

**ARLIS/NA**  
**34<sup>th</sup> Annual Conference, May 5-9, 2006, Banff, Alberta**  
**FINAL CONFERENCE REPORT**

*Submitted by:*

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## Local Arrangements

The idea of an ARLIS/NA conference in Banff was first raised during the Northwest Chapter meeting at the Banff Centre in 2002. A formal proposal to have the ARLIS/NA conference in Banff was first made to the Board in October 2003 by Edward Teague, ARLIS/NW Chair. A determination of chapter support was requested, at which time Marilyn Nasserden and Jill Patrick tentatively agreed to serve as Program Co-Chairs and Kathy Zimon and James Rout as Local Arrangements Co-Chairs. A follow-up letter of invitation was written by Marilyn on October 30, 2003, as a local Calgary/Banff ARLIS/NA member, outlining available support and possible conference facilities and tours in Banff. **See APPENDIX 1.**

We began to informally gather information and exchange ideas. At the 2004 New York conference in April, Banff 2006 was approved at the post-conference Executive Board (EB) meeting. On September 19, 2004 Margaret Webster distributed extensive notes from the EB's mid-year meeting in Calgary, presenting guidelines, directives and suggestions for the Banff conference, including the program. **See APPENDIX 2.**

The *banff2006@arliscanada.ca* Conference List was established (by James Rout, hosted by The Banff Centre) to facilitate communications and the planning group began to coalesce in preparation for the launch of Banff 2006 at Houston 2005.

In December 2004, the first official meeting of the Banff Conference Planning team was held on December 4, 2004 at the University of Calgary, chaired by Marilyn Nasserden. By this time, Christine Sammon had joined us as a third Local Arrangements Co-Chair. Christine had previous conference vendor exhibits experience so was a natural person to take on the Exhibits Coordinator role. The Agenda included (1) Conference Dates; (2) Convocation Location; (3) Support for Conference Chairs; (4) Review of Conference Manual & Role of HQ; and (5) Local Fundraising (how much is expected?). By the end of the meeting we had nailed down the conference dates (May 5-9) and the Convocation location (Cascade Ballroom, Banff Springs Hotel). We also learned that there would be no financial support from ARLIS/NA for the conference co-chairs aside from free admission to non-fee based events (as per the ARLIS/NA Policy).

The Program Co-Chairs made a site visit to the Banff Springs Hotel and Conference Centre where we met with staff and toured the hotel, guest rooms, meeting rooms, ballroom, theatre, etc. Marilyn Nasserden distributed the NYC 2004 Final Conference Report, the Draft Core Competencies, and the Houston 2005 Exhibition and Silent Auction document for information. By the end of the month we received results from the New York Conference Evaluations. The Program Co-Chairs reviewed the Baltimore and New York Evaluation Forms in preparation for drafting the Houston Evaluation Form.

James Rout was the obvious choice as our webmaster as he is very knowledgeable about technology. In January 2005, the Banff Conference planning website and blog were established by James; the system enabled uploading of images and files and establishment of forum topics. The site was used effectively in January and February to exchange ideas re: conference theme and promotion.

Margaret Webster advised us to begin preparing for the CPAC meeting in Houston (April 2<sup>nd</sup>). We were told to be prepared to describe progress and plans for future, to review the planning manual with an eye toward distributing duties; consider who to appoint to coordinate various functions; begin to think about the conference evaluation process (both web-based and print) and the program proposal submission procedure; also to prepare presentations for various events in Houston.

In February 2005, the conference planning team voted on a list of possible conference themes before settling on “Transcontinental Perspectives: ARLIS/NA in the Canadian Rockies.” In the months leading up to the Houston conference, Kathy Zimon successfully negotiated rights from Canadian Pacific Archives to use a CP poster image on promotional cards, posters and program covers. She also secured free printing services from Apache Superior Printing Ltd. to produce a promotional postcard for distribution at Houston. James Rout obtained t-shirts, pens and other items from CP Stores. Marilyn obtained magnets from Rocky Mountaineer trains. It was decided to save the pens and magnets for the Banff conference packages. James Rout prepared a wonderful promotional DVD. The Conference Co-Chairs jointly prepared a PowerPoint Presentation.

The Program Co-Chairs began, in earnest, to revise the Evaluation Form for the Houston Conference. We realized that we were behind schedule. We did not get it finished until March 4, 2005 by which time the Houston Co-Chairs were too busy to provide much in the way of feedback. This served as a wake-up call. It is a good idea to follow the conference planning manual, including the timelines. Despite the delays, we managed to get the Evaluation Form posted to the Houston website and 500 hard copies shipped to Houston in time for the conference. The Program Proposal Guidelines and Form were also drafted and posted on the Banff Conference website with 500 hard copies shipped to Houston.

March 30 – April 7, 2005 four of the five co-chairs attended the Houston conference. Jill and Marilyn gave the PowerPoint presentation at the Membership Meeting along with showing the DVD. Even though we realized that we were likely a bit too eager and had come with too much material – with both a DVD and PowerPoint, the presentation was impressive, well received and a good start towards promoting our conference. The Co-Chairs also made smaller announcements at the leadership breakfast and other meetings. Marilyn and Kathy made a verbal progress report for the CPAC on April 2<sup>nd</sup>. We met formally and informally with the Houston co-chairs and also with the Chair of the Development Committee and with the Treasurer. Marilyn and Kathy attended the post conference EB meeting.

After the conference, we realized there was much work to be done. On April 13, 2005, we received a directive from Margaret Webster that we organize ourselves along the typical CPAC model and prepare for the CPAC meeting in Calgary and Banff. She circulated an organizational chart illustrating the relationship between CPAC and EB and HQ and also a description of the job duties of various positions. **See APPENDIX 3.** She requested that one co-chair be in charge of the Program and that one co-chair take charge of local arrangements. These two individuals would then delegate responsibility for the various areas as outlined. Marilyn became the primary Program Co-Chair and Kathy the primary Local Arrangements Co-Chair for communications with the EB. She also indicated that Allen Townsend, the Chair of Development, should be involved in the choice of a local development coordinator. The President clearly expected that we would have all positions filled and everyone updated on their respective responsibilities before CPAC.

Marilyn took the lead and called a meeting of the 2006 Banff Conference Volunteer Group on April 23, 2005 at the University of Calgary Library. The Agenda including: Introductions; Promotional DVD and PPP; Conference Planning Process; Coordinator Roles filled; Vacant coordinator roles to be filled; overview of tour and special event ideas to date; assign responsibility to volunteers to obtain info on tours/special events; Publicity; Proposed Canadian Copyright session; other.

By the end of the meeting, the 2006 Banff Conference Local Organizing Committee roster was complete. A contact list with addresses, telephone numbers and emails was distributed to all members. This group consisted of: Marilyn Nasserden (University of Calgary Library) and Jill Patrick (OCAD) as Program Co-Chairs; Kathy Zimon (emeritus, University of Calgary) as Local Arrangements Co-Chair and Publicity Coordinator; James Rout (The Banff Centre) as Local

Arrangements Co-Chair and Webmaster; and Christine Sammon (ACAD) as Local Arrangements Co-Chair and Exhibits Coordinator. Other coordinator positions were assigned: Sheila Wallace (ECIAD) for Registration/Hospitality Desk and Volunteers; Cheryl Siegel (VAG) for Conference Proceedings; Melinda Reinhardt (Concordia University) and Allison Sivak (University of Alberta) for Fundraising Events; Heather D'Amour (University of Calgary) and Jennifer Lee (University of Calgary) for Tours; Maureen Hunter (University of Calgary) for Special Events; Glenna Westwood (University of Lethbridge) for Local Development; Michelle Sinotte (University of Calgary) and Thea de Vos (Edmonton Public Library) as Members at Large; Eileen Markson as Conference Publications Copy Editor/Proofreader, and, at this point, John Cull (Vancouver Public Library) as Budget Officer.

We began to vigorously pursue keynote speakers and drafted a rough working Schedule including tentative placement of meetings, workshops, tours etc. This helped everyone to visualize what the conference would look like.

On May 5, 2005, Marilyn sent a reminder to ARLIS-L to get more people to complete the Houston Evaluation form. By May 24, 2005 Marilyn had compiled the responses and drafted a report for the Banff Co-chairs to review. In the meantime, Jill and Marilyn had received and compiled all of the Program Submissions. On May 29<sup>th</sup> a second meeting of the Volunteer Group was held at the University of Calgary. At this meeting, there was a conference blog demo, a very thorough Program Report, a Summary of the 2005 Houston Evaluations; a Development Report; an Exhibits Coordinator Report; a Special Events Coordinator Report; a Fundraising Report; a Banff & Area Tours Report; a Calgary Tours Report; and a Publicity Coordinator Report. There was not a Budget Report.

Shortly after this meeting, Marilyn decided to assume responsibility for budgeting as it had proved inefficient to communicate each item discussed at meetings which may impact the budget to someone at a distance, and no other volunteers came forward.

On May 30, 2005 Marilyn submitted the Final ARLIS 2005 Houston Conference Evaluation results. The Banff Program Co-Chairs incorporated the comments relating to session moderators and speakers into a revised Guide for Leaders & Moderators that was used to build better programs. See also section on Houston Conference Evaluation under Programs.

The CPAC meeting occurred in Calgary and Banff June 19-20, 2005. The Program Co-Chairs presented a draft Program for consideration. Other Reports and documents, including a preliminary budget, were prepared by the co-Chairs and volunteers. The two days were a whirlwind as we reviewed everything and tried our best to reach consensus. By the end of the sessions, we had decided which proposals to accept and which to reject. There was a lot of work to be done. For further information on this process, see under Programs below.

Marilyn continued to call and chair almost monthly meetings of the Banff Conference Volunteer Group at the University of Calgary. In addition many discussions occurred between various members of the group by e-mail. Calgary volunteers and James from Banff attended most meetings in person while Jill from Ontario, Glenna from Lethbridge, and Alison and Thea from Edmonton made a special effort to attend selected meetings in person and most others with conference calls.

On March 28, 2006 the Banff Program Co-Chairs asked the Houston Co-Chairs to redesign the Banff Conference Evaluation Form to make sure that the right questions were asked. Because the Banff conference was unique in so many respects, we wanted to capture responses to the new format and content, etc.

On May 8, 2006 during the Banff Conference, all the Co-chairs attended CPAC to meet with the Houston team. Marilyn and Kathy attended the post conference board meeting.

On July 26, 2006 Sandra Still compiled and distributed the Banff Conference Evaluation results. Marilyn summarized them for the EB: **see APPENDIX 12**. We were delighted with the responses as well as all the kudo's that came to us personally and via email after the conference.

The response made all the hard work worthwhile .

## **Programs**

There were at least three conditions, out of our control, which we had to come to grips with prior to doing any programming: Hotel Costs; US/Canadian \$ Exchange Rate, Conference Duration; and Budget. Uncertainty about these conditions drove many of our scheduling decisions.

### ***Hotel Costs***

From April 2004 to April 2005 concern was expressed over the hotel room costs and additional service fees and taxes (\$259 + 3.9% Service charge + 5% Hotel Tax + 7% GST for a total of 14.9% additional charges.) Even after it was pointed out that the 7% GST is refundable for US citizens, there was still considerable doubt about our ability to meet the room block in the contract (approx. 1000 room nights with 81% or 810 required for complimentary function space.) In April, 2005 we received the Hotel Function Room Information Sheet and Marilyn pointed out that the room rental costs would likely be a significant factor in the shaping of the program schedule. Jody Cole from the Banff Springs Hotel had reminded Marilyn that the \$35,000 CDN room booking penalty was only an estimate – that the actual penalty if we don't meet our room booking quota would be based exactly on the published daily rental rates of the meeting rooms booked as specified in the contract – which would amount to more than \$35,000. We realized that we would need to reuse the 4 main session/workshop rooms in the Conference Centre for meetings as much as possible, especially for Division, section, round table, and user group type meetings such as RLG and CSA. Budgeting was based on a worst-case scenario, that is, that the contracted room block was not met, so that we would at the very least break even. Marilyn and Sue carefully reviewed the Function Room Sheets to identify rooms that could be used multiple times or released. Schedules were adjusted to make the most use of available rooms.

By February 14, 2006, when Sue Rawlyk distributed the first Enrolment Stats sheet, it was clear that we would achieve our Room Block. By May 1, 2006, when Sue distributed the first Conference Attendees List with 433 confirmed registrations, it was certain that the conference would be a financial success.

By assuming a conservative approach, to ward off potential losses, we had actually achieved a profitable position for the Society.

Our experience proves that a conservative approach is always the best one.

### ***Conference Duration***

Partly due to feedback from ARLIS/NA members and partly due to the Hotel costs, we decided very early on to shorten the conference significantly from the original 9 days (May 3-11) to 5 days (May 5-9). As Program Co-Chairs we had the difficult job of squeezing the usual amount of programming into a reduced time frame, while keeping everyone happy (which is always a challenge). It was also essential that the Convocation be in the middle of the conference, on either the Saturday or Sunday evening.

### ***Budgetary Considerations***

As indicated above, financials were a big concern. It was important for Marilyn to assume full responsibility so that she could carefully correlate the costs with programmatic decisions. Budgeting is probably one of the most difficult aspects of conference planning. In January 2005, Margaret Webster showed us the Houston budget, to give us an idea of what to expect. In March, after asking EB if there might be some seed money to produce a promotional postcard, we learned that the local conference planning team has no budget. We quickly learned what local fundraising was all about. Kathy Zimon obtained free printing services for the promotional card and we began to solicit gifts to hand out at Houston. Our first draft budget was posted to the Banff conference planning website in March 2005. In May 2005 we received a budget template “of sorts” from Lynda White, the ARLIS/NA Treasurer. The overall budget was on top. Lines no longer in use were deleted and explanations were provided for cells and lines. A column was added to help keep track of current status of each budget line. Lynda highlighted the importance of keeping track of obligations especially nearer to the conference. Lynda also provided the worksheets that the Houston planning team used to develop budgets for different pieces of the conference.

### ***Conceptualization of Program***

In conceiving the Program for the Banff conference, the Co-Chairs took guidance from the ARLIS/NA Strategic Plan and Core Competencies, the ARLIS/NA President and EB; the Canadian Regional Representative; and the New York and Houston Conference Evaluation Reports. We also took into account the unique venue.

### ***Directive from EB***

On September 19, 2004 Margaret Webster presented the Banff Co-Chairs with a lengthy document, compiled with Jonathan Franklin’s help, including comments, discussions, and decisions from the ARLIS/NA mid-year Executive Board meeting in Calgary. **See APPENDIX 2.**

### ***New York Conference Evaluation***

On December 20, 2004 the NY planners distributed the evaluation results noting, “We received 41 paper evaluations and 95 electronic evaluations. Overall, our membership thought the meeting was amazing. People loved being in New York, they thought the programs, workshops and tours were worthwhile, they loved the short convocation ceremony, and Christo and Jean-Claude knocked their socks off. Major complaints included slow elevators, a/v, and the layout of the Vanderbilt room.” We carefully reviewed this document as well as the Baltimore Evaluation from the previous year.

### ***Houston Conference Evaluation***

We did not get the Houston Conference Evaluation form finished until March 4, 2005 (later than recommended on the conference planning timetable) by which time the Houston Co-Chairs were too busy to provide much in the way of feedback. We recommend following the conference planning timetable to avoid this. In the May after the Houston conference (March 30 – April 7, 2005), Marilyn sent a reminder to ARLIS-L to get more people to complete the Form. By May 24, 2005 she had compiled the responses and submitted a report to Banff Co-chairs. On May 27, 2005 she submitted the Final ARLIS 2005 Houston Conference Evaluation results. In her message she asked the ARLIS/NA EB and HQ to pay particular attention to the low response rate. “Houston’s response rate is the same as New York’s was - so equally low. We would like to suggest one way to increase the response rate that ALA has been using for a couple of years now. They send Conference Evaluation Forms directly to each attendee via e-mail and then follow-up with 2 or 3 reminders, as necessary, to push the response rate up to at least 75%.” She also recommended that “...some of the comments should be passed on to



committee chairs and to division, section and round table moderators so that next year's meetings are handled more efficiently.”

