TO: Individual(s) Who Proposed a Forum that MACPAC Accepted
CC: Other Subcommittee Member(s)
Subject: MOBIUS Conference Forum: "[forum title]"

[First Name]:

Congratulations!

We are pleased to inform you that the MOBIUS Annual Conference Planning Advisory Committee has accepted your proposal for a forum at the MOBIUS Annual Conference on Wednesday, June 3, 2009. You have been given a 45-minute time slot for your forum.

Please respond by 5:00 p.m., Friday, December 19, 2008, to confirm that you are still interested in facilitating this forum.

Description of Your Forum in the Conference Program

We have included the information you submitted in your proposal below. If you would like to make any changes as to how the information should appear in the conference program, please send them to [name of subcommittee member] at [email address of subcommittee member] **by 5:00 p.m., Friday, January 30, 2009.**

Forum Facilitator's Name, Title, and Institution:

[Full Name]
[Title]
[Institution]

Forum Title: [title]

Abstract (125 – 175 words maximum): [abstract]

Forum Guidelines

Forum discussions offer an opportunity for conference attendees to meet with colleagues to discuss ideas, problems, and solutions. Forums do not include a presentation. Instead, facilitators will lead informal discussions based on the interests of the attendees. Forums promote the sharing of best practices and concerns, plus provide important feedback on issues important to all librarians and library staff.

A room host will introduce you and distribute and collect evaluation forms. A session recorder will take notes and prepare a written report to be posted later on the MOBIUS conference website.

We highly recommend that you prepare a list of questions in advance of the conference to keep the discussion focused and moving at the forum. For the 2007 conference, one forum facilitator found it helpful to hand out copies of the questions at the beginning of his session. He said this helped the participants think of points they wanted to make or ask, and it helped ensure that key points were covered at the forum, especially as the session was nearing the end.

Your responsibilities during the forum will be to:

- Ask attendees to introduce themselves.
- Introduce the forum topic and get the discussion started and keep it on topic.
- Ensure full and wide-ranging discussion on topic by using your prepared questions and/or other relevant questions that occur naturally in the discussion.
- Encourage all attendees to participate. If a few individuals dominate, try asking, "What do the rest of you think?"

Dates of note

- December 19: By 5:00 p.m., please send confirmation that you will be facilitating the forum on June 3rd.
- January 30: By 5:00 p.m., please send any changes to the forum title, its abstract, or forum facilitator's name, title, and institution.
- February: We'll email you when the conference program is online.
- March: We'll send information to you about the technology that will be available in each presentation room.
- April: We'll check with you to see if you have any questions as you prepare for the forum.
- May: We'll email you the number of persons registered for your session and the name of your room host and session recorder.
- May: We'll send you an email giving you the opportunity to send any forum documents to MCO for posting on the MOBIUS conference website. This could be your prepared list of questions, handouts, etc. This is optional for forum facilitators.
- June 2-4, 2009: MOBIUS Annual Conference. The general session and presentations are on June 3.

Please contact either one of us if you have any questions. We thank you for your forum proposal and look forward to working with you.

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