u>)
- If a live Internet connection was not approved as part of your original proposal, let your speakers know this immediately so that they can plan accordingly for their own portion of the program.

Provide Speaker Control Forms to AALL Staff. Association staff will add that information to the Speaker Database and will mail copies of the AALL *Speaker's Handbook* in February, 2009. Please provide accurate information, as the information derived from this form is the basis for our speaker database, our source for future contacts, mailings, and printings.

Make Sure Speakers are Aware of Deadlines. Provide them with a copy of the Coordinator's Calendar to help keep program development on track.

- **November 15, 2008   Speaker Control Form deadline (due from Coordinators)**
- **December 1, 2008   Copy deadline for the Preliminary Program**
- **January 31, 2009   Program outline due for Annual Meeting Program Committee review (from Coordinators to AALL)**
- **April 15, 2009   Speaking Commitment and Copyright Release deadline (from Speakers to AALL)**
- **April 15, 2009   Ed. Program Handout Materials Submission Form due (from Speakers to AALL)**
- **April 15, 2009   Equipment Request Form for Speakers deadline (from Speakers to Coordinators)**
- **April 22, 2009   Equipment Request Form for Coordinators deadline (from Coordinators to AALL)**
- **June 15, 2009   Speaker Handouts due to online collection site (from Speakers)**

Shortly after November 15, we will add your speakers and their contact information to the Speaker Database at AALL Headquarters.

Approved and confirmed speakers will receive copies of the AALL *Speaker's Handbook* in February of 2009. You will be able to download a copy from AALLNET and should familiarize yourself with the information so that you can answer speakers' questions.

Maintain Regular Contact With Your Speakers. By talking with them frequently about the program description, level, and learning outcomes, you can help your speakers stay on track. While e-mail is a good method to communicate information and details, the personal touch of a telephone call is often a more effective means of getting speakers to meet deadlines. We recommend that you make verbal contact with your speakers one to two weeks prior to the major deadlines and remind them of the deadlines.

PowerPoint and Audio-Visual Equipment. In order to make the most effective use of audio-visual equipment, please monitor speaker requests. Audio-visual equipment requests are frequently forgotten by speakers and by coordinators. The Director of Meetings has requested that each program coordinator submit the audio-visual Equipment Request Form on behalf of the moderator and all program speakers. This will help you track the speaker responses and avoid duplicate equipment requests. When you have completed this form, please include the names of the speakers responding so that the Director of Meetings knows that your program is accounted for. If there are duplicate equipment requests, we will assume that speakers will share equipment unless we receive specific requests to the contrary. Please encourage speakers to share use of personal laptop computers.

Live Internet Connections. Live Internet connections will be available at the 2009 Annual Meeting **only if they were approved as part of the original program proposal.** Please make sure your speakers know this and do not arrive in Washington, D.C. expecting a live connection. Too often, speakers and coordinators depend heavily on the assumption that the Internet connection will be reliable and instantaneous. Unfortunately, they frequently discover during their presentation the notorious unreliability of Internet connections, resulting in wasted program time. The AMPC encourages program coordinators and speakers to use and to rely on screen captures and temporary Internet files (stored on a notebook computer to be available off-line) to provide a level of quality and reliability that may not be guaranteed with a live connection.

Difficult or Unresponsive Speakers. On rare occasions, you might encounter a difficult or uncooperative speaker. Some speakers often miss deadlines, don't respond to e-mail, or don't return phone calls. If you have significant problems with a speaker, contact Paul George or Heidi Letzmann. We would rather deal with potential problems before the meeting than when it is too late to do anything.

HANDOUT MATERIALS

Because adult education takes place on many different levels, it is important for speakers to provide attendees with written material to accompany their presentations. **Our members expect and value written materials, and expressions of this need comprise the majority of comments found in the speaker evaluations each year.** Specific, detailed handouts enable audience members to fully focus on the speaker, rather than any lengthy notes they might be trying to jot down. **Please emphasize the importance of handouts to your speakers and please do everything in your power to see that your speakers provide handouts for inclusion in the online** *Educational Program Handout Materials Collection***, where attendees will be able to download materials for the programs they plan to attend**. Note that only handout materials submitted <u>by the deadline</u> will be included in the AALL *Educational Program Handout Materials Collection*, which will be made available to all Annual Meeting & Conference attendees to download.