### ***Conference Theme***

In February the conference planning team was asked to vote on a list of possible conference themes. A lively interchange followed. Before finally settling on “Transcontinental Perspectives: ARLIS/NA in the Canadian Rockies,” the following alternate themes were considered:

- Rocky Mountain High: New Visions and Ideas
- Rocky Mountain High: From New Perspectives Toward Solutions
- Inspiring Altitudes Inspiring Vision: The Mountain as Metaphor
- Inspiring Vision: Ideas & Debates in the Rockies
- Springtime in the Rockies
- Higher Ground: Reaching for New Solutions
- "Plein Air": Rethinking our Practices
- Transcontinental Visions & Practical Propositions: ARLIS/NA in the Canadian Rockies
- In the Canadian Rockies: Transcontinental Visions and Practical Propositions
- Transcontinental Visions: ARLIS/NA in the Canadian Rockies.
- Transcontinental Perspectives, Peak Performance: ARLIS/NA at Banff in the Canadian Rockies
- Transcontinental Perspectives: ARLIS/NA at Banff in the Canadian Rockies
- Transcontinental: ARLIS/NA in the Canadian Rockies

### ***Program Proposals***

We began working on the Program Proposal Form in February 2005. Following up on Margaret Webster’s suggestion, we asked the ARLIS/NA Membership to consider proposing more workshops: both our traditional fee-based workshops with external speakers and also free or nominal-fee mini-workshops by ARLIS/NA members with expertise to be possibly scheduled into the core of the conference program. The form was posted on the Banff Conference website and on ARLIS-L and distributed at the Houston Conference with a May 14, 2005 submission deadline. **See APPENDIX 4.**

James, with his technical savvy, generated an Excel spreadsheet for the program proposal submissions, which Marilyn refined with some relatively minor edits. Each proposal was numbered for easy reference by the program co-chairs and others as appropriate.

On May 29, 2005 Jill Patrick delivered a Program Report for the Volunteer Meeting at the University of Calgary. **See APPENDIX 5.** A total of 59 Program Proposals had been received. This number excluded meetings. It was noted that 43 separate meetings were scheduled in Houston for Divisions, Section, Round Tables, Committees, Discussion Groups, Planning Groups, etc. but, to-date, only 4 meeting requests were received. Later, Marilyn took on the task of scheduling in meetings so that rooms would be available. She had to check meeting membership lists and consult with the EB to ensure that there were no conflicts (as many ARLIS/NA members are active in several different groups).

In summarizing the ARLIS/NA membership’s response to the Call for Proposals, Jill stated: “The Call for Proposals clearly states that continuing education is an important mission of ARLIS/NA. We will give priority to proposals that provide opportunities for the advancement of strategic initiatives and the development of Core Competencies. After reviewing all Proposals received, I can confirm that both the strategic initiatives and Core Competencies are well represented.”

The number of proposals received was broken down as follows: 14 Workshop; 26 Panel; 7 Paper; 2 Panel or Paper; 1 Panel or Workshop; 1 Panel or AskARLIS; 2 Poster; 2 Poster or Paper or Panel; 4 AskARLIS; 0 Opposing Viewpoints; 1 What’s New.

Overall, it was felt that the ARLIS/NA membership was interested in diversity and representation; inclusion of new librarians and vendors; diversification and specialization of collections; innovation in reference & instruction services; collaboration between librarians, faculty, researchers and VR professionals; digitization and assets management of images and more; as well as acquiring new knowledge and expertise in their subject areas and professional fields.

For the purposes of preliminary planning, the Program Co-Chairs organized the Program Submissions into 5 Categories or Streams:

- Research (including Subject Knowledge & Expertise)
- Management (including professional issues)
- Technology (including digitization)
- Collections (including cataloguing)
- Instruction & Reference

Two other categories were created for Canadian Content and New Librarians.

After reviewing all the Program Proposals, we made a list of what was missing. The following countries and major ethnic groups/cultures were not represented: Mexico, Latin America, Inuit, African American, Caribbean Canadian, Indo-Canadian. We also noted that there were no Proposals relating to Research Methods. A number of suggestions were made to improve the programmatic content. We managed to follow-through on one of these by arranging for a Workshop on Teaching Methods.

### **CPAC**

At CPAC (Conference Planning Advisory Committee), June 20-21, in Calgary and Banff, the entire program, all tours, all events, exhibits plans, and the budget were reviewed. At the end of the meeting we established a basic timeline to guide the committee through to the conference.

To guide decision making the co-chairs and other volunteers prepared and presented reports, proposals, suggestions and detailed information as required.

For CPAC Agenda, **See APPENDIX 6**

The Program Co-Chairs prepared the following Overview of Proposals for CPAC.

**A total of 65 Proposals were received.**

| <u>Format</u>                      | <u>Submission #</u>                                                                                              | <u>Total</u> |
|------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Pre/Post Conference</b>         |                                                                                                                  |              |
| Full-Day Workshop                  | 7, 14, 29, 54                                                                                                    | 4            |
| Half-Day Workshop                  | 17, 33a, 33b, 39, 42, 48, 52, 60, 61                                                                             | 9            |
| Sub-Total                          |                                                                                                                  | <b>13</b>    |
| <b>Sessions</b>                    |                                                                                                                  |              |
| Mini Workshop                      | 8, 35                                                                                                            | 2            |
| Panel (including possible Plenary) | 4, 5, 11, 12, 13, 15, 16, 20, 21, 22, 24, 26, 32, 34, 36, 38, 40, 41, 43, 44, 45, 46, 49, 50, 53, 57, 58, 59, 62 | 29           |
| Paper (including                   | 3, 18, 27, 28, 31, 37, 51, 63                                                                                    | 8            |



|                   |                |           |
|-------------------|----------------|-----------|
| possible Plenary) |                |           |
| AskARLIS          | 19, 30, 47, 55 | 4         |
| Other             | 64             | 1         |
| Sub-Total         |                | <b>44</b> |
|                   |                |           |
| <b>Meetings</b>   |                |           |
|                   | 2, 6, 10, 56   | <b>4</b>  |
|                   |                |           |
| <b>Other</b>      |                |           |
| Poster            | 9, 23, 25      | <b>3</b>  |
| Yoga              | 1              | <b>1</b>  |
|                   |                |           |
| <b>TOTAL</b>      |                | <b>65</b> |

After reviewing all Proposals received, we can confirm that both the ARLIS/NA Strategic Initiatives and Core Competencies are well represented.

The session categories identified in the Call for Proposals are also well represented. These were: Research, Professional Issues & Practices; Technology; Collections Management; and Instruction & Reference.

To assist with scheduling, the Program Co-Chairs identified the following Program Streams: Visual Resources, Changing Roles, The Book, Collection Development, Refreshment, Canadian, and Other.

Using these Streams, the Program Proposals (excluding Meetings and Yoga) are distributed as follows:

|              | Stream                 | #Workshops pre- or post-conference | #Posters | #Sessions includes Panel, Paper, AskARLIS, and Mini-Workshop formats |
|--------------|------------------------|------------------------------------|----------|----------------------------------------------------------------------|
| VR           | Visual Resources       | 2                                  | 0        | 9                                                                    |
| CR           | Changing Roles         | 1                                  | 1        | 6                                                                    |
| B            | The Book               | 1                                  | 1        | 5                                                                    |
| CD           | Collection Development | 2                                  | 0        | 4                                                                    |
| RE           | Refreshment            | 6                                  | 0        | 8                                                                    |
| CDN          | Canadian               | 1                                  | 1        | 6                                                                    |
| O            | Other                  | 0                                  | 0        | 6                                                                    |
|              |                        |                                    |          |                                                                      |
| <b>TOTAL</b> |                        | <b>13</b>                          | <b>3</b> | <b>44</b>                                                            |

### ***What we learned from the CPAC Process***

Prior to CPAC, Marilyn and Jill put a lot of thought into what to keep and what to cut. We even prepared a Draft Schedule of Sessions where we input the sessions we thought would work.

When we met at CPAC, everything was put back on the table. We quickly learned NOT to invest too much in our early decisions as establishing the Program is the responsibility of the entire CPAC, not just the Program Co-Chairs.

The effort we put into reading and organizing the Program Proposals was worth it, however, because we were confident going into CPAC that we thoroughly understood the program offerings before us – and we were able to lead the discussion and provide useful insights.

Margaret Webster circulated a Time Line on June 23, 2005.  
Our work began in earnest.

### ***Building the Program***

Marilyn & Jill divided up the submissions and contacted everyone who had submitted a Proposal.

See **APPENDIX 7** for standard Reject Letter.

See **APPENDIX 8** for Acceptance Letter.

Those who received an acceptance letter were given the Guidelines for Leaders & Moderators document – see **APPENDIX 10** and asked to complete and submit a Session Worksheet – see **APPENDIX 9**.

We established clear deadlines so that we could include AV, honoraria and other requirements in our budgeting.

We produced a basic set of Poster Session Guidelines – **See APPENDIX 11. There is a need for development in this area as we feel that academic librarians should be held to a higher standard for presentation of Posters (i.e. more specific guidelines around content and presentation). Unfortunately, we did not have time to tackle this particular problem.**

We continued to communicate with Moderators and others as we constructed the Program and built the conference around it. We were actively involved in some sessions where it was clear the Moderator needed help, or the costs of an external speaker were too high (we suggested local alternatives in a few cases, to keep the costs down).

James Rout established connections with the Babel, Babble, Rabble (Language and Art) residency at Banff Centre, which assisted in our securing AA Bronson and others as workshop leaders or speakers.

### ***Final Conference Program***

The Banff Conference was envisaged as a retreat, which would provide many relevant learning opportunities for the attendees. We scheduled more workshops than any other conference before, including many that were free.

The Program Co-Chairs took an active role in planning the Mentoring Workshop, as well as the one-day pre-conference workshop 'Copying Right in the Canadian Context: Looking at the Arts and Images'. Through Marilyn's connections at University of Calgary, we were able to offer a workshop in Planning Effective Classroom Instruction; Teaching by Design; They Never Covered This in Library School – Resources for Architecture; and the Collection Development and Assessment Workshop. In addition, the program co-chairs sought out additional local speakers for the Big Step Forward: Building the Perfect Resumé for Art/Visual Resources Library Professionals; Hot Topics: Going Green; The Canadian Pacific Railway, National Parks, and the Great Lodges of the Rockies; Art in the Wilderness: The Group of Seven, Photographer Mary Schaffer and the British Literati in the Canadian Rockies; and Speaking Out: Indigenous

Artists and Collaborations with Museums, Universities and Libraries sessions. Film reference books were borrowed from the University of Calgary Library for the Postcards from the Edge: Reference and Instruction for Film Studies workshop.

For the first time, the conference included a Film Screening. We obtained sponsorship from the National Film Board of Canada for this non-fee'd event. ARLIS/NA members were recruited as volunteer ushers. We raffled off a large number of NFB promotional gifts including DVD's during the event.

There were many many changes requested to the Programs including Program Descriptions, Speakers, Paper Titles, Biographies, Honoraria information, and AV Requirements. To ensure that details were not missed, Jill compiled all the requests received into master documents, which she shared with Marilyn as needed. This saved Marilyn from having to keep track of messages.

Proof-reading and editing were tasks that all the Co-Chairs took on. We checked various editions of the Meeting Finder, Day-by-Day Printed Program, Events-at-a-Glance, Day-in-view tables etc, up to and including the very final print copy of the Program on April 25, 2006. It is worth noting that some Moderators requested changes up to the very last day. We also collaborated on writing the Welcome page and edited down some program descriptions as required.

One thing we noted was the absence of an ARLIS/NA Style Guide for conference publications. This is something that should be created in future as a conference-planning tool.

### ***Thank You's***

Something not to be forgotten is the preparation of a Thank You Speech for the Membership Meeting. We assigned this to one of our Co-Chairs so that all of our volunteers could be appropriately acknowledged.

### ***Banff Conference Evaluation***

Because Banff was such a different conference, we asked the Houston Co-Chairs to redesign the Conference Evaluation Form to ensure that it asks the right questions, captures responses to the new format and content of the program. We asked that it be edited and sent back to us for feedback prior to being sent to Margaret Webster and Ann Whiteside for final review.

It took until April 11, 2006 to agree on a revised form.

July 26, 2006: Sandra Still compiled and distributed the Banff Conference Evaluation results, which Marilyn summarized for the EB.

### **Conference Proceedings**

For the Banff conference our goal was to add another layer of content to the Conference Proceedings, including PowerPoints, Word Documents, PDFs etc. so that members who didn't attend the conference could benefit from the content presented.

We did not concern ourselves with style or editing but took the submissions as-is for posting, with the objective of getting content up ASAP.

The Guidelines for Leaders & Moderators contained information on submitting Session Descriptions and Papers for inclusion in the Conference Proceedings. The deadline given for

submission of all complete e-packages was May 12, 2006. We asked leaders to collect electronic copies of presentations, visuals and handouts from off their speakers; to obtain the Recorder's Report in electronic form; to assemble these items; and to submit the entire e-package to Cheryl Siegel, Conference Proceedings Coordinator.

We stated the purpose of the Conference Proceedings and encouraged everyone to cooperate.

Cheryl received the packages and forwarded them to Nedda Ahmed to post on the ARLIS/NA website.

### **Convocation**

Early on in the planning process we tried to schedule the Convocation into the 900-seat Theatre at the Banff Centre but it was booked on the nights we required. We were initially concerned that the Cascade Ballroom would be too small but this was not the case. Holding the convocation in the conference hotel proved to be very convenient for members and guests, and it saved us transportation costs. The venue, facilities, food and service were all excellent.

### **Development**

The U.S. IRS accepts receipts for "non-profits" as well as charities while Revenue Canada (Canada's IRS) only accepts receipts for organizations with charity status (not non-profit status). ARLIS/NA has non-profit status (it is not a charity). This fact makes it exceedingly difficult to raise funds for ARLIS/NA conferences in Canada.

In November 2004, we were advised by Elizabeth Clarke that we might be able to apply for Canadian Subsidies or grants on behalf of ARLIS/NA if we could demonstrate that the conference promoted international relations. In April 2005, the Co-Chairs met with Allen Townsend, Chair of ARLIS/NA Development. Allen agreed to work with our local development coordinator, Glenna Westwood, to ensure that there was no duplication on development lists.

Allen identified 100 possibilities and followed through with his committee to secure sponsorships. The Program Co-Chairs flagged programs that required funding or presented sponsorship opportunities. We also asked Moderators to assist us by identifying potential sponsors for their sessions. We received generous vendor support for the Banff conference, regardless of the Canadian venue.

In May, Jonathan Franklin was successful in obtaining a \$5,000 CDN grant from CHIN to support the one-day Canadian Copyright Workshop. Jill, Marilyn and a University of Calgary colleague were successful in obtaining a Workshop Incentive Grant, also for the Canadian Copyright Workshop, for \$400 CDN from the Canadian Association of College and University Libraries (CACUL).

The Canadian Chapters signaled their support by confirming donations to the conference early in 2005. The Co-Chairs' institutions were extremely generous in donating not only our time but also by making cash donations in support of the convocation reception.

### **Exhibits**

*Submitted by Christine E. Sammon, Exhibits Coordinator*

The ARLIS/NA Exhibits in Banff, Alberta were a success this year with thanks to many people – the hard work of the Banff Conference Planning Committee, with special heartfelt thanks to the ever calm and professional, Sue Rawlyk, Conference Manager with **McPherson Clarke**. Thanks must also be extended to the wonderful staff at the Fairmont Banff Springs who worked

extremely hard to have our exhibit space open in spite of a late removal of a previous conference.

This year we attracted 29 exhibitors, occupying 24 tables and 9 booths. These numbers, though slightly lower than in Houston, are in keeping with smaller venues.

A good mix of exhibitors attended including many of ARLIS/NA's regular supporters: database vendors, out-of-print dealers, image bank vendors and exhibition catalogue and video distributors. Exhibitor attendance should result in an income of approximately \$ 33,000 when the final financials are complete. This revenue figure is very close to the Houston Exhibit Hall revenue. We had projected our numbers (delegates and vendors) on the attendance in Houston and as a result should be on budget.

The Exhibit Hall at the Fairmont Banff Springs Conference Centre was planned to accommodate approximately 35 vendors as well as 3-4 tables for silent auction items, space for an Internet Café, space for Poster Sessions and space for a Cappuccino Bar.

This year we were extremely saddened to have the artist book vendors withdraw from the ARLIS/NA conference. Despite many attempts to communicate with them, to negotiate 'table sharing' and discounted non-commercial rates for tables (1/2 price), the artists book vendors choose to 'go it alone'. They held their own exhibit in a room in the Conference Centre after the closing of our Exhibits. As a result it is estimated that the conference lost approximately \$8,000 in exhibitor revenue.

The only concession the book artists gave to the conference was to set up after our Exhibit Hall take-down on Sunday after 3:00 pm. Their separate exhibit hall was advertised to our members via the ARLIS-L.

While this is a product our delegates are interested in, it is imperative that we work towards a resolution which benefits not only ARLIS/NA members but also the Association.

This development is precedent setting and needs serious thought over the next year to avoid future groups choosing this option as it will severely affect our bottom line and determine whether or not we will be able to continue to hold this conference. (ArtStor also chooses not to exhibit via the Exhibit Hall; however they provide substantial sponsorship funding to the conference in lieu). Exhibitors choosing this route need to be aware that in doing so, there could, in future, not be a conference in which to meet with their customers.

One additional factor, which may have contributed to our exhibit numbers being down from previous conferences, was the perceived difficulty vendors had of moving their product across the border. We had attempted to soothe those concerns by hiring a customs broker dedicated to our conference and noting the details for this in our Exhibitors Brochure. Nevertheless, in February when the Exhibits Coordinator sent our individual email follow-up invitations to our conference to former attendees, this seemed to still be an issue - with the most frequent response being 'see you next year'.

