Solicitation of Forum Recorders

For the 2008 MOBIUS Conference, John Baken sent an email on April 29, 2008, to the MOBIUS-USERS-L general MOBIUS users discussion list asking for volunteers to be recorders at the eight forums. This resulted in almost all of the forums' having a recorder. At least one recorder had to be recruited by other means.

For the 2009 MOBIUS Conference:

> March 10, 2009: Emailed mcoconf@umsystem.edu and Maegan Bragg the text of a document to be posted in the Volunteer Opportunities section of the conference webpage asking for volunteers to be recorders for the forums at the 2009 conference.
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> One librarian volunteered to be the recorder for the "Problem and/or High Maintenance Patrons" as a result of the posting in the Volunteer Opportunities section of the conference webpage.
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> May 12, 2009: Emailed mcoconf@umsystem.edu and Maegan Bragg the text of three emails to send to the registrants of the forums for which there was not yet a recorder. The emails went out to the registrants on May 13th.
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> May13, 2009: Two librarians volunteered to be the recorder for the "What's in a Name" forum. We had the first volunteer be the recorder and the second be the back-up recorder.
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> May 19, 2009: Nobody had yet volunteered to be a recorder for the two remaining forums. We asked Maegan Bragg to send us the names of the registrants for these forums so that we could contact some of them personally to recruit them as recorders.
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> From the lists of registrants that Maegan sent us, Donna recruited a librarian for the "Planning for Policies and Procedures Documentation" forum. For the "MCO Feedback" forum, we asked Beth Fisher to have an employee of MCO be the recorder.

Timeline of the Communication with the Forum Recorders

May 19 & 20, 2009: Instructions were sent to the forum recorders for all of the forums, except for the "MCO Feedback" forum. We even sent instructions to the back-up recorder for the "What's in a Name" forum.

June 5, 2009: Sent an email to mcoconf@umsystem.edu and Maegan Bragg asking her to forward the enclosed instructions to the MCO staff member who took notes during the "MCO Feedback" forum.

June 9, 2009: Received the report for the "Problem and/or High Maintenance Patrons" forum.

June 16, 2009: Sent a thank-you to the recorder of the "Problem and/or High Maintenance Patrons" forum.

June 29, 2009:

- Received the report for the forum "What's in a Name – Renaming and Reorganization of the Department Formerly Known as 'Reference.'"
- Sent a thank-you to the recorder of the "What in a Name …" forum.
- Sent a reminder to the two recorders from whom we had not yet received a report to submit their reports by 5:00 p.m. on Monday, July 6th.

Room Hosts

The Room Host Subcommittee arranged for the room hosts for all of the forums except for the "MCO Feedback" session for which MCO solicited their own room host.