The AALL *Speaker's Handbook* contains detailed handout guidelines. Familiarize yourself with these guidelines so that you can answer speakers' questions.

Once again, speakers will be able to submit their handout materials *online*, and in a variety of formats, via a link found on AALLNET this winter. Included with the link will be handout guidelines and fully detailed instructions for format and submission. Below are some basic guidelines for the materials included in the *Educational Program Handout Materials Collection.* Again please follow the collection site link on AALLNET for more detailed guidelines and instructions.

1. Include the name and the alphanumeric designation of the program or workshop, the title of the speaker's presentation, and the speaker's name on the first page or cover sheet.

2. Elements your speakers may provide include:
    a. a short biographical statement (no more than one or two paragraphs)
    b. slides used during presentation and space on the handouts for attendees to take notes
    c. worksheets, checklists - anything with a practical bent
    d. a short, annotated bibliography

Please remind speakers of the benefits of submitting handout materials by the deadline and if the speaker expresses interest in supplying and creating handout materials, please follow up with him or her. More than ever before, audience members will have a chance to preview their presentations and begin learning even before the program. Members who are unable to attend the program will still have access to some of the speaker's expertise.

If a speaker misses the handout submission deadline and decides to provide printed handouts on the day of the program, he or she is responsible for that expense and for distribution of the materials. AALL will not reimburse the speaker for copying or shipping expenses.

AT THE MEETING & TROUBLESHOOTING

Coordinators should check on several administrative details at the Annual Meeting. Your AMPC liaison will remind you of these duties and will check in with you at the meeting, but you should review this list ahead of time.

1. **Check in at the AALL Staff Office**. A notebook containing the master plan of room layouts and audiovisual equipment will be in the AALL Staff Office. You should double-check this notebook before 4:00 p.m. the day prior to your program so that changes (if any) may be implemented in time for the program the next day.

   Please note that in most cases, meeting rooms have been set up for the maximum number of people using that room during the course of the Annual Meeting. It takes time and there are charges to reset a room, so we generally make set-up choices based on the largest program scheduled for that room. Educational programs will be set theater style with a head table for six, podium and floor microphones (used for questions and recording purposes).

   You also might consider recruiting a friend to be available in the room while your program proceeds. The friend can contact the Staff Office if a problem should occur.

   Discuss any special room set-up requests (those that differ from the standard room set) with Pam Reisinger, Director of Meetings. We will honor requests as time, space, and budget allow.

2. **Meet with your speakers ahead of time**. Plan to meet with your speakers prior to the program for coffee, a meal, or just a chat in the lobby. Speakers often do not know one another, and it is a small but important courtesy to introduce everyone before the program. Take this opportunity to review the program description, level, and learning outcomes and to discuss the order in which the speakers will appear and the length of time available for each speaker.

3. **Do an equipment check**. Prior to the program, check the audiovisual equipment to familiarize yourself with it. An audiovisual technician is available 15 minutes prior to the start of each program. If you have questions about the equipment, contact the AALL Staff Office.

   An A/V Speaker Ready Room will also be available. Speakers desiring a separate practice session with equipment for their presentation may make arrangements with Pam Reisinger, Director of Meetings prior to arriving on-site.

   If one of your speakers is using an overhead projector with transparencies, work out the logistics for indicating that the next slide or transparency is to be displayed.

IF YOU ARE BOTH COORDINATOR AND MODERATOR:

4. **Practice Introductions**: When you are meeting with your speakers, be sure to get the correct pronunciation of their names and practice saying them. If you have not done so before, get the names of their institutions or affiliations, and some piece of information about the speaker that will get the audience's attention and interest in the material to be presented. Naturally, if you are not the program moderator, you should be including the moderator in this meeting with speakers.

5. **Remind attendees to turn off all cell phones**. As a courtesy to both those attending the program and those presenting, remind the audience to turn off all cell phones, pagers and other electronic communications devices. Cell phone signals can interfere with the room's sound system, even when in silent mode.