***Issues + Recommendations:***

Striking a balance between Exhibitors' needs and delegates' needs remains a challenge. For Exhibitors two issues continue to dominate: low traffic + uncontested hours. For the Planning Committee the major unresolved issue was the withdrawal of the artist book vendors.

**1. Low traffic**

In an attempt to address Exhibitors on-going concerns with regards to low traffic the Internet Café, Poster Sessions and a Cappuccino Bar were located in the Exhibit Hall. As well the tradition of including a silent auction/raffle within the confines of the Exhibit Hall was continued.

More food 'events', in addition to coffee breaks, were located to the Exhibit Hall (Opening Reception; special cappuccino bar; ice cream social) to further draw delegates to this space.

Whether any of these 'draws' to the Hall are successful is uncertain. While vendors feel that delegate traffic certainly increases due to these attractions, they note that the delegate destination is to the 'attractions' and not necessarily to the vendors.

In spite of these comments by vendors, ARLIS/NA should continue offering as many attractions in the Exhibit Hall as possible to allow for serendipitous interaction with vendors.

## **2. Uncontested Hours**

There were approximately eight (8) uncontested hours during the conference. However, there were also two nights with uncontested time after the Exhibits closed. Technically this gave an additional twelve (12) uncontested hours to exhibitors during which they could meet with delegates over drinks/dinner. As well, Exhibitors were invited to participate in all Conference social events.

## **3. Competing Exhibit Hall**

One unforeseen issue was the withdrawal of the book artists from our conference. Margaret Webster, Sue Rawlyk and Christine Sammon all attempted to negotiate their participation with us. None of our proposals were met with acceptance. As a result it is estimated that the conference lost approximately \$8,000 in exhibitor revenue.

Exhibitors choosing this route need to be aware that in doing so there could, in future, not be a conference in which to meet with their customers.

## **RECOMMENDATIONS**

1. To address a 'book artists' type issue in the future, develop lower table rental fees for non-profits. This year's book artists were offered tables at half the exhibit table price that other exhibitors paid.
2. Move the Open hours to the Exhibit Hall from 9:00 am to 10:00 am. This would help with the perception of low traffic as coffee traffic will happen soon after opening. As well this move would allow for vendors to perhaps meet with delegates for breakfast or coffee, prior to opening their exhibit.
3. Think about hosting a 'happy hour' cash bar in the Exhibit Hall from 4:00 pm - 5:00 pm to allow for more relaxed contact time with vendors. Vendors might be persuaded to underwrite this to allow for \$2.00 drinks.
4. Have vendors communicate to delegates prior to the conference via the conference blog. Privacy laws (in Canada – not sure about the States, do not allow us to release delegates contact info). A blog was attempted for the first time this year however, it may require a bit more marketing on ARLIS-L before members and vendors understand it and truly begin to value it.



5. Have an 'early bird' special registration fee for vendors to encourage early registration, thereby allowing ARLIS/NA to approximate numbers early and allow time to solicit vendors who have not signed up yet.

**ARLIS/NA Banff, Alberta  
EXHIBIT HOURS**

**Exhibit Hours (16.5 hours\*)**

|                           | <b>Open Hours</b>    | <b>Coffee</b>                                                                                     | <b>Lunch</b>                                              | <b>Opening Reception</b>                   | <b>Set-up/Take-Down</b>             |
|---------------------------|----------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------|-------------------------------------|
| <b>Friday<br/>May 5</b>   | 4:00 pm -<br>8:00 pm |                                                                                                   |                                                           | 6:30 pm –<br>9:00 pm<br>in Exhibit<br>Hall | 10:00 am –<br>4:00 pm<br>(set-up)   |
| <b>Saturday<br/>May 6</b> | 9:00 am –<br>4:00 pm | 10:30 am -<br>11:00 am<br>-----<br>Cap Bar<br>12:30 pm –<br>3:30 pm in<br>Exhibit<br>Hall         | 12:30 pm –<br>1:30 pm                                     |                                            |                                     |
| <b>Sunday<br/>May 7</b>   | 9:00 am –<br>2:30 pm | 10:30 am -<br>11:00 am<br>-----<br>Cap Bar<br>12:30 pm –<br>3:30 pm<br>outside<br>Exhibit<br>Hall | 12:00 pm –<br>1:30 pm<br>Silent<br>Auction +<br>Ice Cream |                                            | 2:30 pm –<br>4:00 pm<br>(take-down) |

\* As Opening Reception was held inside the Hall, all Exhibitors stayed open until 9:00 (17.5 hours)

The "Exhibits Coordinator" section of the *Conference Planning Manual* provides a fairly accurate outline of the duties and responsibilities of this position as I experienced them.

In the months leading up to the conference exhibitors will contact the designated Exhibits Coordinator with questions concerning your venue. It is best to write down their questions and confer with Sue Rawlyk and then get back to them.

I recommend that the Exhibitors Coordinator receive an Exhibitor's kit, (this is sent out by HQ to Exhibitors) to better aid them in handling some of the vendor questions. I also recommend that HQ receive payment for booths/tables immediately and issue a receipt immediately.

On arrival, each exhibitor was given a Conference Registration packet by the Registration Desk staff. During the conference, the exhibitors appreciate a person in the Exhibit Hall who can liaise with the Hotel staff or with the Conference HQ staff regarding their needs. At the Banff conference the Exhibits Coordinator was present for the entire set-up and take-down and at other times during the Exhibit Hours. As well, there were volunteers who performed four hour stints each in the Hall to handle this liaison work.

Houston's Exhibit Coordinator Janine Henry was very helpful in Houston and throughout the year whenever the Banff team had questions.

Alternatives available to exhibitors/vendors not wanting to rent a table or booth:

## 1) "Registration Kit insertion" (\$200)

These were not to exceed three single 8.5"X11" sheets. For large displays or inserts Sue Rawlyk of HQ should be contacted. The Banff Team did not receive any requests for larger inserts. However the Houston Team had and they devised a good standard for reference, to larger inserts as follows:

# of Pages (8.5" X 11") Price

1 – 3 \$200.00

4 – 20 \$250.00

21 – 50 \$375.00

51 - 100 \$450.00

101 + \$600.00

## 2) "Literature Table Display" (\$100: non-profits; \$200: for profit companies)

Companies could arrange to exhibit material, to be given away, at an un-staffed table.

### ***Exhibit Hall volunteers:***

Exhibit Hall volunteers were solicited via our website, following the Houston model. This was an interactive form and it worked extremely well. A call for volunteers and a reminder to volunteer should be posted on ARLIS-L. Volunteers were positioned at the entrance to the Exhibit Hall for the convenience of the Exhibitors. During Set-up Exhibitors were informed of this Hall Volunteer and their location.

### ***Setup and Breakdown:***

The Exhibits Coordinator should be available on the first morning to greet exhibitors, direct them to their table/booth, and to give them their company identification sign. Due to the late take-down of another conference, the tables were not draped and ready at our posted start of set up: 10:00 a.m. They were not ready until noon. Sue Rawlyk will make certain that the Hotel's IT person is available during the hours of set-up. Sue Rawlyk will also make sure that a shipping instruction form is handed out to exhibitors at the end of the exhibits prior to breakdown. The exhibitors should be reminded, in advance, that pre-prepared shipping labels for the 'return' of material will expedite things on the final day and will assure correct handling of any boxes being shipped.

### ***Exhibitor Evaluation Form***

The Exhibit Coordinator prepared an evaluation form prior to the conference. This was handed out by the Coordinator and the designated volunteer on the day of take-down. The completed forms were collected by another volunteer during break-down. This resulted in a very good response rate. The Exhibits Coordinator tabulated the responses and wrote an appraisal of the Exhibit portion of the conference, which was sent along with the forms to the next site (Atlanta) within two weeks of the conference.

A copy of the Evaluation Form can be seen at **APPENDIX 15**.

The Exhibits Coordinator's Annotated Job Description can be seen at **APPENDIX 16**.

### ***Timetable for Exhibits Coordinator for 2006 conference:***

Feb. 2005: produced 'save the date' postcards to take to the Houston conference and later mail to exhibitors

June 19 + 20, 2005: Attended the CPAC meeting; toured the Banff Springs Hotel

August 2005: Began reviewing Exhibitors Mailing List and adding local vendors; emailed list to HQ. Sue Rawlyk needs added local names for postcard mailing and final updated list prior to mailing prospectus

September 2005: mailed out the 'save the date' postcards to vendors

September 2005: began drafting the Exhibitors Prospectus based on the Houston model.

Oct-Nov. 2005: submitted the Exhibitor's Prospectus and began working with the Co-chairs at editing the *Exhibitors' Prospectus/Preliminary Program*. [Final edits should be in by mid October at the latest for mail out by end of October.](#)

Dec. 1, 2005: Mounted *Exhibitors' Prospectus* on the conference website + *Exhibitors' Prospectus* distributed by HQ – [this was a sent a little too late by our CPAC team.](#) [It should be mailed in October.](#)

Feb. 2006: began to contact all previous exhibitors via email reminding them of the conference and that the deadline for registering was fast approaching.

Feb. 2006: Submitted Exhibit Hall volunteer schedule to conference webmaster

Feb. 2006: Deadline for conference pre-Registration

Mar. 2006: continued to send reminders to former exhibitors who had not registered.

April 2006: Prepared an evaluation form

## **2006 Exhibitors and Sponsors**

- |                                 |                                         |
|---------------------------------|-----------------------------------------|
| 1. Art Metropole                | 17. LTB Media                           |
| 2. Artifact                     | 18. Micromedia ProQuest/H.W. Wilson     |
| 3. AskART                       | 19. Oxford University Press             |
| 4. The Believer                 | 20. Printed Matter                      |
| 5. Casalini Libri               | 21. Puvill Libros                       |
| 6. Corbis                       | 22. RLG                                 |
| 7. CSA                          | 23. SASKIA, Ltd. Cultural Documentation |
| 8. Design Research Publications | 24. Scholars Resource                   |
| 9. The Donohue Group            | 25. Serbica Books                       |
| 10. Duncan Systems Specialists  | 26. Thomson Gale                        |
| 11. Erasmus – Amsterdam/Paris   | 27. Vamp + Tramp, Booksellers, LLC      |
| 12. F.A. Bennett Inc.           | 28. Video Data Bank                     |
| 13. Harrassowitz                | 29. Willoughby Associates               |
| 14. Howard Karno Books, Inc.    | 30. Worldwide Books                     |
| 15. IDC Publishers BV           | 31. YBP Library Services                |
| 16. Imschoot, Uitgevers         |                                         |

## **Fundraising Report**

*Submitted by Allison Sivak and Melinda Reinhart*

The Silent Auction raised \$4,200.00 U.S. thanks to the wide range of donations received from members, chapters and corporate donors. (See final spreadsheet).

For the Auction, the contributions were organized into approximately 81 lots which came from 52 different donors (ARLIS/NA members, ARLIS/NA chapters, and corporate donors). Although the initial intention was to create a greater number of lots including fewer items in order to raise more monies, it became apparent, during the set up of the silent auction, that space constraints meant that the lots would have to include a larger number of items.

In addition to the items included in the Silent Auction, there were draws for 5 prizes of approximately 10 items. Raffle tickets were distributed for free during the Exhibits & Silent Auction Opening Event. Allison Sivak, assisted by a Mountie, raffled off the prizes and announced the opening of the Silent Auction.

Thanks to volunteers the event proceeded smoothly from the opening on Friday May 5 to the closing on Sunday May 7. Karen Mackenzie was extremely helpful throughout the set up of the lots. During the Not So Silent Auction, Louise Kulp, who had volunteered prior to the conference, was assisted by Ilga Leja, Janet Monteith, and Shelia Wallace who generously volunteered their time at the last minute. Their adaptability and flexibility greatly contributed to the smooth co-ordination of the event. With the help of Craig Fleming and Sue Rawlyk, the distribution of items to the final bidders and the procedures for payment went smoothly. All items were claimed within the time period allotted

The Not-So-Silent Auction was a great success thanks to the enthusiasm and energy of Mr. Doug Levis, Calgary Auctioneer, who volunteered his own time. His lively and infectious auctioneering encouraged many a buyer to increase their final bids. Mr. Levis managed to present all the lots within the hour allotted for the closing of the event. We have sent a letter of thanks to Mr. Doug Levis who made the event enjoyable, memorable and unique in terms of ARLIS/NA silent auctions.

Thank you letters have been sent to all corporate donors. We will also submit a message to ARLIS-L and CARLIS-L, to announce the amount raised and thank members and corporate donors for their generosity and volunteers for their participation.

### **Publicity**

*Submitted by Kathy Zimon*

- April 2005                      At the Houston Conference, the Banff Conference was promoted by handing out 500 full colour postcards,\* based on a CPR poster, an image that subsequently became the conference logo that appeared on the Web site, and on the covers of the exhibitors' prospectus and conference program. Printing of the postcard was the first donation received by the Banff Conference. \* *The choice of image was ideal, but cost of reproducing the image chosen on program covers, etc., should be a consideration when the selection is made.*
- April 2005  
April 12, 2005                      Conference Web site operational, thanks to Web Master James Rout. Post-Houston Conference information re the Banff Conference, including details about Banff, the hotel, transportation, etc., was posted by Marilyn Nasserden, conference co-chair.
- April 25, 2005                      A posting to arlis-l and carlis-l linked the obituary of James Houston, well-known artist who introduced print-making to the Inuit, to Houston's sculpture in the lobby of the Glenbow Museum in Calgary, a tour venue of the Banff Conference.
- April 2005                      Decision was made that all postings and conference bulletins to arlis-l would be made available on the conference Web site for later consultation. The *News & Updates* on the Banff Conference Web site may be consulted for the text of *Banff Perspectives* bulletins mentioned in this report.  
The *News & Updates* section of the Web site also featured the local Banff Transit Schedule and a Restaurant Guide prepared by tour coordinators Heather D'Amour and Jennifer Lee.
- May 31, 2005                      ***Banff Perspectives #1:*** an article in the *Globe & Mail*, Canada's national newspaper, featuring the Rocky Mountaineer Rail Tours, was linked to the Banff Conference in a posting to arlis-l and carlis-l.
- June 15-18, 2005                      A small colour poster, based on the Banff Conference logo image, was printed by Marilyn Nasserden, to be displayed at the Canadian Library Association Annual Conference held in Calgary. Christine Sammon arranged for its display at CLA.
- August 8, 2005                      A Banff Conference advertisement was submitted to the Fall issue of *Art Documentation*. The ad was also submitted to *Art Libraries Journal*, as part of the *Art Doc/ALJ* ad exchange.
- December 5, 2005                      ***Banff Perspectives #2*** Mark Your Calendars, a reminder to consult the evolving conference Web site, was posted to arlis-l and carlis-l.
- December 2005                      The Fall issue of *Art Documentation* appeared with a half-page Banff Conference ad.

- January 2006 A full-page ad for the Banff Conference, featuring our poster logo, appeared v.30 #4, p. 48 (fall/winter) issue of *Art Libraries Journal*. Two press releases (a full, and a briefer version) were prepared and sent out to all ARLIS/NA official liaisons to other library associations, as listed in the *ARLIS/NA Handbook 2005/2006*, asking them to post/distribute to relevant lists to which they had access. The press release was also submitted to the *CAA Newsletter* in time to meet its publication deadline, courtesy of liaison Amanda Bowen. A revised press release was sent again to liaisons in February when the online conference registration became operational. The press release was also sent to a number of Canadian members, mostly those on the extended conference organizing committee on the Banff 2006 mailing list, to distribute to more specialized lists to which they had access, mostly library schools, and other local lists. As a result, it was widely distributed to probably two dozen specialized lists in Canada. The revised press release was also distributed to this group when the online conference registration became operational.
- January 5, 2006 **Banff Perspectives #3** Countdown Has Begun, was posted to arlis-l and carlis-l.
- February 2006 The press release text was revised as an article to be published in *FLAG* (the Foothills Library Association newsletter) and submitted in order to boost awareness of the conference among local library professionals.
- February 2, 2006 **Banff Perspectives #4** Online Registration Open was posted to arlis-l and carlis-l.
- February 17, 2006 **Banff Perspectives #5** Passport Alert was posted to arlis-l and carlis-l.
- March 3, 2006 **Banff Perspectives #6** Film Connections, featuring information about Banff and southern Alberta where *Brokeback Mountain* was shot on location, was posted to arlis-l and carlis-l in time to take advantage of the interest generated by the Academy Awards presentation on TV March 5.
- March 8 & 27, 2006 A Banff Conference press release is posted to ARLIS/UK and ARLIS/ANZ list-servs, courtesy of Gillian Varley and Joye Volker.
- March 15, 2006 Requested by Christine Sammon, an article about the Banff Conference, featuring the Canadian connections of ARLIS/NA, was written for the *Letter of the LAA*, the newsletter of the Library Association of Alberta.
- March 2006 **Banff Perspectives #7** Comparative Conference Costs...and notice of early bird registration deadline of March 31 posted to arlis-l and carlis-l by Marilyn Nasserden.
- March 29, 2006 Message re "Early Bird Registration Deadline, March 31," posted to arlis-l and carlis-l by Marilyn Nasserden. Same message was also posted to a number of other Canadian lists by members of the Banff 2006 mailing list.
- March 29, 2006 **Banff Perspectives #8** Online Spa Auction information and deadlines posted to arlis-l and carlis-l.
- April 27, 2006 **Banff Perspectives #9** Last Minute Travel Notes was posted to arlis-l and carlis-l.
- May 2006 Press releases were sent to Banff's local newspaper, the *Crag & Canyon*, about the arlis conference happening in Banff, but it was not used – it was a longshot effort, since the weekly newspaper did not appear to cover anything but local events. Similarly, a press release sent to the CBC radio station in Calgary was not used.
- May 3, 2006 **Banff Perspectives #10** Bring Your Cameras! posted to arlis-l & carlis-l.

