Guidelines for Session Convenors

Thank you for agreeing to convene a session at the Ontario Library Association's 2019 Super Conference.

Session convenors provide the personal touch that is vital to the overall Super Conference experience, and are an 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 is featured in the final program along with that of your organization. Convening is a great way to network in the library community, to promote the library in which you work, and to add to your professional résumé.

We're looking forward to working with you leading up to and during Super Conference 2019.

Cordially,
Jacqueline Whyte Appleby & Zack Osborne
Super Conference 2019 Chairs

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Convenor Guidelines

RESOURCES

- 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 Jacqueline or Zack.

CHECKLISTS

MAKING CONTACT

1. Contacting Your Speaker(s)
Establish contact with your speaker as soon as you've been confirmed as their convenor. Your divisional planner will provide you with contact info by January 18.

- ❐ 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 that they send you this bio before the conference, or arrange for them to bring a paper copy that you can read from.
- ❐ Review the process for sending in session materials to be posted to the website (more information on that below)
- ❐ Ensure ALL speakers have registered for the conference - even if they are only coming in for their presentation. Only badged attendees will be allowed in the meeting rooms. Speakers register by choosing the "SC2019 Speaker" button on the first page of the registration form.
- ❐ Forward speaker questions to your divisional planner if you are unsure of the appropriate response.

2. 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 18, 2019.
- ❐ Computers are NOT provided for speakers so please remind them to bring

their own laptops and necessary cables/dongles (VGA and HDMI are accepted). Those using a Mac need an adapter.

3. 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 make 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.

4. Final Preparations

- ❐ Contact your speaker(s) in January with the room number and expected number of attendees in their session. This information will be given to you by your Planner by January 18.
- ❐ Remind speaker(s) about submitting their handouts/presentation materials to OLA (see 3. 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.

5. At the Conference
Throughout the conference, OLA HQ (205A, next to the Speakers Lounge) is staged and able to respond quickly to logistical or AV issues. When in doubt, please come and see us!

- ❐ Meet speaker(s) 15-20 minutes prior to session start time in Speaker's Lounge (Room 205C) or in their scheduled room.
- ❐ Arrive at their 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. Arrange a discreet signal to indicate end of 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.
- ❐ **Provide a five-minute signal near finish time.**

- ❐ Thank speaker(s)
- ❐ Remind audience to fill in the evaluation through the mobile app (address is on front of program).
- ❐ 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. Presenters may wish to test their AV in advance given the time crunch, Your planner will be in touch to help schedule a testing time.
- ❐ Your speaker may ask about the Speaker Expense Form. It is posted on the conference site under "For Speakers" in January. Extra copies are available in the Speaker's Lounge.

6. Following the Conference

- ❐ It's always a nice idea to follow-up with an email to thank your speaker. You might also want to confirm if their session materials have been submitted/posted to the website.

Thank you for being a part of Super Conference 2019!