6. **Point out emergency exits**. Emergency and/or evacuation route information will be provided to you before your program. Please share this information with your audience at the beginning of your program.

7. **Be prepared to keep speakers on track**. Although it can be difficult to cut off a speaker, the coordinator or moderator must control timing to ensure that other speakers are given all of their allotted time. You and your speakers should have agreed already on the length of each presentation and the need for a question and answer period. Confer with your speakers ahead of time to arrange for a signal that will alert them to the time remaining. One tactic that works includes passing the speaker a note that he or she has 5 or 10 minutes left.

   Another tactic is to have a colleague sit in the first row and hold up a small sign when the speaker is nearing the end of his or her allotted time. Also, it is important that the session end on time to allow for room and audio-visual preparation for the next session.

8. **Q & A session**. You and your speakers should decide whether and how to provide time for audience members to ask questions. Many times a Q & A period is scheduled for the end of the program. Occasionally, speakers prefer to answer questions immediately following their presentations. Knowing speakers' preferences and informing the audience early will result in a smoothly run program.

   Recording and Microphones. Keep in mind that all AMPC-selected educational programs are recorded for the benefit of members who cannot attend your program or who want to listen to the program again. Ask audience members with questions to use the aisle microphone and repeat the questions before a speaker responds.

9. **Remind attendees to complete Program Evaluations**. Evaluations are important for two reasons:

   A. They provide valuable feedback to the speaker so that he or she may make adjustments for future presentations.
   B. They are used to evaluate the relevancy of the topic to the needs of AALL members.

   Please remind your audience to complete the online program evaluations. Make the announcement at both the beginning and the end of your program.

10. **Medical Assistance & First Aid**

    Emergency Medical Technicians are on duty in the convention center throughout the AALL Annual Meeting and Conference. The phone numbers for EMTs and the Staff Office will be sent to you prior to the meeting and will be posted by the telephones in the meeting rooms.

11. **What to do if a speaker cancels at the last minute?**

    Although this rarely happens, it is imperative to contact AMPC Chair Paul George and Heidi Letzmann, Program Manager with this information immediately. Sometimes it is appropriate (and possible) to locate a suitable substitute and sometimes it is not. In either case, you must keep the AMPC Chair and AALL headquarters informed of your efforts.

AFTER THE ANNUAL MEETING

You survived the experience of coordinating a program at the Annual Meeting, and, if all went well, the program has been a successful learning experience for our members and a worthwhile experience for your speakers. We hope you have enjoyed participating and will volunteer to serve as a program proposer, coordinator, or speaker in the future. But a few tasks still remain.

1. **Speaker Expense Reimbursement Forms**

   Shortly after the Annual Meeting, contact your speakers to thank them for their participation and to encourage non-member speakers to submit their expense reports to AALL Headquarters as quickly as possible; they are due within 60 days of the conclusion of the Annual Meeting.

   These personalized forms are mailed to the speakers in advance of the meeting, usually by mid-June. If you have any questions about the forms, contact Heidi Letzmann, Program Manager. **Only expenses approved prior to the meeting and indicated on the Speaker Control forms will be reimbursed. AALL members are not reimbursed for expenses. Remind speakers that the Association does not reimburse for the following: the production and/or shipping of handout materials not included in the online *Education Program Handout Materials Collection*, and presentation costs such as the reproduction of slides and licensing fees.**

2. **Feedback to AALL**

   Next, provide AMPC with feedback on your experience. How could we have made the process easier for you or your speakers? Did you find this handbook useful? Did you discover any problems or complications that you wished we had addressed? Contact your AMPC liaison or Paul George, AMPC Chair, with your ideas and suggestions.

3. **Evaluations**

   Finally, review the evaluation summary that AALL staff will send you and speakers after the meeting (usually by early autumn).

Coordinating a program at the AALL Meeting is quite an accomplishment. We hope that you found the experience wonderfully rewarding and enriching and that you will continue to be involved in the educational mission of AALL in one form or another.

Congratulations again. The AMPC members and I thank you for a job well done. Your AALL colleagues greatly appreciate the time, thought, and energy you have contributed to ensure your program's success.