## **Registration / Hospitality Desk and Volunteers**

*Submitted by Sheila Wallace*

### ***Volunteer signup:***

Because the bulk of the volunteers required during the conference were for staffing the Registration/Hospitality Desk, I took on the job of soliciting volunteers for several other areas as well. This included liaison in the Exhibit area, the Silent Auction set up and Film night ushers. The job was made much easier than in the past with the volunteer sign-up function on the ARLIS conference website. I worked with James Rout, the conference webmaster, to modify the text and schedule that was developed for the Houston conference. When a volunteer signed up for a particular timeslot, I received an email. I added the person's name to the schedule using a simple html script and then sent a confirmation email back to the volunteer.

Notices requesting volunteers were posted on arlis-l and other local listservs starting in March just after registration opened. By conference time, most timeslots were filled. All of the volunteers were very generous with their busy conference time. Some library school students and local librarians volunteered numerous shifts in exchange for gaining access to a number of the conference sessions, as outlined in the conference manual.

### ***Advance arrangements:***

Because I, the Registration/Hospitality Desk Coordinator, do not reside in the conference vicinity, the Local Arrangements Committee members did all the work of gathering up brochures and handouts for the Hospitality Desk and materials to stuff in the Registration bags. They also arranged for a donation of 500 cloth bags from the University of Calgary. All of this material arrived with the ARLIS management staff and local arrangement members at the conference centre in Banff on May 3, a day in advance of the pre-conference workshops. We had a team of 7 volunteers, 2 from a local library and others who were enlisted on the spot (including the husband of one conference attendee), stuffing the bags assembly-line fashion. The stuffing job took approximately 3 hours.

### ***Content of bags:***

In addition to the program, we included various maps and pamphlets for Banff and the surrounding areas, art-related and gallery brochures, pens, and gadgets promoting the next ARLIS conference in Atlanta. Attendee lists were not included as these were emailed to registered members ahead of time. Additional copies were available upon request at the Registration/Hospitality Desk.

### ***Hospitality/Registration Desk:***

The Desk was comprised of 2 tables set up in the conference centre's foyer just outside the room designated as the official conference office. IGS management staff was stationed in the official office and handled registration problems, onsite registrations, any cash transactions, exhibitor questions and problems with lecture halls. Most of these questions were redirected to the staff from the Hospitality/Registration Desk. The office also provided a storage space for extra boxes of brochures, etc.

In addition to a generous supply of tourist related info, the Desk also housed sample copies of ARLIS publications that were available to order (although not for sale on site.) I also put together a binder that included miscellaneous information supplied by local residents, such as how long it took to walk to town, where the bus-stop was, along with a copy of the volunteer schedule for each day. Given that most volunteers were not locals, they did a great job of handling the wide variety of questions fielded at the Desk.



***Volunteer Schedule and Orientation:***

On Thursday, May 4, the day of various pre-conference workshops, management office staff distributed registration packages and handled any questions. They also set up the Registration/Hospitality Desk. For Friday and Saturday, there were 3 volunteers scheduled for each more-or-less 3 hour shift. This actually translated into considerably more individuals as many people indicated during the sign-up process that they could only work a partial shift. This was not a problem. For Sunday, there was one person scheduled for each shift. For Monday, one person was requested for each shift but almost no-one signed up. After discussion with the management staff it was determined that the remaining brochures, etc. could be moved into the official office space and any questions would be handled by the staff. Most attendees were either departing or taking tours and there was no real need to have volunteers available.

A volunteer orientation session was scheduled for 9-10am on Friday, May 5. One of the most useful aspects of the orientation was a brief walk around the conference hotel. While more than half of the volunteers indicated that they would attend, only a handful showed up. This was not a significant problem; however, I did arrange my schedule so I could show up at the Desk when there was a change of shift and provide a brief orientation to anyone new on the Desk. In addition, I spent the entire first day, May 5, on the Desk to make sure that things went smoothly. After that, the volunteers totally took over and seemed to thoroughly enjoy the experience.

***Final comments:***

I want to express my thanks to all the wonderful volunteers, every one of whom showed up when they said they would and did a superb job of dishing out registration packages and hospitality with a smile. Also, thanks to the wonderful staff of the management company, especially Sue Rawlyk, who helped out in every way possible and took on all the tough questions that the volunteers couldn't begin to answer.

**Tours**

*Submitted by Heather D'Amour and Jennifer Lee*

Planning for the tours began approximately 18 months before the conference. Tours were offered in both Calgary and Banff. Initially Heather organized the Banff tours and Jennifer handled the Calgary tours, but in the last few months of conference planning we worked collaboratively depending on deadlines and our schedules. We provided a large list of suggested tours to the Executive at the June 2005 CPAC meeting. We knew they would provide variety and addressed some of the requests that had been received. We were surprised with the decision to proceed with virtually all of the suggestions. Developing tour descriptions and details early was a requirement in order to meet the various publications, website, promotional and vendor prospectus needs.

286 tour registrations were received for 15 different tours (covering 23 time slots) on Friday, May 5 through Tuesday, May 9. Ten of these tours were in the Banff area and five were in Calgary. Two additional tours were cancelled due to extremely low registration (per cost), one in Calgary and one in Banff. The cancellation decisions were made at the end of early registration. The Early Morning Nature Walk sold out early on; due to demand we added two additional time slots which also sold out quickly.

In addition, tourist and local attraction information in Alberta was posted on the conference web site. Allison Sivak and Thea deVos drafted the information for this webpage.

We arranged for local experts as guides; licensed guides were required for outdoor tours in Banff National Park. We provided direction or accompanied most of the tours ourselves with only a few local tour shepherds because some tours required local knowledge to provide effective guidance. It was difficult to get knowledgeable local ARLIS/NA volunteers given the location of the conference; however, according to participant feedback, the tours were extremely successful and enjoyable. We were able to recruit some local University of Calgary colleagues as tour shepherds or guides for the Calgary tours; they were indispensable.

Sue Rawlyk was extremely helpful in arranging for local transportation in both Banff and Calgary. Buses in Banff were able to do double-duty by acting as transportation to/from tours, as well as then being used as transportation to/from other ARLIS/NA events. Calgary tours were held on the last day of the Conference, Tuesday. Arrangements were made with the bus company to store attendees' luggage so that they could connect with the bus after the tours. A small van used on one of the other tours took attendees to the airport, while the large tour bus from Banff took the rest of the attendees to the in-town hotel or back to Banff. A block of rooms at a Calgary hotel was negotiated for those who were staying an extra night in Calgary. We did make some adjustments to transportation plans as the increased fuel costs in North America in the spring resulted in increased costs for the tours with bus requirements.

It was apparent from the registrations and emails that attendees were interested in getting outdoors and taking advantage of the natural environment due to the Banff location. A significant number of individual emails were received querying the logistics, weather & apparel given the nature of some tours. Although much of the information was on the website people did want individual reassurance.

Calgary tours were offered on the last day of the conference. Although these tours were successful, registration for them was not high – we believe because conference attendees did not want to spend another night at a hotel and the idea of changing cities and hotels was also not appealing. In summation we felt that the tours worked well and given our feedback participants enjoyed their experiences.

## Web Site

*Submitted by James Rout*

Conference URL: <http://www.arliscanada.ca/banff2006>

The overall design of the 2006 conference website was conceived as a clean, elegant site – emphasizing the beautiful imagery in the conference graphic (which was adapted from a poster by James Crockart in the Canadian Pacific Railway archives). The overall colour scheme of the site (various shades of blue) was an attempt to evoke the feeling of ‘ocean to ocean’, incorporating the conference theme “Transcontinental Perspectives” into the visual design in a subtle way.



The web site was developed in consideration of current web standards, including XHTML and CSS. Flash animation was also included in order to grab attention, provide more visual interest, and generate excitement in coming to Banff.

With respect to the information included on the web site: local information, hotel information, registration costs,

exhibitor/sponsor information, volunteer information, etc. were all included – consistent with the information provided on web sites from previous conferences.

The website also carried forward the interactive ‘My Schedule’ feature, first introduced in the 2005 Houston conference website. The software and database used for the 2006 conference website was used with the support and permission from Sam Duncan (Associate Librarian, Amon Carter Museum, Fort Worth, TX), who developed the application while serving as webmaster on the 2005 conference planning team.

Using this system, users of the web site were able to create an account on the site, search for programs by keyword or using pre-selected searches, and add specific programs to create their own customized schedule.



This application was developed using the PHP scripting language and a MySQL database. By logging into the database through the ‘phpmyadmin’ web interface, designated conference planning committee members were able to develop the program online, on demand, without mediation from the webmaster.



Interactive forms were also developed, again using PHP as the scripting language. Forms for volunteer sign-up, mentor/mentee sign-up, silent auction submissions, etc. were all available directly via the web site. However, these forms did not generally interact directly with the database such that the sent form would directly alter the content of the database. Rather, submitting the forms would simply send an e-mail to a designated member of the planning committee, who would then need to update the database manually when necessary.

The 2006 conference web site also included the introduction of content management and blogging software (CivicSpace). This allowed committee planning members some ability to input content directly into the website using a web interface (not including the program information, which was entered directly into the database). This also allowed the introduction of blogs to the site, including the ‘tour blog’ and the ‘exhibitor blog’. Neither of these options were significantly used by committee members, exhibitors, or web site users to any great extent, although this may represent an opportunity that can be further developed in future web sites.

Some suggestions for future conference web sites:

- The process of printing a customized schedule could be improved by:
  - Enabling the user to choose either a detailed or a brief schedule for printing (the latter would not include the detailed session descriptions);

- Enabling the user to export the selected entries into a multi-columned template to conserve paper;
  - Enabling the user to export the selected entries into a spreadsheet.
- Consider further developing the interactive nature of the site, such that conference committee members could update the site using a web interface, as opposed to directly interacting with the database.
  - Ex. integrating online forms with the database – for instance, if a volunteer sign-up form is completed online, it should automatically add the volunteer to the database without additional intervention from a committee member or the webmaster.
- Consider continuing the inclusion of blogs, content management options, etc.

**MARILYN NASSERDEN**

Manager, Performing/Fine Arts Library  
918 MacKimmie Library Tower

Telephone: (403) 220-3795

Fax: (403) 282-6024

Email: Marilyn.Nasserden@ucalgary.ca

## APPENDIX 1

### Letter of invitation

October 30, 2003

Irene Puchalski  
ARLIS/NA Canadian Representative  
Librarian  
Shore + Moffat Library  
Faculty of Architecture, Landscape, and Design  
University of Toronto  
230 College Street  
Toronto, ON Canada M5T 1R2

Dear Irene,

This letter is a follow-up to Northwest Chapter Chair Ed Teague's invitation to you and the Executive Board to consider holding the 2006 ARLIS/NA Annual Conference in Banff, Alberta. As an Alberta ARLIS/NA member, and speaking on behalf of other Alberta colleagues, I would like to endorse that invitation.

We are excited about the possibility of hosting the conference! We believe that we can pull together an interesting and informative program in a beautiful location that has inspired artists since the Canadian Pacific Railway made Banff accessible over a century ago. However, we understand the need for an exceptional program in such a location, perhaps together with pre-conference professional development workshops, to further attract ARLIS/NA members.

The venue for the conference would likely be the historic Banff Springs Hotel. (<http://www.fairmont.com/FA/en/CDA/Home/Hotels/AboutHotel/CDHotelHomePage/0,2993,property%25255Fseq%253D100100,00.html>) Nearby, The Banff Centre (<http://www.banffcentre.ca/>), a world-renowned Professional Development Centre for artists and arts administration, boasts a combination of diverse artistic programming (including Media & Visual Arts, Music & Sound, Theatre Arts, Writing and Publishing, New Media, Television Production, and Aboriginal Arts). Local attractions include the Whyte Museum of the Canadian Rockies, devoted to mountain lore; the Walter Phillips Gallery, whose focus is contemporary art and media; the Banff Springs Hotel itself, which has a fascinating history; and the Chateau Lake Louise, situated on the scenic lake for which it is named. Tours could be arranged to some of the institutional, public and commercial galleries in Calgary and Edmonton, both cities with vibrant art communities. Both Calgary and Edmonton also have major universities with

archives, special collections, and digital image collections, as well as art and design, architecture, and industrial design programmes of interest to the ARLIS/NA membership.

I am delighted to volunteer for the position of Program Chair together with Jill Patrick, Director of Library Services, Ontario College of Art and Design, pending approval from her institution. James Rout, Art Librarian, Paul D. Fleck Library and Archives, The Banff Centre, and Kathy Zimon, Fine Arts Librarian (Emerita), University of Calgary Library, have agreed to be Local Arrangements Co-Chairs. This proposal has been received enthusiastically by other individuals in Alberta and the Northwest who have agreed to take on other conference and coordinator roles as needed, when the time comes - colleagues at the University of Calgary, The Banff Centre, Alberta College of Art and Design, and the University of Alberta. I have been assured that we will have the support of members in the Canadian Chapter as well as the Northwest Chapter. In addition, Elizabeth Clarke, our Executive Director, who resides in Calgary and is familiar with the local facilities and convention resources, is on board.

Due to the climate in the Rockies, we would like to suggest that the conference be held no earlier than April, preferably beginning the last week of April (perhaps April 27<sup>th</sup> to May 3<sup>rd</sup>) in order to leave 3 days before and after Easter and Passover (from April 13-19). The Rockies are beautiful at all times of the year – however, transportation and tours are more accessible and convenient when the weather cooperates.

The ARLIS/NA conference has never before been held in Banff. We would like to show ARLIS/NA members what the Northwest has to offer, not just in terms of local attractions, but also the talents of the members who live here. The last time that the annual conference was in Canada or the Northwest was in 1999 when it was held in Vancouver. Several members who were involved in the planning of the Vancouver conference have indicated a willingness to assist with the proposed Banff conference as well. Members of the ARLIS/NA Northwest and Canadian chapters also gained conference-planning experience by hosting the regional conference in Banff in the spring of 2002.

In brief, I believe that the Banff site and its local attractions, the talents of the Northwest and Canada chapters of ARLIS/NA, the local knowledge and connections of the Executive Director, and the 'can do' volunteer spirit of the northwest has the potential to produce an exceptional annual conference for ARLIS/NA. We hope that the Executive Board will agree.

Sincerely,

Marilyn Nasserden

c. Allen K. Townsend, President, ARLIS/NA  
Librarian  
Amon Carter Museum  
3501 Camp Bowie Blvd  
Fort Worth, Texas 76107



## APPENDIX 2

Pointers for the Banff Conference  
Calgary Mid-Year Executive Board Meeting Notes  
July, 2004  
Margaret N. Webster  
Jonathan Franklin

1. We need to think about a different model for our annual conferences to facilitate the integration of content into the conference. Continuing education is an important mission of ARLIS/NA and should become the focus. The Banff conference is well positioned to take a leadership role in this evolution. Comments received from the 2004 New York conference evaluations and affirmed by the ARLIS/NA Executive Board emphasized that people need to leave the conference with new tools, skills, or ideas to help them do their jobs better—i.e., something practical and concrete. The acquisition of new skills is important. Those tools, skills, and ideas, which can be acquired by attending ARLIS/NA conferences, must have value for the stakeholders (i.e., the home institutions) that underwrite the cost of conference attendance.
2. We need to reassess the relative value placed on workshops versus sessions. We should also reassess the types of sessions we offer.
3. The Banff conference might concentrate on workshops and sessions that address the core of our professions as art information professionals (including VR). Librarianship and library services should be emphasized. The Core Competencies document and the Strategic Plan, which will be implemented in Banff, could inform a majority of sessions, workshops, etc. The Banff Springs Hotel and the timing of the conference might offer an opportunity to think of it as a type of professional retreat providing ample opportunity to network in small groups. It might be useful to schedule some local interest sessions in the evenings or to coordinate them with core issues. Some of these sessions might be coordinated with tours. A “First Nations” session might also be interesting and relevant.
4. During the budgeting process we should examine the need to charge extra for workshops that comprise part of our continuing education program. The traditional rationale is that conferences must make money for the society and this is one place where this is possible. Are there other more appropriate ways of accomplishing the same goal? Might it be possible to integrate “mini” workshops into the core of the conference program to attract a limited number of participants without charging extra? This might allow us to charge for some more general workshops while providing continuing education opportunities within the conference.
5. Workshops could be directly tied to “Core Competencies” as well as addressing some of the provisions of the Strategic Plan.
6. We should try to reinforce the information gained in workshops with that presented in panel and discussion sessions. Workshops would give more hands-on experience and might eventually lead to certification. The sessions might present the more theoretical aspects rather than the practical applications of a topic.
7. We might consider re-introducing “AskARLIS” sessions as long as they become true discussion sessions—not lesser versions of panel sessions. Participation might be limited

with an enforced sign-up in order to foster discussion. They were dropped in part because they were, in fact, indistinguishable from panel sessions.

