

Ontario Library Association

# SUPER CONFERENCE



**LIBRARY LAB: THE IDEA INCUBATOR**

**JANUARY 27 - 30, 2016**

**METRO TORONTO CONVENTION CENTRE**

**#OLASC16**

## Guidelines for Session Convenors

Welcome to Ontario Library Association's Super Conference 2016!

Thank you for agreeing to be a session convenor. It's involvement like yours that helps make Super Conference a highly anticipated event every year!

Session convenors are important to the smooth operation of the conference. You provide the personal touch that is vital to the overall Super Conference experience.

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. It's a great way to become known in the library community, to promote the library in which you work, and to add to your professional résumé.

Over the next month we look forward to working with you to put on this great conference!

Cordially,  
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## Convenor Guidelines

### RESOURCES FOR YOU TO READ

- Super Conference website and program - [olasuperconference.ca](http://olasuperconference.ca)
- Review the online Speaker Information Package under Attend/Speaker Info

### CHECKLISTS

#### MAKING CONTACT

##### 1. Contacting Your Speaker(s)

- ☐ Establish contact with your speaker as soon as you've been confirmed as their convenor - ideally the first week of January.
- ☐ Introduce yourself and ensure speaker(s) know how to reach you.
- ☐ Speakers have already been asked to submit a biography for the conference website. When introducing them at the podium, you can either use this as your guide OR ask them to complete the more casual questionnaire below.
- ☐ Review the process for sending in session materials to be posted to the website (more information follows)
- ☐ 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 **"SC2016 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.

[Biography Questionnaire](#) (Speaker should answer at least three questions)

What is your favourite word?

What is your least favourite word?

What is your favourite sound?

What is your least favourite sound?

What profession other than your own would you want to try?

What profession other than your own would you not want to try?

## 2. AV Equipment & Room Setup

- ☐ This information has been gathered and confirmed by the Divisional Planners.
- ☐ If any changes are requested please send them to the Planners as soon as possible. No changes can be made after Friday January 22, 2016.
- ☐ Computers are NOT provided for speakers so please remind them to bring their own laptops and necessary cables/dongles.
- ☐ 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 in the second group may wish to test their AV in advance given the time crunch, your Planner will be in touch to help schedule a testing time.
- ☐ Speakers are invited to leave their computers and bags in the Speaker's Lounge on the day of their presentation. Due to space limitations they are asked to not leave anything there on day(s) they are not presenting.

## 3. Session Materials

- ☐ Ask speakers if they will have handout files to upload to the Super Conference website? These can be uploaded to their ProposalSpace record.
- ☐ Speakers can also provide their files to the 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

- ☐ 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 Planner.
- ☐ Remind speaker(s) about submitting their handouts/presentation materials to ProposalSpace
- ☐ 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

- ☐ Meet speaker(s) 15-20 minutes prior to session start time in Speaker's Lounge (Room 205C) or in their scheduled room.
- ☐ Go to assigned room 15 minutes before start time.
- ☐ Confirm that signage outside the door is posted and AV is prepped.
- ☐ Review biographies and timing of the session - particularly if there are multiple speakers. Arrange a discreet signal to indicate end of time.
- ☐ Read the podium message - housekeeping notes, sponsor recognition.
- ☐ Introduce speakers with their biographies - be brief!
- ☐ Estimate size of audience and give number to staff in OLA Headquarters (Room 205A) 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.
- ☐ 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.
- ☐ If you ever need assistance onsite the OLA HQ is always staffed and is able to respond quickly to any logistic or AV issues!

## 6. Following the Conference

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

Thank you for your help!