

**MOBIUS Annual Conference Planning Advisory Committee
Meeting
Thursday, January 11, 2007
10:00 to 3:00
MCO**

“MOBIUS Annual Conference, 2007: MOBIUS 2.0: Designing Our Future”

Agenda

1) Volunteer to takes minutes

[so far have been done by Felicity, Cindy, Katy (2x)]

2) Introductions

Welcome: Susan Hatfield (new MCO exec assistant) and Melissa Vetter (Washington U)

3) Approve minutes from November 29, 2006 meeting

4) Elect a Vice chair/Chair elect

Slate: Gayla McHenry

5) 2007 conference program

- review 2006 evaluation comments – what programs did people note as useful and desired?
- brainstorm about forum ideas
- review proposals
- select proposals
- select forums (one suggestion: First Choice courier service)
- note gaps in topic coverage and discuss ideas for additional presentations and panels
- arrange schedule for the concurrent sessions

CONCURRENT SESSIONS	
Member presentations	20
Forums	5
Reserved for MCO	5
III	2
Exhibitors	8
TOTAL	40

4) Lunch

5) Notices to presenters and others

- * Letters of acceptance
- * Letters of non-acceptance (explain why not chosen)
- * Letters to vendor-related presentations

6) Publicity – Mark, et al.

- deadlines
- writeups, etc.
- distribution

7) Hotel

- Free rooms for June 5th only?
- Approve: Rooms reserved for member institutions and cooperating partners: Change from one rooms to 2 people (in case the two people from an institution wouldn't share a room)
- Did MCO change number in block from 175 to 200 rooms?

8) Updates

- Keynote speaker
- Website
- Training update
 - David Kohl
 - MLNC
 - MACRL
 - YBP
 - Other
- Other?

9) Forums - guidelines

- Format (e.g., open, provide questions to get discussion going)
- Facilitators
- Recording information (e.g., someone take minutes, tape record)

10) Review content of evaluation forms

11) Door prizes

- What types of prizes?
- How to distribute?

12) Review what will be in attendee packets

Ideas:

- tote bag if available (vendor supplied)
- program
- pen
- note paper
- preliminary info about 2008 - with contact info for ideas and comments
 - Two days of programs
 - Poster sessions
 - Possibility of proceedings
 - Pre-conference training (?)
 - And all other events offered in 2007

13) Tasks – will MCO handle these? What help does MCO want from MACPAC?

- Design and print programs
- Get copies of evaluation forms
- Put packets together
- Name tags
- Hotel contact and registration
- Presenter gifts (MCO has - hand out at registration)

14) Next steps / pending tasks / next meetings

CALENDAR

Feb. 1-28	Registration for hotel rooms set aside for institutions
March 1-31	Early registration for hotel and conference (MOBIUS members only)
Apr 1-May 4	Open registration for hotel and conference
May 8	Un-reserved hotel rooms returned
June 5	Reception and keynote speaker
June 6	Opening general sessions and programs
June 7	Training sessions

MACPAC CALENDAR

Website updated for all relevant activities

Jan. 26	Report to MOBIUS Council (Felicity - 2007; Gayla - 2008)
By Feb. 1	Letters of acceptance, non-acceptance to presenters + guidelines for speakers + request for technology needs form / Felicity
By Feb. 8	Program information on website / MCO, MACPAC?
By Feb. 8	Letter to library directors re free rooms / Felicity
By Feb. 19	Publicity information out to lists, etc.
By Feb. 28	Roommate matching plan in place
By Feb. 28	Forum guidelines written and distributed to facilitators and recorders
By March 31	Second round of publicity out to lists, etc.
By April 30	Share Fair information publicity out (topics: 1) Training material; 2) Marketing/PR material ... / Cheryl and Felicity
By April 30	Lunch table topics chosen and talking points or starters made, map of dining rooms and tables?
By April 30	Room hosts assigned and guidelines distributed (need to make minutes signs, too)
By April 30	Work with keynote speaker re topic, introduction, etc. - keynote speaker publicity; figure out reception schedule
By	Help MCO with program
By May 1	Second round of publicity out to lists, etc./ Cheryl and Felicity
By May	Assign programs to rooms (after seeing attendance at each?)
By May 15	Finalize door prize questions and gather and wrap door prizes
By May 18	Email to attendees - directions, etc.
By May 18	Email to presenters - touch base and send list of attendees
By May __	Welcome poster and signage (need to bring own per hotel - they have easels we can use)
By June 20	Thank you emails to presenters with evaluation form to return - ask for presentations for MCO website
By June 20	Thank you email to attendees - conf report; ask for ideas; info about 2008
By June 20	Email to MOBIUS lists to solicit feedback from non-attendees
By June 30	Session evaluations distributed to presenters
By June 30	Conf overall evaluations compiled and distributed to MACPAC
By June 30	MACPAC debriefing and analysis of conf evaluations

Other information:

Room hosts:

- * Welcome and distribute evaluation forms
- * Introduce speaker
- * Warn about time left for presentation (10, 5, 1 minutes)
- * Repeat questions during Q&A
- * Stop program on time
- * Collect evaluation forms, put them in envelope, return envelope to ...

Forum

Lunch table topic facilitators

- * Make sure introductions are made
- * Facilitate discussion as needed

2006

- * 290 people served for lunch (300 guaranteed)
- * 196 rooms on Tuesday
 - * 154 attendees got free rooms
 - * 13 rooms for staff
 - * 1/2 rooms were singles; 1/2 doubles

Opening general session

- * Beth will coordinate

Need tables for leftover handouts