8. We might consider thematically tracking some of our tours, panel sessions, AskARLIS discussion sessions, and workshops. This would mean that a specific theme would perhaps be covered with a tour, a workshop, and a panel session or a panel session, a workshop, and an AskARLIS, etc. Conference attendees could attend all parts or choose those that are most interesting or at the level which is most relevant.
9. We might consider adding a line to the conference program proposal form to request information about how the proposal relates to the Core Competencies document and to the action items of the Strategic Plan.
10. The Banff conference should be very tight; it needs to be shortened from the currently proposed schedule while including a Saturday night. We need to plan for a focused conference with potentially fewer attendees. The current dates from May 3-May 11, 2006 is too long; this is 2 days longer than the very long New York conference and three days longer than the Houston conference. You might consider scheduling the EB meetings and tours on 5/5 and 5/10 with the conference itself lasting from 5/6-5/9. This implies that convocation would take place in the Banff Springs Hotel, which has appropriate space for which we do not have to pay extra (we need to address this soon to ensure availability of a suitable space). *Scheduling should take account of the need to offer some coordinated transport options between Calgary and Banff at the beginning and end of the conference. How do we deal with exhibitors in this regard?* At the same time, conference attendees might be encouraged to come earlier and stay later to take advantage of the spectacular landscape in and around Banff. They could consider this vacation time and could make the Banff Springs Hotel headquarters.
11. How do we extend the conference to those who are unable to come? Can we web-cast selected sessions? We might consider the feasibility of disseminating attractive workshops or sessions via teleconferencing. Might also consider selling DVD's of specific sessions.
12. Need to develop a draft budget fairly early. This budget should under estimate income and over estimate expenses. *We should bear in mind that while the presence of Clarke Associates in Calgary and Sue Rawlyk's experience with the Banff Springs Hotel will undoubtedly smooth our path, nevertheless Sue is not a volunteer, i.e. all her time is billable to ARLIS.* The conference is one of the major ways that ARLIS/NA makes money. If possible, the Banff conference needs to clear at least \$20,000; the recent norm is about \$30,000. Need to apply for Canadian grants to support the conference. This should be done in cooperation with the Development Committee. Canadian Library Association could be approached in Ottawa, e.g. CACUL (Canadian Association of College and University Libraries) Workshop Incentive Grants for continuing education <http://www.cla.ca/divisions/cacul/caculgrn.htm#workshop> . Elizabeth Clarke and Jonathan will investigate federal government sources and report back to the conference co-chairs.
13. It is important to market this conference effectively. You might develop an attractive theme. A poster showing the spectacular site of the hotel (a la the NYU poster on exhibit while we toured the hotel) announcing the dates would be great for the Houston conference. It could also be used in the proposed ARLIS/NA booth at ALA in June 2005. You might consider a pre-conference favor (maple leaf pin, sticker, etc.) to help advertise Banff in Houston. Sample tourist literature for the display table might be good. If a budget can be drawn up, contributions could be solicited at the local Canadian chapter meetings (MOQ, Ontario, NW)

in the fall 2004. The Banff co-chairs need to prepare an excellent invitational presentation promoting this conference for delivery in Houston.

14. The Banff co-chairs need to flesh out the committee—exhibits, tours, webmaster, hospitality, conference documents editor, etc. before the Houston conference.
15. The conference web-site needs to be in place (with a minimal amount of information, i.e., a splash page, a link to the hotel, and a conference expense preview before the Houston conference. See the Houston page for ideas.
16. Need to set up a conference planning list. This should happen now so that the co-chairs, Jonathan, and Webster can communicate easily. Jeanne Brown would like to lurk on such a list. It should be expanded as other people join the team. This should be done as soon as feasible. [This item has already been accomplished. Thank you, James.]

## **APPENDIX 3**

### **CONFERENCE PLANNING ADVISORY COMMITTEE (“CPAC”) MEMBERS ROLES AND RESPONSIBILITIES**

#### **CONFERENCE COMMITTEE**

The CPAC is responsible for the following broad areas of the conference planning: program content; acquisition and confirmation of speakers, sponsorship/development; tours; exhibitor liaison; special events (fundraising etc.); publications, publicity and local guide(s); website, volunteer coordination, and registration/hospitality desk. The CPAC is made up of the Committee Program and Local Arrangements Chairs, the ARLIS/NA President, Vice President, Past President, ARLIS/NA Treasurer, the Host Chapter President and Clarke Association Services Inc. representatives.

#### **CONFERENCE CO-CHAIRS (LOCAL AND PROGRAM) ROLES**

The Co-Chairs of the event are directly responsible for overseeing:

- a) Program content and development (see Program Chair)
- b) Local arrangements (see Local Arrangements Chair)
- c) Conference budget development and compliance
- d) Activities of sub-committees as per notes above
- e) Evaluation process
- f) Completion of final report(s).

#### **CLARKE ASSOCIATION SERVICES INC. (“CASI”)**

Working in close cooperation with all Committee Members, CASI representatives oversee and/or are directly responsible for:

- 1) Selection and contract negotiation for the conference hotel,
- 2) Negotiation and approval of audiovisual support contract,
- 3) Negotiation and approval of transportation contracts,
- 4) Execution of pre-registration process,
- 5) Processing of conference registration and preparation /distribution of related reports,
- 6) Preparation of delegate and exhibitor accreditation and receipts,
- 7) Processing of exhibit registrations (if applicable) and allocation of booths,
- 8) Administration of registration desk and financial reconciliation
- 9) Liaison with Hotel staff/management,
- 10) Conference financial management,
- 11) Coordinating production of Exhibitors Prospectus, Preliminary Program and Final Program
- 12) Preparation of on-site Exhibitor list,
- 13) Assignment complimentary rooms as appropriate (in consultation with Conference Co-Chairs).

#### **LOCAL ARRANGEMENTS CHAIR**

The Local Arrangements Chair is in charge of the Local Conference Planning Committee. This includes supervising sub-committees such as Tours, Exhibits, Publications, Finance, Website Management, Registration/Hospitality Liaison, Special Events, Local Guide Publication, Fundraising/Special Events, Local Development/Sponsorship, Publicity and their volunteers.

The Local Arrangements Chair is directly responsible for:

- a) Assisting in budget preparation and ensuring budget compliance throughout the planning process,
- b) On an as required basis, liaison with the host property,

- c) Signage,
- d) Tours and special events,
- e) In cooperation with CASI, ensuring appropriate room set up at the Hotel,
- f) In cooperation with the CASI, orders food etc. for all functions,
- g) Coordinating the content and stuffing of the delegate registration bags/kits.
- h) Coordinating volunteers for on-site hospitality and registration assistance.

### **PROGRAM CHAIR**

The Program Chair assumes responsibility for session and workshop proposal solicitation, review, business meeting scheduling, and AV equipment needs. Following completion of the Conference Program, the Program chair is responsible for providing CASI with the schedule and respective session descriptions. This material is forwarded to CASI for production of the Preliminary Program. The Program Chair is also responsible for ensuring speakers, moderators and panelists are confirmed (for forwarding to CASI), and in consultation with CASI, also responsible ensuring honoraria commitments and other expenses relative to sessions and workshops are budgeted for and met.

### **SUB-COMMITTEES**

#### **Registration/Hospitality Desk Coordinator**

Though the actual administration and registration processes are handled by CASI, the Registration/Hospitality Desk Coordinator is responsible for ensuring volunteers are available at the Hospitality Desk throughout the Conference period. These volunteers are responsible for handing out registration bags/kits and for answering questions regarding local amenities and attractions. A CASI representative will be available at all times to handle questions specific to financial concerns or discrepancies, on-site registrations, publication sales, receipts or to sell additional tickets etc.

#### **Exhibits Coordinator:**

While CASI coordinates and handles the majority of responsibilities relating to the administration and logistics of the Exhibit Hall, the role of the Exhibit Coordinator is crucial. The Exhibits Coordinator is responsible for soliciting vendor participation and following up with industry contacts to encourage potential exhibitors. During the Exhibit period at the Conference, the Coordinator (or scheduled designee) is on site to liaise with the Exhibitors and to assist with any requirements they may have. This is particularly important during their set-up period. The Coordinator is also responsible for preparation and placement of appropriate signage for each exhibitor and for ensuring volunteers are on-site checking accreditation for exhibit hall access during exhibit hours.

#### **Special Events Coordinator:**

A Special Events coordinator handles specific logistics relating to any special events (off-site receptions, fundraising, T-shirt sales). This also includes decorations and other miscellaneous needs associated with these functions.

#### **Website Coordinator:**

The conference website is the most visible source of updated information about the program, tours, workshops, special events, the hotel, and the host city. Information should be provided by the conference Co-Chairs to the Coordinator on a regular schedule. The website also provides a link coordinated with CASI to the online registration form. It also serves to promote donations by providing a list of sponsors with links to their corporate websites. Regular maintenance of the website is paramount.

**Local Guide Editor:**

If deemed required, the local guide editor is responsible for preparation and production of a local guide. The local conference committee should begin to provide information to potential delegates as early as possible, the website being the first form.

The availability and quality of local information in print and electronic form will determine whether a separate guidebook is produced/printed for the delegates on-site.

It is a local choice and must be produced locally. If produced, it should be included in registrants' bags as well as made available at the Hospitality Table. It may be also be linked to the conference website.

**Development Coordinator**

Working in close cooperation with the Board of Directors, the Conference Co-Chairs and the CPAC, the Development Coordinator is responsible for:

- a) Preparation of potential sponsorship prospect list,
- b) Determining which individuals will contact which possible sponsors and ensuring all possible sponsors are contacted,
- c) Maintaining communication with CASI, the Committee Co-Chairs and the website coordinator,
- d) Contact/follow-up with potential program advertisers,
- e) Liaison with sponsors on site.

**Tours Coordinator**

The Tour Coordinator is responsible for:

- a) In consultation with Program and Local Arrangements Chairs, determining tour destination and appropriate prices,
- b) Provides list of transportation requirements to CASI for their further handling,
- c) Facilitates tours during Conference period, including acquisition and coordination of required volunteers.

**Publications/Publicity Coordinator:**

The publications coordinator is responsible for:

- a) Assisting the Program chair in the acquisition of all information/text to be included in all publications (Exhibitor's Prospectus, Preliminary and Final Programs)
- b) Assimilating materials and forwarding to CASI (in appropriate format) for further handling
- c) Ensuring proper proof-reading of all documents is completed
- d) Preparation of news releases and overseeing distribution of same.

**Speakers' Coordinator**

In consultation with the Program Chair, coordinates requirements for the speakers' including:

- a) Confirms participation (in writing)
- b) Ensures audio visual requirements are acknowledged and confirmed
- c) Ensuring honoraria commitment, if applicable, is met
- d) Liaise with speakers on site to ensure their needs are met.



## APPENDIX 4

### PROGRAM PROPOSAL FORM

#### ARLIS/NA 2006 BANFF CONFERENCE, MAY 5-9, 2006 CALL FOR PROGRAM PROPOSALS GUIDELINES FOR SUBMISSION

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The Program Committee for the ARLIS/NA 2006 Conference in Banff invites you to propose sessions or to volunteer to share your expertise and knowledge as a presenter.

Continuing education is an important mission of ARLIS/NA. Priority will be given to proposals that provide opportunities for the advancement of strategic initiatives and the development of Core Competencies. The following documents should be consulted:

Core Competencies <http://www.uflib.ufl.edu/afa/pdc/coredata.htm>

Environmental Scan [http://www.arlisna.org/arlismembers/stratplan\\_envscan.pdf](http://www.arlisna.org/arlismembers/stratplan_envscan.pdf)

Strategic Plan <http://www.arlisna.org/organization/admindocs/stratplan00-05.html>

Please carefully read the guidelines before filling out the mandatory proposal form that may be submitted either electronically (<http://www.arlisna.ca/banff2006/>) or in hard copy.

#### Guidelines for Program Proposals

1. All submissions must include a narrative description of the content of the proposal and a statement describing the significance of the session to the ARLIS/NA membership (with reference to Core Competencies and Strategic Plan documents).
2. Proposals must provide adequate coverage of the session topic in the time allotted.

#### Session Categories

- A. Research.** This category addresses original and new research about art/design/visual resources and art/design librarianship or discusses topics that are relevant to the field but are unfamiliar to many. **Core Competencies:** Research & Assessment
- B. Professional Issues & Practices:** This category is concerned with recent and developing issues of interest to art/design librarians, visual resources curators, and their clientele. This category also focuses on those specific procedures and approaches that reflect the workings of an art/design library, visual resources collection, or the work of the art/design professional. **Core Competencies:** Managerial & Supervisory; Professional Advocacy; Subject Knowledge & Expertise.
- C. Technology:** This category pertains to all manner of technology which has an impact on art/design librarianship and the management of visual resources collections. **Core Competencies:** Technology.
- D. Collections Management:** This category seeks to address issues of selection, cataloguing, metadata standards, controlled vocabularies, subject analysis, classification, acquisition...of art/design/visual materials in a variety of formats. **Core Competencies:** Collection Management, Development & Organization.
- E. Instruction & Reference:** This category seeks to address issues related to quality public service, reference, library instruction, bibliographic software, innovative uses of new information resources, and working with faculty to integrate library resources into teaching. **Core Competencies:** Reference & Information Access; Instruction; Research & Assessment; Public Service

## Session Formats

The Program Committee invites proposals in the following formats:

- 1. Workshop.** In-depth session with experts as speakers. Registration fee may be necessary to offset costs for external speakers. Proposals for two hour, four hour and eight hour workshops in which a particular subject is explored in depth are sought. Organizers should include interactive features and workshop handouts. Some proposals should be appropriate for beginners while others should address the concerns of more advanced learners. We are hoping to provide more workshops in Banff than in previous conferences – possibly mini-workshops in the core of the conference program with no fee or a nominal registration fee to offset costs.
- 2. Paper.** Open Session; 120 minutes: 3-4 presentations with a moderated comment and discussion period. Can describe completed research or work-in-progress.
- 3. Plenary.** Open Session; 120 minutes: presentations with a comment and discussion period on a topic of interest to the entire ARLIS/NA membership.
- 4. Panel Discussion.** Open Session; 90 minutes; a panel of 3-4 individuals and 1 moderator. Panelists will discuss a variety of ideas, perspectives, or approaches about the given topic. A moderated comment and discussion period will follow the discussion.
- 5. Opposing Viewpoints.** Open Session; 90 minutes; two presenters on opposing sides of an issue (for example, subject cataloguing specialists vs. generalist; accreditation pro and con, etc.). A moderated comment and discussion period will follow the presentations.
- 6. Poster Session.** Open Session; 30 minutes: one or two presenters who explain a project, service, or library practice (for example, successful ARLIS chapter meetings, bibliographic instruction, or collaborative projects).
- 7. AskARLIS Discussion Session.** With required registration. True discussion sessions – not lesser versions of panel sessions. Participation encouraged by advance sign-up with each participant asked to provide content.

## Speakers

It is not necessary to have identified your speakers to submit a session proposal. If needed, a call for papers with information about approved session proposals that lack confirmed speakers will be posted on ARLIS-L.

**Deadline:** Session proposals must be received by May 14<sup>th</sup>, 2005.

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**An online program proposal form is available at: <http://www.arliscanada.ca/banff2006/>  
Form may be downloaded and completed in word and then submitted as an e-mail attachment to [Marilyn.Nasserden@ucalgary.ca](mailto:Marilyn.Nasserden@ucalgary.ca) or printed and mailed to Marilyn Nasserden at address below.**

**Please leave your completed print forms at the ARLIS/NA Registration/Hospitality Desk or send to:**

Marilyn Nasserden  
Manager, Fine Arts Library  
918 MacKimmie Library Tower  
University of Calgary  
2500 University Drive N.W.  
Calgary, Alberta T2N 1N4  
CANADA Phone: (403) 220-3795

**ARLIS/NA Banff Conference Planning Committee**

**PROGRAM PROPOSAL FORM  
ARLIS/NA BANFF 2006 CONFERENCE, MAY 5-9, 2006  
BANFF SPRINGS HOTEL, BANFF, ALBERTA, CANADA**

Submission deadline: May 14<sup>th</sup>, 2005

Please include the following information:

Title

Moderator(s)

Sponsor(s) – *optional*

Session format recommended (see Guidelines)

Brief description of the content - including relation to Core Competencies and Strategic Plan items

Speakers (if known)

AV requirements

Budget (honoraria, travel, other costs)

Submitted by (provide your name, address, telephone number(s) and email):

**Thank you for filling out the program proposal form!**

## APPENDIX 5

### BANFF2006 Summary Report – Program Submissions May 29, 2005

Thanks to Marilyn and James for presenting results from the Houston Conference Evaluation and inputting Program Proposals into Excel spreadsheets. Marilyn and I will be reviewing the submissions in detail over the next 9 days before I leave for Saskatoon on June 8<sup>th</sup>. I will be in Calgary on June 15<sup>th</sup> to assist Marilyn with final preparation of our submission for CPAC. A total of 59 Program Proposals were received. This number excludes business, user group and committee meetings as well as yoga.

