

## WELCOME TO OLA SUPER CONFERENCE 2020

The Ontario Library Association is Canada's largest library organization, and Super Conference is Canada's largest continuing education event in librarianship. Within Super Conference, Super Expo is Canada's largest library tradeshow. Almost 5,000 people attend over 300 all-conference and spotlight events, concurrent sessions, meetings, and social gatherings. All of this is planned by a team of 25 OLA members.

Super Conference plays host to some of the country's and the world's leading speakers—within the library world and beyond. ***We are pleased to welcome you as a speaker at our next conference January 29 – February 1, 2020.***

## CONTACTING US

Your first point of contact is the planner who is arranging your session. You are also welcome to contact Education + Conference Manager Emily Burns (eburns@accessola.com) or the OLA office:

e-mail: [superconference@accessola.com](mailto:superconference@accessola.com)

phone: 416-363-3388 in the Toronto area

1-866-873-9867 long distance toll free

## TIMELINES FOR SPEAKERS

October	Registration is open! Each speaker must register. Please choose SECTION B on the online registration form for registration pricing to be automatically adjusted. Premium Early Bird (our cheapest rate) closes November 15 <sup>th</sup> .  The program is posted on the website. Find your session and proof-read. Notify <a href="#">your planner</a> of changes. Changes will be made online and in the final program distributed at the conference.
December	Your session convenor will establish contact with you.
December 2	Final opportunity to make changes to your session (speakers, description, AV, Room Set-up, etc.) If you do not have a convenor in touch with you, please let your planner know any details that have changed.
January 13-20	Your convenor will provide room number and expected audience number.
January - February	Email your presentation materials to <a href="mailto:superconference@accessola.com">superconference@accessola.com</a> . Please note the final date to provide your materials in order for them to appear on the website before the conference is January 20 <sup>th</sup> .

## **SPEAKER REQUIREMENTS**

### **A. Room set-up**

The standard set-up is theatre style seating, head table with sufficient chairs for speakers, and a podium with microphone. If you require a different set-up, please insert comments in the online contract and someone will be in touch to discuss your requirements.

### **B. Audio-Visual**

The standard set-up includes a screen, a data projector and VGA cable, speakers, and podium with microphone (except in small rooms). If you have other requirements i.e. flip chart with markers please let us know.

General notes:

- Up to two table microphones can be provided for panel sessions.
- Due to cost, lavalier microphones are not an option.
- **Speakers MUST provide their own computers at the podium.**
- If your room is equipped with a microphone, please do use it, as it will improve accessibility at your session.

### **C. WiFi connection**

WiFi connection will be available to all speakers. HOWEVER, we recommend where possible that you use alternative strategies that do not require internet access. The strength of the connection cannot be guaranteed. If you need to show a video we recommend saving a copy to your laptop, we can help you with this if you need some assistance.

## **DIGITAL PHOTO**

Please ensure that your photo is under 100kb for online display. If you didn't upload your photo to Submittable please email your photo to [superconference@accessola.com](mailto:superconference@accessola.com).

Please note that speaker bios and headshots are being added to the website on an ongoing basis; however, if you do not see yours by mid-November, please don't hesitate to reach out to confirm it was received.

## **COMPLETING THE CONFERENCE REGISTRATION AS A SPEAKER**

Online registration is open. There is a special category for speakers, and special discounted rates. We hope you can join us for the full Super Conference experience! Please note:

- Even if you are only coming on your speaking day, **you need to register!**
- Registration generates the badges and tickets for social events.
- Your speaker badge will be mailed if you register before January 4, 2020.

## **ACCOMMODATIONS**

Speakers are responsible for their own accommodations. Check the OLA conference website for hotel updates: [www.olasuperconference.ca](http://www.olasuperconference.ca)

## **YOUR SESSION CONVENOR**

Each session in the program has a convenor assigned to assist the speaker with the final details that go into ensuring a successful experience for both the speaker(s) and the audience. Your convenor will contact you in late November or early December, and will assist with the following:

- review the room set-up and AV details
- request a biography to use when introducing your session
- answer any questions you may have
- arrange a place to meet you prior to your session

At the conference, the convenor will:

- Help set up for the session
- Seek AV help if required
- Ensure the session starts and finishes on time
- Introduce and thank the speaker(s)
- Help speakers pack up materials and equipment at the end of the session.
- Ensure that attendees complete their evaluation forms

Because the room is likely needed immediately afterward for another workshop, be sure to end the session at the scheduled time. If tables and/or chairs have been moved, it is important that the room be returned to its original configuration. The convenor will assist to do this.