That's it. You're officially done. NOW you can rest on your laurels. Or you can think about proposing a program for the next meeting!

Paul George, 2009 Annual Meeting Program Committee Chair

APPENDIX

American Association of Law Libraries
Annual Meeting Program Committee (AMPC)   2009

Mr. Paul George - *Chair*
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Mr. James E. Duggan – *Board Liaison*
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AALL HEADQUARTERS STAFF DIRECTLY RELATED TO ANNUAL MEETING	RESPONSIBILITIES
Pam Reisinger, CMP Director of Meetings E-mail: *preisinger@aall.org* Phone: 312-205-8026 Fax: 312-431-1097	Meeting Logistics: • Room Assignments/Set-ups • Audio-Visual Equipment • Food & Beverage Orders • Negotiates contracts • Scheduling • Works with consultants • Facilities • Selects service providers
Heidi Letzmann Program Manager E-mail: *hletzmann@aall.org* Phone: 312-205-8014 Fax: 312-431-1097	Speaker Management • Responsible for maintenance of Speaker Database • Tracks responses from Speakers and Coordinators Provides administrative support for: • Annual Meeting Program Committee • Local Advisory Committee Gathers and organizes information for Annual Meeting Publications: • Program Announcement • Preliminary Program • Final Program

The Importance of Introductions
By Marie Wallace

Knowing how to introduce a speaker is an important skill in our professional and personal lives. Everyone is expected to be proficient but most are not. Are you comfortable when asked to introduce a speaker? It is more likely you are nervous and a bit uneasy about what is expected. Does it feel like an opportunity?

Why not just let the speaker get up and start speaking? (Sometimes that idea has crossed my mind in the middle of a long, dull and droning introduction covering every achievement in the life of the speaker and frankly, it might be an improvement.) Why are so many introductions such a drag? Bad introductions are so common that introducers mistake them for the norm and most people are ignorant of the purpose and organization of introductions.

The purpose of an introduction is to gain the audience's attention. Members of the audience arrive individually and need to coalesce as a group. The audience may have just come from listening to another speaker on a totally different topic and are still mulling over the ideas. They may be in the middle of an interesting conversation with a friend. They may be thinking about modifying their own speech scheduled for later in the day.

A secondary purpose is to motivate the audience to listen. Just because the audience is there doesn't mean they are ready to listen. Maybe they came to be seen, take a brief nap or escape something else. You can motivate by giving a preview of the speech from the perspective of the audience. Let them know "What's in it for me"- narrow the gap between the audience and the lectern.

Organization & Preparation

How is a good introduction organized? Introductions fuse three elements: the subject, the audience and the speaker. The order of the elements is not important; any one of them can come first or last. The important thing to remember is that the focus is not solely on the speaker; it is on bringing together the three elements so that they open a window.

What do you need to craft a good introduction? The answer is prepare, practice and be enthusiastic. These need not take long once you understand what you are doing and why. Preparation involves learning about the speaker, the topical nature of the subject and the audience's interests and concerns. Get audience background from members of the audience and subject information from **your own discussion with the speaker**.

When you ask for information, ask what the speaker would like you to emphasize or what the speaker thinks is relevant. Some seasoned speakers prefer to write out their own introduction. (They have experienced too many bum intros.) If a speaker provides lengthy vitae, do not feel obligated to use it all. Shift through and pick out the things that connect the speaker with the subject and the audience. Write out your introduction. Practice it in front of a mirror or into a tape recorder for timing. Hone it to sound natural and enthusiastic. Reduce your written introduction to a few key words and phrases. Transfer them, in large font, to a large sheet of paper. This will be your crutch, and because it is there, you will probably not need to look at it.

Introduction Tips

1. Know the speaker's name and how to pronounce it. If it is an unusual name, help the audience learn it. "It rhymes with …"

2. Know the speaker's title or position. Do not turn and ask the speaker, "Is it Associate or Assistant Professor?"

3. Be brief. Aim for between one and three minutes. Five minutes is too long.

4. Do not read the introduction. It will sound flat, unenthusiastic and convey the impression that you are unfamiliar with the subject. It is okay to bring notes to the lectern but keep them inconspicuous.