#### Meetings

43 separate meetings were scheduled in Houston for Divisions, Section, Round Tables, Committees, Discussion Groups, Planning Groups, etc. but, to-date, we have received only 4 requests. Marilyn & I will ask all group leaders to provide us with the name of each group, the membership, and the expected number of attendees so that we can schedule appropriate rooms and times. Until we have this information, we will work on the assumption that the same number of meetings needs to be scheduled for Banff. I won't go into any further detail – just to say we'll be dealing with meetings as a separate category and will make every effort to avoid conflicts (many ARLIS/NA members are active in several different groups).

#### Response to Call for Proposals

The Call for Proposals clearly states that continuing education is an important mission of ARLIS/NA. We will give priority to proposals that provide opportunities for the advancement of strategic initiatives and the development of Core Competencies.

After reviewing all Proposals received, I can confirm that both the strategic initiatives and Core Competencies are well represented. We suggested the following session categories: Research, Professional Issues & Practices; Technology; Collections Management; and Instruction & Reference. All of these categories are well covered.

We suggested proposals in the following formats: Workshop, Paper, Plenary, Panel Discussion, Opposing Viewpoints, Poster Session; and AskARLIS Discussion Session. *Marilyn has suggested the addition of another format, which we're tentatively calling "What's New" which will showcase the newest software and information tools for art librarians and visual resources professionals.*

The number of proposals received is broken down as follows: **Proposal Numbers are in red**

#### **Workshop – 14**

3 mini (less than 4 hrs) - **8, 17, 35**

7 half-day (4 hrs) - **7, 33, 42, 48, 52, 60, 61**

3 full (more than 4 hrs) - **14, 29, 54**

1 (duration not specified) – **39**

**Panel – 26: 4, 5, 11, 12, 15, 16, 20, 21, 22, 24, 26, 32, 34, 38, 40, 41, 43, 44, 45, 46, 49, 50, 57, 58, 59, 62**

**Paper – 7: 3, 18, 27, 28, 31, 37, 51**

**Panel or Paper – 2: 36, 63**

**Panel or Workshop – 1: 13**

**Panel or AskARLIS – 1: 64**

**Poster – 2: 9, 23**

**Poster or Paper or Panel – 2: 25, 53**

**AskARLIS – 4: 19, 30, 47, 55**

## Opposing Viewpoints – 0

### What's New – 1: 64

#### Workshops

- #7 Postcards from the Edge Reference & Instruction for Film Studies
- #8 Art in Books: How to Identify Original Works on Paper
- #14 Managing a Digitization Project
- #17 Artists' Books: Strategies for Collecting
- #29 Standards for the description of photographs in the online environment
- #33 Collection Assessment
- #35 How to Build that Perfect Art Library/Visual Resources Resume
- #39 Acquisitions and Vendor Relations
- #42 Digital Arts Primer [digital arts, electronic arts, time-based media]
- #48 The ARLIS/NA Mentoring Initiative : a Workshop for Mentors and Mentees
- #52 Resources for Architecture and Emerging Related Disciplines
- #54 Copying Right in the Canadian Context: Looking at the Arts and Images
- #60 The Time of Your Life [Time Management]
- #61 Managing Stress

#### Panels

- #4 Sharing the wealth – Improving access to images and metadata
- #5 The making of an art book [2-3 external speakers – photographer/illustrator]
- #11 Cabinet of Curiosities or “ReadyMart”: selecting a model for the contemporary art library
- #12 Clearly Canadian [national architecture initiatives; 3 external speakers – architectural educators/critics/historians]
- #15 Digital Reconstruction of Illuminated Manuscripts [2-3 external speakers – curators/researchers]
- #16 Arts One Courses: the Team-Teaching Approach [1-2 external speakers – Deans/Faculty members]
- #20 Bringing the Outsider In: Community Strategies for Supporting Intuitive Art
- #21 Visual Resources Educational Technologies & Teaching: A collaborative faculty support model [1 external speaker - Director]
- #22 Words on the Street: graphic novel and comics collections in academic and art and design libraries [2 external speakers – artist/novelist]
- #24 Contemporary Native Artists of Canada Speak Out. [3 external speakers – artists]
- #26 Shared Cataloguing for Images: fantasy or reality?
- #32 Going Public: How expanded access to image collections impacts cataloguing practice.
- #34 Double Duty – The evolution of traditional art reference roles.
- #38 The Canadian Pacific Railway and Great Lodge of the Rockies [3 external speakers – architectural historian/curator/archivist]
- #40 Hot Topics – Going Green [green building & sustainable design – 2 external speakers – professors of ED and ID]
- #41 What Art and Architecture Isn't: the Decorative Arts.
- #43 Enduring Relationships: Productive Collaborations with primary researchers.
- #44 Topics in Canadian Art & Architecture [open call to CAA and SAH affiliates for 3 external speakers]
- #45 Planning for Posterity: the preservation of art and architecture materials. [3 external speakers – preservation experts/conservators]
- #46 Technology and Gender in Art Librarianship: Is Technology Helping or Hindering?
- #49 Why are We Still Here? Examining the post-backlash era relevance of online gender and diversity projects within the arts. [1 external speaker –former guerrilla girl]
- #50 New Voices in the Profession: Student Papers on Art and Visual Resources Librarianship. [all external speakers – new members/librarians]
- #57 Digital Images and Beyond.
- #58 Brother Can You Spare a Dime [fundraising]
- #59 Diversity for Today and for Tomorrow [recruitment and hiring]
- #62 Digital Delivery: taking digital media files into the classroom and beyond.

#### Papers

- #3** Women, Wilderness, and Photography: Mary Schaeffer in the Rocky Mountains
- #18** Accessing the Eternal Network: Tracing publishing from Canadian artist-run centres [student research paper, MLIS McGill]
- #27** Art Books, Book Arts, Books in Art: The Canadian Chronicle [3 research papers from The History of the Book in Canada]
- #28** Online Access to Exhibition Histories: The Role of the Art Museum Library [3 research papers]
- #31** Copyright: Contract Rights, Digital Image Rights and the Canadian Perspective [including demo of the Digital Image Rights Computator (DIRC) which will be the companion to the Copy Photography Computator on the VRA website]
- #37** Image Aggregations [session to compare and contract image collections on the market: ARTstor, Insight, RLG CM, AP Photo Archive, etc.]
- #51** Fasten Your Seatbelts, Its Going to be a Bumpy Ride: the changing role of image curators (4-5 presentations).

#### **Panel or Paper**

- #36** DAMS for VRs [1 external speaker – session to compare and contrast Digital Image Databases and Digital Asset Management Systems for Visual Resources].
- #63** Developments in European Art Libraries [Getty]

#### **Panel or Workshop**

- #13** Redefining the New Art Librarian.

#### **Poster**

- #9** New home, new challenges [issues, challenges and rewards of working in a temporary setting while library is being renovated or moved]
- #23** Publishers' Bindings Online, 1815-1930: The Art of Books.

#### **Poster or Paper or Panel**

- #25** Women Artists in Canada 1800-1950: Bio-bibliographic Web Database.
- #53** Multiplicity and Multitasking – the Art Librarian Blended.

#### **AskARLIS**

- #19** Reaching out: chapter links to local library schools.
- #30** A Classical Education: Collection Building in Classics and Archaeology. [1 external speaker]
- #47** Building the ARLIS/NA mentoring program.
- #55** AskARLIS about GLIRT.

#### **Opposing Viewpoints - 0**

#### **What's New** [new format suggested by Marilyn]

- #64** Bits & Bytes – New Tools for Art Librarians & VR Professionals

Members have taken up the challenge to create more Workshops but they have not done the same for Opposing Viewpoints or AskARLIS sessions. They appear to have stuck with what is most familiar – the Panel or Paper format.

Clearly, if we intend to create a different kind of conference, the Program Co-Chairs (Marilyn and I) are going to have to push the limits and “coax” some of the Panel and Paper proposals into either Opposing Viewpoints or AskARLIS formats.

Panels need to “engender expansive thought” by presenting substantive new information, inspirational new approaches, and ideas. Ideally, panels should include external speakers as well as ARLIS/NA members.

There are many excellent proposals for Panels, including 13 that identify external speakers (**5, 12, 15, 16, 21, 22, 24, 38, 40, 44, 45, 49, 50**). We need to carefully select the Panels where external speakers would be most advantageous and then work toward securing the necessary funding (targeted grants or sponsorships) to fund the external speakers.

Panels are not the place for “How I did it in my library” presentations, unless the speakers are committed to providing substantive new information, or new perspectives, on the topic.

Otherwise, these sort of presentations work best as AskARLIS discussions.

For some reason, we received no Proposals for the “Opposing Viewpoints” format, which is unfortunate as there is nothing better than a good debate to engender thought and discussion. Luckily, there are some proposals that will fit very nicely into the Opposing Viewpoints format with a bit of massaging.

Generally, the membership has spoken very clearly – not only in the Houston Evaluation but also in their Proposals for Banff. They are interested in diversity and representation; inclusion of new librarians and vendors; diversification and specialization of collections; innovation in reference & instruction services; collaboration between librarians, faculty, researchers and VR professionals; digitization and assets management of images and more; as well as acquiring new knowledge and expertise in their subject areas and professional fields.

Rather than go through all the submissions in detail, I will attempt to provide a “flavour” for the conference by presenting the proposals under the five session Categories or Streams. When applicable, proposals are listed in more than one stream. The streams are:

- < **Research (including Subject Knowledge & Expertise)**
- < **Management (including professional issues)**
- < **Technology (including digitization)**
- < **Collections (including cataloguing)**
- < **Instruction & Reference**

#### **Research (including Subject Knowledge & Expertise)**

- #3** (Paper) Women, Wilderness, and Photography: Mary Schaeffer in the Rocky Mountains
- #5** (Panel) The making of an art book [2-3 external speakers photographer/illustrator]
- #12** (Panel) Clearly Canadian [national architecture initiatives; 3 external speakers – architectural educators/critics/historians]
- #15** (Panel) Digital Reconstruction of Illuminated Manuscripts [2-3 external speakers – curators/researchers]
- #18** (Paper) Accessing the Eternal Network: Tracing publishing from Canadian artist-run centres [student research paper, MLIS McGill]
- #23** (Poster) Publishers’ Bindings Online, 1815-1930: The Art of Books.
- #24** (Panel) Contemporary Native Artists of Canada Speak Out. [3 external speakers – artists]
- #25** (Poster) Women Artists in Canada 1800-1950: Bio-bibliographic Web Database.
- #27** (Papers) Art Books, Book Arts, Books in Art: The Canadian Chronicle [3 research papers from The History of the Book in Canada]
- #28** (Papers) Online Access to Exhibition Histories: The Role of the Art Museum library [3 research papers]
- #38** (Panel) The Canadian Pacific Railway and Great Lodge of the Rockies [3 external speakers – architectural historian/curator/archivist]
- #40** (Panel) Hot Topics – Going Green [green building & sustainable design – 2 external speakers – professors of ED and ID]
- #44** (Panel) Topics in Canadian Art & Architecture [open call to CAA and SAH affiliates for 3 external speakers]
- #50** (Panel) New Voices in the Profession: Student Papers on Art and Visual Resources Librarianship. [all external speakers – new members/librarians]
- #63** (Panel or Paper) Developments in European Art Libraries [Getty]

#### **Management (including professional issues)**

- #9** (Poster) New home, new challenges [issues, challenges and rewards of working in a temporary setting while library is being renovated or moved]
- #11** (Panel) Cabinet of Curiosities or “ReadyMart”: selecting a model for the contemporary art library
- #13** (Panel or Workshop) Redefining the New Art Librarian.
- #19** (AskARLIS) Reaching out: chapter links to local library schools.



- #35 (Workshop) How to Build that Perfect Art Library/Visual Resources Resume
- #45 (Panel) Planning for Posterity: the preservation of art and architecture materials. [3 external speakers – preservation experts/conservators]
- #46 (Panel) Technology and Gender in Art Librarianship: Is Technology Helping or Hindering?
- #47 (AskARLIS) Building the ARLIS/NA mentoring program.
- #48 (Workshop) The ARLIS/NA Mentoring Initiative : a Workshop for Mentors and Mentees
- #49 (Panel) Why are We Still Here? Examining the post-backlash era relevance of online gender and diversity projects within the arts. [1 external speaker –former guerrilla girl]
- #54 (Workshop) Copying Right in the Canadian Context: Looking at the Arts and Images
- #55 (AskARLIS) AskARLIS about GLIRT.
- #58 (Panel) Brother Can You Spare a Dime [fundraising]
- #59 (Panel) Diversity for Today and for Tomorrow [recruitment and hiring]
- #60 (Workshop) The Time of Your Life [Time Management]
- #61 (Workshop) Managing Stress

### **Technology (including images & digitization)**

- #4 (Panel) Sharing the wealth – Improving access to images and metadata
- #14 (Workshop) Managing a Digitization Project
- #15 (Panel) Digital Reconstruction of Illuminated Manuscripts [2-3 external speakers – curators/researchers]
- #21 (Panel) Visual Resources Educational Technologies & Teaching: A collaborative faculty support model [1 external speaker - Director]
- #26 (Panel) Shared Cataloguing for Images: fantasy or reality?
- #29 (Workshop) Standards for the description of photographs in the online environment
- #31 (Paper) Copyright: Contract Rights, Digital Image Rights and the Canadian Perspective [including demo of the Digital Image Rights Computator (DIRC) which will be the companion to the Copy Photography Computator on the VRA website]
- #32 (Panel) Going Public: How expanded access to image collections impacts cataloguing practice.
- #36 (Panel or Paper) DAMS for VRs [1 external speaker – session to compare and contrast Digital Image Databases and Digital Asset Management Systems for Visual Resources].
- #37 (Paper) Image Aggregations [session to compare and contract image collections on the market: ARTstor, Insight, RLG CM, AP Photo Archive, etc.]
- #46 (Panel) Technology and Gender in Art Librarianship: Is Technology Helping or Hindering?
- #51 (Papers) Fasten Your Seatbelts, Its Going to be a Bumpy Ride: the changing role of image curators (4-5 presentations).
- #54 (Workshop) Copying Right in the Canadian Context: Looking at the Arts and Images
- #57 (Panel) Digital Images and Beyond.
- #62 (Panel) Digital Delivery: taking digital media files into the classroom and beyond.
- #64 (What's New Session) Bits & Bytes – New Tools for Art Librarians & VR Professionals

### **Collections (including cataloguing)**

- #4 (Panel) Sharing the wealth – Improving access to images and metadata
- #7 (Workshop) Postcards from the Edge Reference & Instruction for Film Studies
- #8 (Workshop) Art in Books: How to Identify Original Works on Paper
- #17 (Workshop) Artists' Books: Strategies for Collecting
- #20 (Panel) Bringing the Outsider In: Community Strategies for Supporting Intuitive Art
- #22 (Panel) Words on the Street: graphic novel and comics collections in academic and art and design libraries [2 external speakers – artist/novelist]
- #26 (Panel) Shared Cataloguing for Images: fantasy or reality?
- #29 (Workshop) Standards for the description of photographs in the online environment
- #30 (AskARLIS) A Classical Education: Collection Building in Classics and Archaeology. [1 external speaker]
- #32 (Panel) Going Public: How expanded access to image collections impacts cataloguing practice.
- #33 (Workshop) Collection Assessment
- #37 (Paper) Image Aggregations [session to compare and contract image collections on the market: ARTstor, Insight, RLG CM, AP Photo Archive, etc.]
- #39 (Workshop) Acquisitions and Vendor Relations



- #41 (Panel) What Art and Architecture Isn't: the Decorative Arts.
- #42 (Workshop) Digital Arts Primer [digital arts, electronic arts, time-based media]
- #43 (Panel) Enduring Relationships: Productive Collaborations with primary researchers.
- #45 (Panel) Planning for Posterity: the preservation of art and architecture materials. [3 external speakers – preservation experts/conservators]
- #52 (Workshop) Resources for Architecture and Emerging Related Disciplines
- #57 (Panel) Digital Images and Beyond.
- #64 (What's New Session) Bits & Bytes – New Tools for Art Librarians & VR Professionals

### **Instruction & Reference**

- #11 (Panel) Cabinet of Curiosities or "ReadyMart": selecting a model for the contemporary art library
- #16 (Panel) Arts One Courses: the Team-Teaching Approach [1-2 external speakers – Deans/Faculty members]
- #21 (Panel) Visual Resources Educational Technologies & Teaching: A collaborative faculty support model [1 external speaker - Director]
- #34 (Panel) Double Duty – The evolution of traditional art reference roles.
- #51 (Papers) Fasten Your Seatbelts, Its Going to be a Bumpy Ride: the changing role of image curators (4-5 presentations).
- #53 (Poster) Multiplicity and Multitasking – the Art Librarian Blended.
- #62 (Panel) Digital Delivery: taking digital media files into the classroom and beyond.
- #64 (What's New Session) Bits & Bytes – New Tools for Art Librarians & VR Professionals

## **OTHER CONSIDERATIONS**

### **Canadian Content**

The following Proposals represent Canadian content:

- #3 (Paper) Women, Wilderness, and Photography: Mary Schaeffer in the Rocky Mountains
- #12 (Panel) Clearly Canadian [national architecture initiatives; 3 external speakers – architectural educators/critics/historians]
- #18 (Paper) Accessing the Eternal Network: Tracing publishing from Canadian artist-run centres [student research paper, MLIS McGill]
- #24 (Panel) Contemporary Native Artists of Canada Speak Out. [3 external speakers – artists]
- #25 (Poster) Women Artists in Canada 1800-1950: Bio-bibliographic Web Database.
- #27 (Papers) Art Books, Book Arts, Books in Art: The Canadian Chronicle [3 research papers from The History of the Book in Canada]
- #31 (Paper) Copyright: Contract Rights, Digital Image Rights and the Canadian Perspective [including demo of the Digital Image Rights Computator (DIRC) which will be the companion to the Copy Photography Computator on the VRA website]
- #38 (Panel) The Canadian Pacific Railway and Great Lodge of the Rockies [3 external speakers – architectural historian/curator/archivist]
- #40 (Panel) Hot Topics – Going Green [green building & sustainable design – 2 external speakers – professors of ED and ID]
- #44 (Panel) Topics in Canadian Art & Architecture [open call to CAA and SAH affiliates for 3 external speakers]
- #54 Copying Right in the Canadian Context: Looking at the Arts and Images

### **New Librarians**

The following Proposals are relevant for recent graduates, librarians who are new to the field, and one-person librarians who are lacking a support network.