## **PREPARING YOUR SESSION**

Attendees join the conference to build knowledge and expertise. Thoughtful design and development of the teaching-learning experience optimizes effective, engaging presentations. A Speaker Preparation webinar from last year's conference is available to view on [www.olasuperconference.ca](http://www.olasuperconference.ca).

## **ESTIMATED SIZE OF YOUR SESSION**

When attendees register for the conference, they indicate which sessions they will likely attend. OLA extracts the numbers before the conference and uses these numbers and the trends to estimate the size of the audience. Rooms are allocated based on the numbers and trends. Your session convenor will provide the estimated audience size about 2 weeks prior to the conference. In most cases, the estimates approximate the final numbers. However, should your room reach capacity, your convenor is obliged to close the session. If the estimated audience is quite low, you may be contacted in mid-January to see if you would prefer to cancel your session. If this happens, your registration at the speaker rates will be honoured.

## **HANDOUTS AND PHOTOCOPYING**

If possible, OLA prefers to post session handouts in the week prior to the conference so that attendees can download to have available during the session at the conference. Please ensure to email these materials to OLA. If the full handout is not ready prior to the conference, email directly afterward for posting.

If photocopies of activity sheets are required, please bring them with you. There is no facility for photocopying on site.

## *At the conference.....*

### **SPEAKERS' RECEPTION CENTRE**

The Speakers' Reception Centre is set-up for your use on your speaking day. It is located in Room 205C in the hall behind the Front Street lobby registration at the Metro Toronto Convention Centre.

You will be able to:

- Pick up your badge, tickets and conference package
- Check your coat
- Store your equipment
- Find a space to work
- Check your e-mail (Internet access is provided)
- Have a comfortable chair in which to relax and pull your thoughts together
- Enjoy a coffee or soft drink and chat.

An OLA staff member is always in the Speakers' Reception Centre to answer your questions. Your convenor may arrange to meet you here and accompany you to the session space.

### **CONFERENCE CENTRAL CONTROL**

The central control for conference logistics is in the OLA on-site office, Room 205A (next door to the Speakers' Reception Centre). Jefferson Gilbert, Conference Business Manager, is in continuous contact with the full-time staff hired to manage all aspects of the conference. Your convenor will normally be the go-between. However, if you cannot locate your convenor, go to Room 205A.

## *After the conference.....*

### **SESSION EVALUATIONS**

We encourage attendees to fill out the online evaluation. The results are used to help determine future topics and programs in the year-round virtual Education Institute, at next year's Super Conference and in other OLA education events. You are welcome to ask your convenor to provide you with information about your session, which is available 2-3 weeks after the conference.

### **YOUR RESOURCES ON THE CONFERENCE WEB SITE**

If it wasn't possible to post your full set of presentation materials prior to Super Conference, attendees will be watching for them directly after the conference is over. Please email your files to OLA and we will post them to the conference site.

If you wish to upload your materials on your own Web site, we can post the link on the conference site.

### **HONORARIA and EXPENSE COVERAGE**

We thank you for your financial considerations in undertaking your session for Super Conference. The professional commitment of all our speakers and organizers is not taken for granted. Without it, a conference of this magnitude and quality could not be mounted for the collective benefit of our profession.

OLA is a non-profit member association and can offer only modest coverage. The small amount that we have set aside for assistance is primarily intended to ensure that presenters from under-resourced libraries are able to attend and present at the conference. The discounted conference fees express appreciation for contributing to the success of the program for colleagues.

Approved expenses should be documented on the Super Conference Speakers' Expense Claim Form and mailed to the OLA office along with the original receipts.

There are paper copies of the Expense Claim Form in the Speakers' Reception Centre. It can also be downloaded from the Super Conference website under "For Speakers" in the left margin.

Forms and receipts must be received at the OLA office by February 21, 2020. Original expense receipts is a requirement of the OLA auditors.

**We look forward to seeing you at the conference!**