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**Guidelines + Timeline for Session Convenors 2020**

Thank you for agreeing to convene a session at the 2020 Ontario Library Association Super Conference!

Session convenors provide the personal touch that is vital to the overall Super Conference experience, and are essential to the smooth operation of the conference. It’s involvement like yours that helps make Canada’s largest library conference such a success.

The following pages outline the convenor role with tips and helpful contact information. Convenors do not receive registration discounts to the conference, but your name and organization affiliation is featured in the final program. Convening is a great way to network in the library community, promote and represent the library in which you work, and add experience to your professional résumé.

We’re looking forward to working with you leading up to, and during, Super Conference 2020.

Cordially,

Zack Osborne + Elizabeth Obermeyer

Super Conference 2020 Co-Chairs

Super Conference Coordinator:

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OLA Office Contact Information

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**Convenor Guidelines**

**Resources**

* You will receive a generic script that will be provided to all sessions at the conference for convenors to read aloud to the audience. This will be provided in each conference room, but as they sometimes disappear, we will send a digital copy to you in advance as well.
* Super Conference website and program - olasuperconference.ca
  + Review the online Speaker Information Package under Attend/Speaker Info
* Your Divisional Planner is your #1 resource leading up to and during the conference. If you’re not sure who your Divisional Planner is, please contact Zack or Elizabeth.
* Please review the [Code of Conduct](https://www.olasuperconference.ca/about/code-of-conduct/). If anything occurs in your session that is in contravention of the Code of Conduct, please speak with a member of conference planning team or OLA staff immediately. Planners and staff wear red vests during conference, and can be identified this way.

**Convenor Duties**

* Contacting Your Speaker(s)
  + Establish contact with your speaker as soon as you’ve been confirmed as their convenor - ideally in the first week of January. Your Divisional Planner can provide you with contact info, if required.
  + Introduce yourself and ensure speaker(s) know how to reach you. Email is useful leading up to the conference, but you may want to text each other on the day of.
  + Speakers have been asked to prepare a biography for you to read during the introduction. Please ensure they send you their bio before the conference, or arrange for them to bring a paper copy for you to read.
  + Review the process for submitting session materials to be posted on the conference website (more information on that below).
  + Confirm with your speaker that they have registered for the conference - even if they are only coming for their presentation. Only badged attendees will be allowed in the meeting rooms. Speakers register by choosing the “SC2020 Speaker” button on the first page of the registration form.
  + If your speaker(s) pose(s) a question you are unable to answer, please forward to your Divisional Planner and ask for help.
* AV Equipment & Room Setup
  + Information on required set-up has been gathered and confirmed by the Divisional Planners. Speakers are invited to leave their computers and bags in the Speaker’s Lounge on the day of their presentation. Due to space limitations we ask that they only leave things on the day they are presenting.
  + If your speakers request any changes please send them to the Divisional Planners as soon as possible. No changes can be made after Friday January 17, 2020.
  + Computers are NOT provided for speakers so please remind them to bring their own laptops and necessary cables/dongles/adapters. Those using an Apple/Mac device will need their own dongles/adapters.
* Session Materials
  + Some things to cover with your speakers:
    - They can add handout files to the Super Conference website by emailing them to superconference@accessola.com
    - They can also provide their files to OLA staff in the Speaker’s Lounge during the conference for uploading to the website.
    - In an effort to keep the conference green, we ask that speakers direct the audience to the website and mobile app rather than creating printouts.
    - There is no onsite printing available at the conference.
* Final Preparations
  + In early January, contact your speaker(s) with the room number and expected number of attendees in their session. This information will be given to you by your Divisional Planner by January 17, 2020.
  + Remind speaker(s) about submitting their handouts/presentation materials to OLA (see previous bullet “Session Materials” above)
  + Swap cell phone numbers with your speaker(s) so that you are able to reach each other onsite if required.
  + Also ensure that your Divisional Planner has your cell phone number should they need to contact you onsite.
  + Make plans to meet the speaker(s) on presentation day.
* At the Conference
  + Throughout the conference, OLA headquarters (205A, located next to the Speaker’s Lounge) is open and able to respond quickly to logistical or AV issues. When in doubt, please come and see us in HQ!
  + Meet speaker(s) 15-20 minutes prior to session start time in Speaker’s Lounge (Room 205C) or in their scheduled room.
  + Arrive at the assigned room 15 minutes before start time to confirm signage is correct and AV is working.
  + Review biographies and timing of the session - particularly if there are multiple speakers.
  + To keep things running on time, arrange a discreet signal with your speaker(s) to indicate the session is nearing the end, and if needed provide a five-minute signal near finish time.
  + To begin the session, please read the housekeeping notes and sponsor recognition notes left at the podium for you.
  + Introduce speakers with their biographies
  + Estimate size of audience and give number to staff in Speaker’s Lounge (Room 205C) after session.
  + Thank speaker(s)
  + Remind audience to complete the evaluation.
  + Assist speakers in packing-up materials, re-arrange any moved furniture and tidy up for next session.
  + If you’re convening a 40 minute session, please help to ensure the quick transition between sessions. There is only 10 minutes to move in the next group, so we’ll need everyone to help get out the first group and get the next in smoothly.

**Timeline at a Glance**

First Week of January:

* Connect with your speaker(s).

Friday January 17th:

* Final date for speakers to request any changes to their session (time, date, requirements, etc).
* Final date for Division planner to provide you with anticipated numbers for each session

Onsite:

* Convene your session!
* Provide attendee numbers to HQ in 205A.

**Thank you for being a part of Super Conference 2020!**