- #13 (Panel or Workshop) Redefining the New Art Librarian.
- #19 (AskARLIS) Reaching out: chapter links to local library schools.
- #35 (Workshop) How to Build that Perfect Art Library/Visual Resources Resume
- #47 (AskARLIS) Building the ARLIS/NA mentoring program.
- #48 (Workshop) The ARLIS/NA Mentoring Initiative : a Workshop for Mentors and Mentees
- #50 (Panel) New Voices in the Profession: Student Papers on Art and Visual Resources Librarianship. [all external speakers – new members/librarians]
- #59 (Panel) Diversity for Today and for Tomorrow [recruitment and hiring]

- #60 (Workshop) The Time of Your Life [Time Management]
- #61 (Workshop) Managing Stress
- #64 (What's New Session) Bits & Bytes – New Tools for Art Librarians & VR Professionals

### **What is Missing**

The following countries and major ethnic groups/cultures are not represented:

- < Mexico
- < Latin America
- < Inuit
- < African American
- < Caribbean Canadian
- < Indo-Canadian

The following topics are not represented:

- < Research Methods

### **Suggestions**

- < Mexico & Latin America: seek input from ARLIS/NA members
- < Inuit: investigate possibility of getting Zacharias Kunuk and Norman Cohn to speak about their film "The Journals of Knud Rasmussen" [www.sila.ca/live](http://www.sila.ca/live) to be released in the spring of 2006. Kunuk won the Camera d'Or at Cannes 2001 and Best Picture at Canada's 2002 Genie Awards for his film "Atanarjuat: The Fast Runner."
- < African American: seek input from ARLIS/NA members.
- < Caribbean Canadian: investigate possibility of getting Lillian Allen to perform her dub poetry at the ARLIS/NA convocation. For a sample of her work, go to <http://www.griots.net/archives/Allen/>
- < Indo-Canadian: investigate possibility of getting Deepa Mehta to speak about her filmmaking career, which includes "Bollywood/Hollywood".
- < Research Methods: the Houston Evaluation includes a suggestion that there be a session or workshop on "fostering research in art librarianship" and "writing and creating library related scholarship."
- < Instruction: although this area is well covered, it would be good to have a workshop on teaching techniques "where active learning is demonstrated." This was another suggestion in the Houston Evaluation.
- < Management: in addition to the workshops already suggested, we might consider scheduling one of the ARL workshops, either the Library Management Skills Institute I or the Project Management workshop. You can see more at: <http://www.arl.org/training/index.html>

### **Guides for Program Preparation, Delivery & Follow-Through**

In the Houston Evaluation, the following programmatic problems were highlighted: Preparation, Visuals, Sound, Use of microphones, Time Keeping, Presentation skills, Organizational skills, Too many speakers, Lack of focus

We can easily address the above by creating online Guides for Program Preparation, Delivery & Follow-Through. These Guides will be for both Moderators and Speakers.

The guides will present checklists to help both the moderator and speakers prepare, facilitate, deliver and follow-through on their proposals. This will ensure that not only the sessions but also the proceedings (that follow the sessions) deliver relevant content to the membership in a professional manner.

If you have any questions with regard to this Report, please feel free to contact me:

## APPENDIX 6

### CPAC Meeting Agenda

**Conference Planning Committee Meeting  
Sunday, June 19 / Monday, June 20, 2004  
Banff Centre  
Agenda -- Draft**

#### Sunday June 19

- 9:00 Overview of progress since Houston [Zimon/Rout/Sammon; Nasserden/Patrick]
- 9:30 Overview of seminar proposals and workshop proposals [Nasserden/Patrick]
- 10:45 Break
- 11:00 Selection of sessions, seminars, and workshops [CPAC]
- 1:00 Lunch at Banff Centre
- 2:00 Selection of sessions, seminars, and workshops continued [CPAC]
- 3:00 AV & Equipment
  - \*availability and costs
  - \*special needs
- 3:45 Break
- 4:00 Conference Meeting Schedule: sessions, workshops, business mtgs, etc. [CPAC]
- 5:00 Exhibits [Rawlyk & Sammon]
- 6:00 Adjourn

#### Monday June 20

- 8:30 Hospitality and Registration [Wallace]
- 9:00 Special Events: \*Welcome Party; \*Convocation; \*Other [Hunter]
- 9:45 Break
- 10:00 Hotel facilities tour [Rawlyk, hotel staff]
- 11:00 Tours & Transportation [Heather D'Amour]
  - \*Review and select sites [CPAC]
  - \*Determine pricing structure [CPAC]
  - \*Tour management services and transportation costs [Rawlyk]
  - \*Cancellation policy [Rawlyk]
- 12:00 Publications and Publicity [Zimon]
  - \*Exhibitors Prospectus
  - \*Preliminary Program
  - \*Final program
  - \*Publicity
- 1:00 Lunch at Banff Centre
- 2:30 Budget [Cull]
- 3:30 Development [Townsend & Westwood]
- 4:00 Timetables and Action List Review [Webster]
- 4:30 Wrap-up
- 5:00 Adjourn

## APPENDIX 7

### REJECTION LETTER

Dear \_\_\_\_\_,

The ARLIS Conference Planning Advisory Committee met on June 19th and 20th in Calgary and Banff to make final program selections from a very competitive group of proposals. All of the submissions were strong and the selection process rigorous.

Unfortunately your proposal, “\_\_\_\_\_” was not chosen. We urge you to continue to work on your ideas and to consider submitting a revised proposal to next year’s conference planning committee for consideration for the Atlanta conference in 2007.

We thank you for your submission and wish you the best of luck with your work. We look forward to seeing you at the ARLIS/NA conference in Banff in 2006!

Best regards,  
Marilyn

--

Marilyn Nasserden and Jill Patrick,  
Program Co-Chairs for:

TRANSCONTINENTAL PERSPECTIVES: ARLIS/NA IN THE CANADIAN ROCKIES ARLIS/NA  
34th Annual Conference May 5-9th, 2006 Fairmont Banff Springs Hotel Conference website:  
<http://www.arliscanada.ca/banff2006>

## APPENDIX 8

### ACCEPTANCE LETTER

*[note: these letters took much more time to write as they included requests and suggestions in many cases, to do with content, speakers and funding.]*

Dear \_\_\_\_\_,

The ARLIS Conference Planning Advisory Committee met on June 19th and 20th in Calgary and Banff to make final program selections from a very competitive group of proposals. All of the submissions were strong and the selection process rigorous.

I am pleased to inform you that the session that you proposed, “\_\_\_\_\_” was accepted for the 2006 Banff Conference programme.

*[additional lines or paragraphs added outlining requested and suggested changes for content, speakers etc.]*

The Program Co-Chairs request that you use the attached WORKSHEET to assist us in preparing promotional material for the conference. This is an opportunity to make revisions to your original program title and the description as per our request. PLEASE SUBMIT THIS WORKSHEET COMPLETED TO ME, Marilyn, BY AUGUST 1st/05.

We have also attached a document titled, “Guidelines for Moderators and Leaders,” to help you during this phase. Please read it carefully. I am prepared to answer questions and to offer encouragement, advice, etc., during this process.

We look forward to working with you and sharing in an exciting conference in Banff!

Best regards,  
Marilyn

--

Marilyn Nasserden and Jill Patrick,  
Program Co-Chairs for:

TRANSCONTINENTAL PERSPECTIVES: ARLIS/NA IN THE CANADIAN ROCKIES ARLIS/NA  
34th Annual Conference May 5-9th, 2006 Fairmont Banff Springs Hotel Conference website:  
<http://www.arliscanada.ca/banff2006>

## APPENDIX 9

### ARLIS/NA Conference Session Worksheet Banff, 2006

Due August 1st, 2005 to:

Jill Patrick (jpatrick@ocad.on.ca) or Marilyn Nasserden (Marilyn.Nasserden@ucalgary.ca)  
(Speaker biographies and individual presentation abstracts not due until Oct. 3/05)

Session Title:

Proposer:  
Position Title:  
Institutional Affiliation:  
Address:  
Email:  
Fax:

Format:  
Length:  
<Panel Session (usually 90 min.); Poster Session (informal "show and tell" and last 30 minutes, but will remain up for the remainder of the conference); Workshop; Business/User Group Meeting; Discussion Group>

Moderator's Name:  
Position Title:  
Institutional Affiliation:

Session Description (not to exceed 150 words):

Speaker 1  
Name:  
Position Title:  
Institutional Affiliation:  
Presentation title:  
Honarium requested?

Presentation Abstract (max. 50 words; due Oct. 3/05):  
Biography (max. 50 words; due Oct. 3/05):  
-----

Speaker 2  
Name:  
Position Title:  
Institutional Affiliation:  
Presentation title:  
Honarium requested?

Presentation Abstract (max. 50 words; due Oct. 3/05):  
Biography (max. 50 words; due Oct. 3/05):

-----

Speaker 3

Name:

Position Title:

Institutional Affiliation:

Presentation title:

Honorarium requested?

Presentation Abstract (max. 50 words; due Oct. 3/05):

Biography (max. 50 words; due Oct. 3/05):

-----

Speaker 4

Name:

Position Title:

Institutional Affiliation:

Presentation title:

Honorarium requested?

Presentation Abstract (max. 50 words; due Oct. 3/05):

Biography (max. 50 words; due Oct. 3/05):

-----

AV needs:

Data projector

Slide projector

Overhead projector

Flip chart with paper and markers

Microphones:

Floor

Table top

Budget (See Guidelines)

Honoraria @ \$200 US

Honoraria @ \$75 CDN

Other (describe):

Other (describe):

Suggested sponsors (e.g. vendors for products with demos in presentation,...):



## APPENDIX 10

### ARLIS/NA Banff 2006 Conference Guidelines for Moderators and Leaders June 2005

The Conference Planning Advisory Committee (CPAC), which met in Calgary and Banff June 19 and 20, established the following guidelines for all session, workshop, and poster session moderators and leaders.

- Projection equipment (data, slide, and overhead projectors), screens, podiums, tables, and microphones will be provided as needed. However, moderators and leaders must be aware that this equipment is expensive and should be requested only if necessary.
- The conference organizers will **not** provide laptops. Moderators and leaders are expected to bring their own laptops or to use a laptop supplied by a speaker. All speaker presentations should be loaded on one laptop, in advance of the session, to ensure a smooth program.
- The conference organizers will provide live Internet connections but highly recommend that speakers prepare “pre-packaged” presentations for backup. This year, we are requesting submission of all presentations in an electronic format immediately after the conference for inclusion in the web-based conference proceedings. The pre-packaged presentation can serve this purpose as well.
- Honoraria are CAPPED at US\$200 per person. Local honoraria are capped at CDN\$75. Honoraria are not meant to cover expenses and are only available for speakers who are not members of ARLIS/NA. We urge you to limit the number of honoraria by inquiring whether a speaker will donate his or her services or by selecting a speaker who does not require an honorarium. For speakers from Edmonton, Calgary, and Banff, offer reimbursement for hotel parking (\$25 CDN per day) and/or park passes as necessary in lieu of honoraria.
- Presenters at fee-based workshops are not subject to the above honoraria caps. However honoraria, travel costs, and any equipment costs will be factored into the registration fee. The workshop will be cancelled if there are not enough people registered to break even.

#### Program Committee Contact Information:

Marilyn Nasserden

Phone: 403.210-8816 to end of August; September 1<sup>st</sup>: 403.220-3795

E-Mail: [Marilyn.Nasserden@ucalgary.ca](mailto:Marilyn.Nasserden@ucalgary.ca)

Jill Patrick

Phone: 416.977-6000 ext. 348

E-mail: [JPatrick@ocad.on.ca](mailto:JPatrick@ocad.on.ca)

## Important Dates:

- **August 1, 2005**
  - Complete session information due (use supplied worksheet)
  - Submit above to Marilyn Nasserden or Jill Patrick, Program Co-chairs
  
- **October 3, 2005**
  - Revised program text for (web-based) Preliminary Conference Program due
    - Resubmit proofread and verified worksheet with addition of individual presentation abstracts and speaker biographies.
  - Submit above to Marilyn Nasserden or Jill Patrick, Program Co-Chairs
  
- **Dec. 19, 2005**
  - Final revisions of program text for (print) Final Conference Program
    - Resubmit worksheet, revised if necessary, ensuring that the order of speakers is correct for the Final Program.
  - Submit above to Marilyn Nasserden or Jill Patrick, Program Co-Chairs
  
- **March 13, 2006**
  - Final details to ensure your program runs smoothly
    - Select a recorder and timekeeper (not the same person)
    - Find additional volunteers to assist if necessary, e.g. to distribute handouts
  - Submit names to Marilyn Nasserden or Jill Patrick, Program Co-Chairs
  
- **May 5-9, 2006**
  - Full documentation of your session for Conference Proceedings
    - Collect from each speaker, at the time of the conference or immediately afterward, electronic copies of presentations and handouts
    - Obtain the Session Recorder's report immediately after the conference
  - Submit entire e-package to Cheryl Siegel, Conference Proceedings Coordinator, [casiegel@vanartgallery.bc.ca](mailto:casiegel@vanartgallery.bc.ca) for inclusion in the web-based Conference Proceedings.

## APPENDIX 11

### POSTER SESSION GUIDELINES Art Libraries Society of North America (ARLIS/NA) 2006

**Description:** Poster sessions are a forum for the exchange of information among conference attendees. They are a quick visual way to communicate ideas, research and programs.

**Format:** Pictures, data, graphs, diagrams and narrative text must be mounted on the provided poster board. In the assigned 30-minute time period, presenters discuss their display informally with delegates.

**Audience:** There will be 2 or 3 Poster Sessions running concurrently. Attendees could arrive at the beginning, middle, or end of your time period. Seats will not be provided. It is important that your presentation be very brief and to-the-point. You should be able to deliver the salient points in a few minutes if necessary. Be prepared to answer questions, to provide further details, and to follow-up afterwards with individuals who are interested in your project.

**Display Materials:** We are able to provide one poster board, one table and an electric outlet to each presenter upon request. Please confirm your needs with Jill Patrick [jpatrick@ocad.on.ca](mailto:jpatrick@ocad.on.ca) as soon as possible and definitely before March 31, 2006. The poster boards are 4' x 8' with Velcro on both sides (push pins can also be used). Presenters must bring their own supplies such as tape, push pins, markers, etc.

**Content:** Information must be easily comprehended in a short period of time. Use of illustrative material including images is recommended. Written content should be limited to 250 words, displayed in a clear typeface no smaller than 24pt. Use of colour, bold and larger typefaces are encouraged. All sections of the poster should be clearly legible from a distance of 4 feet. The overall presentation should be designed to make a quick impact and to attract immediate interest.

