Overview

Each year, the Annual Conference Planning Advisory Committee is responsible for recommending a keynote speaker. This recommendation will be passed on to the MOBIUS Executive Committee.

The keynote speaker should be someone whose professional focus is both technology-related and related in some way to MOBIUS' mission as stated in the Memorandum of Understanding:

> Its [MOBIUS] purpose is to provide students, faculty, and staff of Missouri's academic institutions with the broadest array possible of information resources in an easy, timely, and seamless manner, regardless of the geographic location of patrons or resources.

In the past, the MOBIUS Executive Committee has both accepted the Annual Conference Planning Advisory Committee's recommendation for keynote speaker and chosen its own keynote speaker for the conference. It is important to remember that the MOBIUS Executive Committee is free to make any decision it wishes with regard to choosing a keynote speaker. Thus, the speaker recommended by the Annual Conference Planning Advisory Committee may not be the one ultimately chosen.

Process

The keynote subcommittee should begin its work in September with an early to mid-October target date for submitting a recommendation to the Annual Conference Planning Advisory Committee chair.

The process should be finished by October so that the MOBIUS Executive Committee can consider the recommendation and choose a keynote speaker. The MOBIUS Consortium Office will then contact the chosen speaker and make all necessary arrangements. The MOBIUS Consortium Office will convey the decision of the MOBIUS Executive Committee back to the Annual Conference Planning Advisory Committee.

<u>Soliciting suggestions for a potential keynote speaker</u>

The keynote subcommittee should begin by asking each of the other Annual Conference Planning Advisory Committee members to solicit speaker ideas from their clusters. Names of potential speakers should be submitted to the keynote subcommittee.

<u>Compiling suggestions</u>

After the subcommittee has received suggestions from Annual Conference Planning Advisory Committee members, the subcommittee members should compile the list of suggestions and write short biographical sketches for each nominee.

<u>Voting</u>

These biographical sketches should be sent to the MACPAC mailing list with a deadline for voting. These votes should be emailed to the keynote subcommittee. Only the votes of the Annual Conference Planning Advisory Committee's voting members should be counted.

After all of the votes have been tallied, a second set of votes should be cast. The keynote subcommittee should send the names and biographical sketches for the top three choices to the MACPAC mailing list with a deadline for voting. As with the initial round of voting, votes should be emailed to the keynote subcommittee and only the votes of the Annual Conference Planning Advisory Committee's voting members should be counted

Reporting the results

After the second round of voting is complete, the keynote subcommittee will have the Annual Conference Planning Advisory Committee's top three choices for keynote speaker. These results should be communicated to the Annual Conference Planning Advisory Committee using the MACPAC listserv. These results should also be communicated to the chair of the Annual Conference Planning Advisory Committee. The chair will communicate these results to both MCO and the MOBIUS Executive Committee.