

COORDINATOR QUICK GLANCE



Do Yourself a Favor - Read This First!

Greetings to all Program Coordinators! Congratulations – you’re going to be a big part of the American Association of Law Libraries 102nd Annual Meeting and Conference, “INNOVATE” in Washington, D.C., July 25-28, 2009.

In our Coordinator’s Handbook (<http://www.aallnet.org/events/> under *Information for Coordinators*) you will find important information to assist you in seeing your program through from start to finish. All groups sponsoring a program have been assigned a liaison from the Annual Meeting Program Committee to answer any questions:

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@spiegelmc.com
Research Instruction and Patron Services SIS – Paul George, pmgeorge@law.upenn.edu
Social Responsibilities SIS – Jeffrey J. Berns, jeff.berns@spiegelmc.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.

☞ There is a great deal of information contained in this Handbook, but if you follow these three simple steps, you can’t go wrong:

- 1.) Go to AALLNET and download the Coordinator’s Handbook (<http://www.aallnet.org/events/> under *Information for Coordinators*). If you would like to request that a paper copy be sent to you, contact Vanessa Castillo at AALL Headquarters (vcastillo@aall.org or 312-205-8010).
- 2.) Take some time to carefully review **ALL the information in the Handbook**. (It won’t take as long as you think.)
- 3.) Follow the tips and guidelines given for preparing your program, stay in contact with your speakers, and be aware of the deadlines that come up throughout the process.

Important Deadlines

<input type="checkbox"/> Speaker Control Forms due to AALL from Coordinator	November 15, 2008
<input type="checkbox"/> Program Outline due to AALL for Annual Meeting Program Committee Review	January 31, 2009
<input type="checkbox"/> Speaking Commitment & Copyright Release Form due to AALL from Speakers	April 15, 2009
<input type="checkbox"/> Ed. Program Handout Materials Submission Form due to AALL from Speakers	April 15, 2009
<input type="checkbox"/> Equipment Request Form for Speakers due to Coordinator from Speakers	April 15, 2009
<input type="checkbox"/> Equipment Request Form for Coordinators due to AALL from Coordinator	April 22, 2009
<input type="checkbox"/> Speaker Handout Materials due to online collection site from Speakers	June 15, 2009