5. Smile and be enthusiastic in tone, gesture and choice of words. Know enough about the subject to sound knowledgeable. Do not turn to the speaker and ask if the topic is epidemiology, epistemology or episiotomy. Announce the speech title as given to you by the speaker. If you have any questions about it, ask the speaker before the introduction. Many speakers select specific titles for a reason or for a pun.

6. Introductions are no place to use slides, overheads or presentation software.

7. Anecdotes are good but should pertain to the subject and be in harmony with the mood of the presentation. Avoid canned jokes.

8. If the credentials of the speaker are so outstanding that they must be shared with the audience or if there are publications that the audience will want to know about, insert them in the program or prepare a separate commemorative handout.

9. Introduction of a panel of speakers is the same except the introducer needs to describe the structure and format of the panel (speaking order, length of time) and the various points of view and perspectives of the panelists. The introduction of the individual panelists can be done in two ways: All at once or individually as the panel program progresses. Most audiences prefer a handout with the panelists' credentials so they can refer to it as the panel progresses.

10. Never use the old cliché that the speaker needs no introduction. If the introduction ties the speaker to the audience and the topic, then each introduction is unique, plus there is always something new about every speaker.

11. You are the catalyst, not the performer. Do not try to upstage the speaker with your knowledge of the subject. Do not dwell on your relationship with the speaker, even though he or she is your boss, relative or significant other.

12. Identify yourself by name and title unless this has already been done earlier. Remember the speaker also needs to know who you are.

SPEAKER CONTROL FORM
2009 AALL Annual Meeting & Conference, Washington, D.C.

**Program
Alpha-Numeric Code & Title:** _____

_____

Program Coordinators:
Please print legibly, providing **complete** information for **Speakers, Moderators** *and* **Coordinators**. <u>The information derived from this form is the basis for our speaker database.</u> Complete the Expense Arrangements section for non-member speakers, estimating costs as accurately as possible, **and make sure these arrangements are understood by your speakers**.

Speaker's Full Name: _____

Please designate:

❑Coordinator ❑Moderator ❑Speaker (Check all that apply)	AALL Member ❑Yes ❑No (Check only one)

Professional Title: _____   Phone: _____

Institution/Firm: _____   Fax: _____

Mailing Address: _____   E-mail: _____

_____

City/State/Zip: _____

Submitted By: _____   _____
(Coordinator's Name)   (Coordinator's Signature)

Expense Arrangements

Refer to Expense Reimbursement Policy for Non-Member Speakers (Sec. 10.G.) – http://www.aallnet.org/about/policy_expense.asp

Means of Travel	Yes	No	Estimated Expense
Roundtrip Coach Airfare *(Booking must be made through AALL travel agency)*			Assigned by AALL and billed to the master account
Ground Transportation *(Taxi to/from airport, home airport parking, shuttle, tolls)*			$
Auto Miles *Calculated at $.585/mile. Rental cars will not be reimbursed.* *(Not to exceed airfare, on-the-road housing/meals not included)*			$
Additional Costs	**Yes**	**No**	**Estimated Expense**
Housing *Speaker will need one night of complimentary housing* *(Booking must be made through AALL housing agency)*			Assigned by AALL and billed to the master account.
Expenses *Limited to $75/per day with itemized receipts. Per diem does not apply.*			$
Honorarium *Contingent on pre-approval by AMPC Chair and Director of Meetings*			$
Other Expenses* *(Additional housing, auxiliary expenses, etc.)*			$

*Explanation: _____

Office Use Only: _____ **Date** ❑ Database

Return by **November 15, 2008** to:
Program Manager
AALL, 53 W. Jackson Blvd., Suite 940, Chicago, IL 60604
FAX: 312-431-1097

AALL Expense Reimbursement Policy *(excerpts applicable to Coordinators and Speakers)*

Approved by the Executive Board, July 2000 Tab 9

The entire AALL Expense Reimbursement Policy can be found here: http://www.aallnet.org/about/policy_expense.asp.

It has been a tradition of the American Association of Law Libraries that the business of the Association is conducted at its annual meeting where members were present at their own expense or at the expense of their employing institution. While it is expected that this tradition will continue, it is recognized that the expanding nature of the Association regularly requires expenditure of travel funds by members and staff that are borne by the Association. To maintain Association practices and an equitable reimbursement policy consistent with the Association's tradition, the following policy is to be applied.

1. **GENERAL POLICY**

   AALL covers the cost of travel and on-site expenses for employees, officers, members of the Association, and some others not in the direct employ of the Association, when traveling on official AALL business, under the conditions outlined below. The Association expects that travelers exercise good judgment in making arrangements that strike a balance between the expenses incurred and the convenience of the person traveling. The policy applies to expenses charged to all funds administered by the Association, whether these are generated by dues, fees for services and products, or grants.

   While it is understood that absolute adherence to specifics may not be possible in each case, significant departures from the policy must be approved by the Executive Director before travel reimbursement is made. In all cases, reimbursement for travel expenses is limited to actual reasonable and necessary business-related expenses.

10. **ANNUAL MEETING POLICIES**

    F. **AALL MEMBERS SPEAKING ON PROGRAMS**

       Association members speaking on Annual Meeting programs are not reimbursed for housing, registration, travel or incidentals.

       AALL does not pay honoraria to AALL members for presentations at programs that are covered by the Annual Meeting registration fee.

    G. **NON-AALL MEMBERS SPEAKING ON PROGRAMS**

       Honoraria and meal and transportation expense reimbursement for non-AALL members speaking on Annual Meeting Program Committee-selected programs must be requested by the program's coordinator and approved by the Program Committee Chair subject to the general direction of the President and the Director of Meetings.

       In addition, the following guidelines are applicable to expenses of non-member speakers at Annual Meeting Program Committee-selected programs:

       a. These expenses are approved as part of the Annual Meeting speakers' budget.

       b. When housing for a speaker is requested by the program's coordinator, lodging at one of the convention hotels is provided through the Association's designated housing contractor for one night only unless their participation or the logistics of travel require a longer stay (to be approved by the Director of Meetings).

c. When air travel for a speaker is requested by the program's coordinator, travel must be booked 30 days in advance through the Association's designated travel agency and direct-billed to AALL in order to take advantage of previously arranged discounts. All travelers will be offered the least expensive direct route to their destination. Connections and one-stop flights may be used if they are not unreasonable in time loss. Airline preference will not be considered to gain frequent flyer mileage. Travelers who want to be selective in their airlines or travel class will be responsible for the cost differential.

d. Reimbursement may be approved and provided for ground transportation to and from the home airport, and to and from the airport in the meeting city. (Rental car costs are not reimbursed.) Meal expenses on travel days and the day of the speaker's program may be reimbursed up to $75.00 per day when itemized receipts are submitted with the Expense Reimbursement Form. No single meal reimbursement request should exceed $50.00.

e. Honoraria in excess of $500.00 are to be specifically approved by the Annual Meeting Program Committee Chair.

J. LEAD INSTRUCTORS AND SPEAKERS AT PRE- ANNUAL MEETING WORKSHOPS AND PROFESSIONAL DEVELOPMENT PROGRAMS

AALL may pay program developers and presenters, whether or not they are AALL members, to develop and present all other education activities that are part of the Association's professional development program, and are not covered by Annual Meeting registration fees. Any fees paid for program development and presentation will be included in the budget for these education activities. (Approved February, 1998 Board Meeting - Tab 8, page 2475)

Accommodations: are provided with lodging at the workshop or program through AALL's housing contractor.

Travel: AALL members may be reimbursed for the additional expense to and/or from the program site and the site of the Annual Meeting. Non-members may be reimbursed for travel to and from their home at the site of the workshop or program.

H. PROFESSIONAL DEVELOPMENT AND OTHER ASSOCIATION-SPONSORED PROGRAMS

AALL may pay program developers and presenters, whether or not they are AALL members, to develop and present all other education activities that are part of the Association's professional development program, and are not covered by Annual Meeting registration fees. Any fees paid for program development and presentation will be included in the budget for these education activities.

(Approved February, 1998 Board Meeting - Tab 8, page 2475)