**Electronic Presentations:** Although no internet access or audio visual equipment will be provided, the posters will be located next to the 6 Internet Room computers, one of which may be used by each presenter for the half hour set aside for posters. Otherwise, presenters are expected to bring their own computers. The content of Power-Point presentations should be printed-off for display on the Poster Board for conference attendees to view throughout the day.

**Hand-Outs:** Provision of hand-outs is encouraged, as are business cards and sign-up sheets allowing people to request additional information. Presenters should make copies ahead of time. These copies can be left in an envelope pinned on your Poster Board, or on a nearby table, for conference attendees to pick-up.

**Location:** All poster sessions will be in the Exhibits Area, near the Internet Room.

**Set-up/Take-Down:** Presenters may set-up their posters first thing in the morning on the day of their presentation. Take-Down should occur ½ hour before exhibit closing. Any posters and materials remaining will be discarded at the end of the day, to make room for the next presenter.

## APPENDIX 12

### 2006 ARLIS/NA BANFF CONFERENCE EVALUATION RESULTS SUMMARY

NOTE: only 36 respondents

By Marilyn Nasserden with data from Sandra Still (Atlanta Conference Planning)

1. What are the two things that you liked most about the conference?

23 related to good programming, i.e. sessions, workshops,...

21 praised location

~8 related to social aspects/events in general/tours

6 convocation ceremonies and party

4 networking

2 mentoring programs/mentors

2. What are the two things that you liked least about the conference?

18 expense/remote location of hotel/restaurants

4 didn't like speaker at Welcome Party

No other easy-to-identify repeating themes

5. What is your opinion of including mini (no fee) workshops in the conference schedule?

All responses said that they were a good idea

6. The conference was one day shorter, and the core conference started Saturday rather than Sunday. Was it useful to have both weekend days as core conference days?

All but one response indicated that having the core conference on the weekend was a good idea

Some people indicated that in other locations they would like the conference to again be longer to go on tours or to have a less hectic schedule

7. Did you like the scheduled days and times for the exhibit hall?

34/36 said yes, that the exhibit schedule seemed to work well although some were more interested in what the exhibitors thought

8. What were you hoping to accomplish by attending the conference?

Networking and getting info of all kinds to use in their jobs were most common

9. In what ways did the conference meet or fail to meet your expectations?

Most expectations were met

Overlapping programs/conflicts were most common complaints

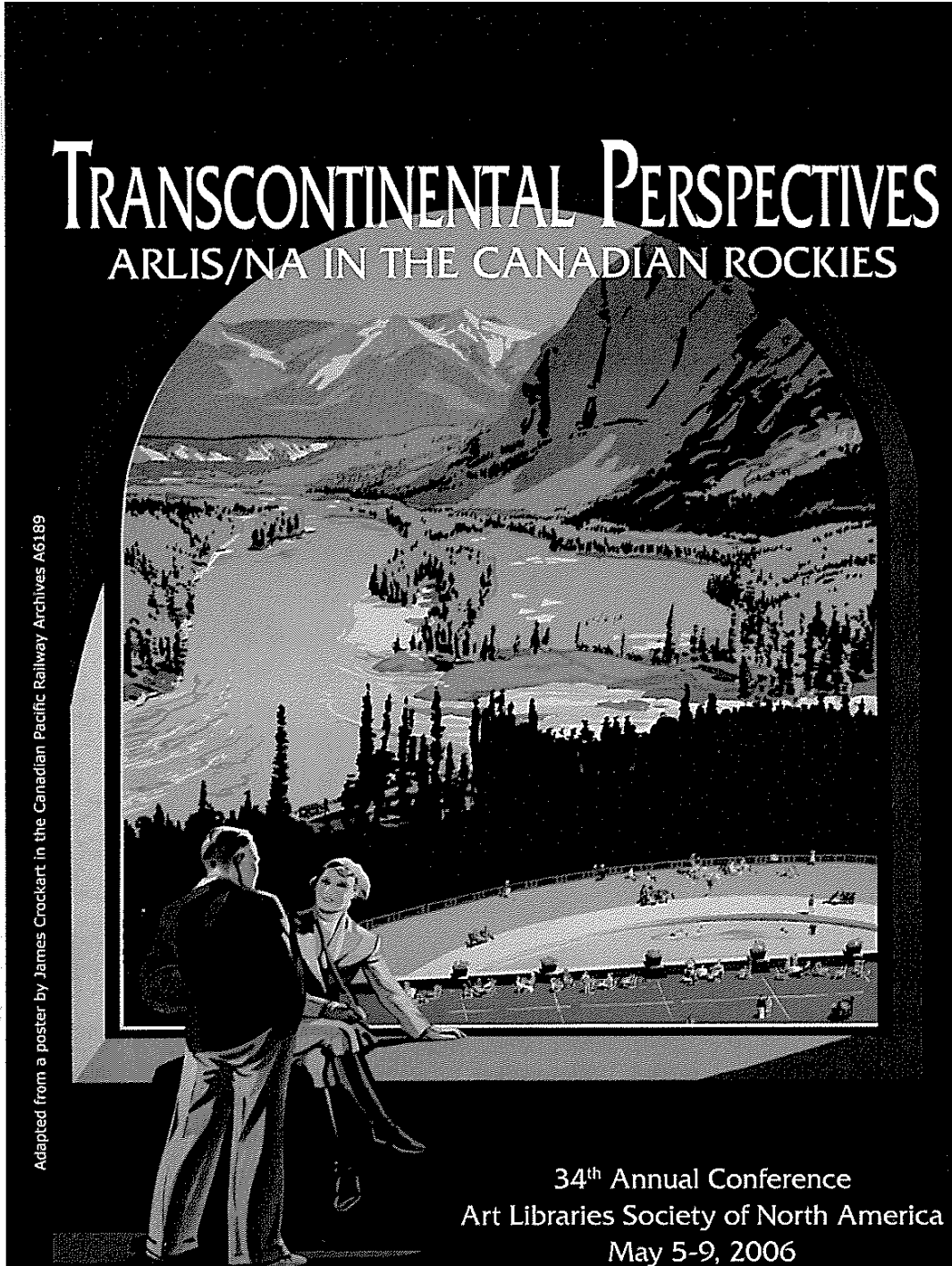
### Conference Ratings (36 respondents)

|                               | 5=Excellent   | 4             | 3             | 2           | 1=Poor     | N/A      |
|-------------------------------|---------------|---------------|---------------|-------------|------------|----------|
| Publicity                     | 16 (44.5%)    | 11 (30.5%)    | 8 (22%)       | 0           | 0          | 1        |
| Web site info.                | 15 (42%)      | 11 (30.5%)    | 7 (19%)       | 2 (5.5%)    | 0          | 1        |
| Registration                  | 18 (50%)      | 11 (30.5%)    | 6 (17%)       | 0           | 0          | 1        |
| Conf. overall                 | 15 (42%)      | 18 (50%)      | 3 (8%)        | 0           | 0          | 0        |
| Sessions                      | 13 (36%)      | 17 (47%)      | 4 (11%)       | 0           | 0          | 2        |
| Posters                       | 2 (5.5%)      | 4 (11%)       | 4 (11%)       | 2 (5.5%)    | 0          | 24 (67%) |
| Workshops                     | 8 (22%)       | 7 (19%)       | 1 (3%)        | 0           | 0          | 20 (56%) |
| Mini-workshops                | 5 (14%)       | 6 (17%)       | 2 (5.5%)      | 0           | 0          | 23 (64%) |
| Meetings                      | 8 (22%)       | 16 (44.5%)    | 4 (11%)       | 2 (5.5%)    | 0          | 6 (17%)  |
| Exhibits                      | 5 (14%)       | 18 (50%)      | 8 (22%)       | 1 (3%)      | 0          | 4 (11%)  |
| Convocation                   | 12 (33%)      | 10 (28%)      | 5 (14%)       | 1 (3%)      | 0          | 8 (22%)  |
| Post-convocation reception    | 17 (47%)      | 9 (25%)       | 1 (3%)        | 2 (5.5%)    | 0          | 7 (19%)  |
| Membership meeting            | 6 (17%)       | 9 (25%)       | 4 (11%)       | 0           | 0          | 17 (47%) |
| Silent Auction                | 6 (17%)       | 9 (25%)       | 8 (22%)       | 0           | 0          | 13 (36%) |
| Other events                  | 13 (36%)      | 14 (39%)      | 3 (8%)        | 0           | 0          | 6 (17%)  |
| <b>COSTS:</b>                 |               |               |               |             |            |          |
| Registration overall          | 11 (30.5%)    | 16 (44.5%)    | 8 (22%)       | 1 (3%)      | 0          | 0        |
| Workshops                     | 6 (17%)       | 7 (19%)       | 3 (8%)        | 0           | 0          | 20 (56%) |
| Events                        | 8 (22%)       | 8 (22%)       | 8 (22%)       | 0           | 0          | 12 (33%) |
| Tours                         | 8 (22%)       | 5 (14%)       | 4 (11%)       | 2 (5.5%)    | 0          | 17 (47%) |
| Hotel                         | 2 (5.5%)      | 8 (22%)       | 15 (42%)      | 5 (14%)     | 4 (11%)    | 2 (5.5%) |
| Hotel facilities              | 25 (69%)      | 6 (17%)       | 0             | 3 (8%)      | 0          | 2 (5.5%) |
| <b>Averages w/o NA column</b> | 219/570 (38%) | 220/570 (39%) | 118/570 (19%) | 21/570 (4%) | 4/570 (1%) |          |

**APPENDIX 13**

**Exhibitor Postcard**

*Submitted by Christine E. Sammon, Exhibits Coordinator*



## APPENDIX 14

### **Greeting from Exhibits Coordinator for Exhibitors' Prospectus**

*Submitted by Christine E. Sammon, Exhibits Coordinator*

I very much look forward to welcoming you to the 34th annual Art Libraries Society of North America conference being held in Banff in May 2006.

Arts information professionals are continually adapting to change, but the importance of Exhibitors to the vitality and character of our annual conference and as true partners in building our libraries is constant.

In ARLIS/NA's 34-year history this is only the fourth time the Society has met in Canada and the first time it will meet in Banff, Alberta. Banff, and of course, the exciting conference program being planned this year, will attract a large and diverse group of art librarians, visual resource curators and other art professionals from North America and abroad. This year we are also welcoming to our conference Copyright Officers from across Canada, attendees who could present added opportunities for Exhibitors.

The state-of-the-art Exhibit Hall, in the recently renovated Fairmont Banff Springs Hotel in Banff, Alberta, offers an invaluable opportunity for you to meet and talk with library decision makers. The conference planners have reserved blocks of time when program sessions do not conflict with the exhibits. In addition, our Internet Café, Poster Sessions, a Cappuccino Bar, and resumé consulting service are all scheduled to be held in the Exhibit Hall as an added draw for delegates to stay and linger in the Exhibit area. This year as well, we are offering an Exhibitors' Blog on our conference website through which you can easily correspond with conference delegates. You will receive your password shortly after we receive your registration.

I sincerely hope that you will join us in Banff next May and take advantage of this opportunity to meet our members in the ambience of the majestic and serene Rocky Mountains. The goods and services you provide are integral to our profession and ARLIS/NA is committed to providing you with the best possible environment in which to showcase them. Complete up-to-date information about the conference can be found on our website at:  
<http://www.arliscanada.ca/banff2006/>.

If you have questions about the exhibits please contact Susan Rawlyk (srawlyk@shaw.ca) or Christine Sammon (christine.sammon@acad.ca). We are truly excited to be able to host and welcome you to Banff and to ARLIS/NA's 34th annual conference.

Christine E. Sammon



## APPENDIX 15

### Exhibitor Evaluation form ARLIS/NA Annual Conference May 5-9, 2006

In order to help our colleagues who will be coordinating the ARLIS/NA Exhibits at the 2007 Annual Conference in Atlanta we invite your feedback on your experience this year.

#### **BEFORE THE CONFERENCE:**

Advance information about the 2006 conference + exhibits arrived in a timely manner.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

The Preliminary Program contained all the information needed about exhibiting.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

It was helpful to have the floor plan of the Exhibit Hall to refer to.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

The registration procedure was straightforward and the forms clearly presented.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

We registered online and found the information and process to be quick and efficient.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Confirmation of our space and the Exhibitors' Service kit arrived just as we needed it.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

The Exhibitors Service Kit contained everything we needed to interact with the Hotel.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Questions and problems were responded to quickly and resolved pleasantly.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |



Financial transactions were handled professionally and expediently.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

The Exhibitors blog was a helpful addition to the conference web site

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

**Comments and suggestions for improvement:**

**SET-UP**

Our 'adjacency' requests were accommodated.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Surprises in the set-up were handled professionally and with dispatch

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Signage in the Exhibit Hall was clear and effective.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Material shipped to the Hotel was stored safely and delivered promptly.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Arrangements with the Hotel for Internet + electrical connections went smoothly.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Hotel staff was responsive and helpful.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

**Comments and suggestions for improvement:**

## DURING THE CONFERENCE

The Opening Reception brought delegates in the Hall.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

The special coffee bar increased traffic in the Hall between sessions.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Our sponsorship was appropriately acknowledged.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Traffic in the hall was steady throughout the exhibition hours.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

The Internet Café in the Exhibit Hall was an effective lure.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |
|       |          |     |

The silent auction in the Exhibit Hall was an effective lures.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Security in the Exhibit Hall was adequate.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

ARLIS/NA staff and Exhibit Hall volunteers were responsive and helpful.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

ARLIS/NA exhibits schedule is about right

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

Registration packets were supplied to all registered booth personnel.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

The packets contained the correct tickets, etc. for other conference events in which we participated.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

We are planning to exhibit again ARLIS/NA next year.

| Agree | Disagree | N/A |
|-------|----------|-----|
|       |          |     |

**Comments and suggestions for improvement:**

**Your name/Company name (optional)**

Thank you for supporting ARLIS/NA by being an exhibitor at this year's conference. We look forward to seeing you again in 2007!

## APPENDIX 16

### **Exhibits Coordinator Annotated Job Description** ***Submitted by Christine Sammon, Exhibits Coordinator***

The Conference Manager coordinates and handles all aspects of the conference exhibits so the role of the local Exhibits Coordinator has become less demanding.

The Exhibitor Prospectus is prepared by Headquarters and sent from HQ to all prospective exhibitors in October preceding the conference. It is also posted to the conference Web site. The mailing list is based on the "stable" of exhibitors who have exhibited at previous conferences, with new suggestions from the local conference committee added yearly. It is maintained electronically at ARLIS/NA Headquarters. It is important to update the mailing list annually, particularly in regard to a contact name for each firm solicited, so that the Prospectus reaches the appropriate person in the firm.

The Exhibitor Prospectus includes information about the local drayage firm, electricity and phones as well as a map of the space with tables indicated. It also gives all prospective exhibitors the deadlines for acceptance of reservations, and for inclusion of the firm's name in the printed conference program and on the conference Web site. [We added information with regards to customs and our designated customs broker.](#)

The exhibits reservation forms and checks are returned to Headquarters, which sends an email confirmation to each registered exhibitor, confirming the amount received and the number of tables reserved and informing them that a packet will be forthcoming, including the preliminary conference program [\[is this still the case?\]](#), instructions about registration [\[aren't they already registered by then?\]](#), and hotel reservations forms. Headquarters will also inform the confirmed exhibitors that final table assignments will be made approximately one week before the conference begins. In recent years, we have attracted about 60-80 [\[should we perhaps change this to 'approximately 35 exhibitor' to allow for more realistic budgeting?\]](#) exhibitors who are listed in an informal exhibitor's directory with addresses, phone numbers, and a short abstract of their products and services. This is produced at Headquarters prior to the conference.

The CPAC and ARLIS/NA Executive Board set the exhibit fees. They are based on previous charges and on any space rental or service fees charged by the hotel. Since this is one area in which the conference makes money, it is important to examine the price structure annually.

The hotel staff/drayage firm under the direction of the Conference Manager should begin to place any shipped materials in front of the exhibitor's assigned tables the day before the exhibits open [\[perhaps change to 'the day the exhibits are scheduled to open'?](#)]. This helps ease the rush of setup.

The Conference Manager and the Exhibits Coordinator must be on hand at the hotel from the day the exhibitors set up their displays until the day they take them down.

All questions or problems with setup or breakdown should be referred to the Conference Manager who will be prepared to act as trouble-shooter throughout the conference. The Exhibits Coordinator will be present during all the hours [\[perhaps change to 'the Exhibit Co-ordinator and/or Exhibit Hall volunteers will be present'\]](#) the exhibits are open, visiting the booths, chatting with each exhibitor, trying to determine if the exhibitors are satisfied with the arrangements, getting tips from them on how this or that could have been done better.

The exhibits opening should always be scheduled with no other conflicts, so that the exhibitors have the attendees' undivided attention. It is also wise not to schedule the exhibits during times when a large portion of the membership cannot attend (such as the Membership Meeting). It is a tradition to have the exhibits open with a small reception. The Development Committee is responsible for having all (or at least part) of the cost of the opening reception covered by the exhibitors in the form of sponsorships or donations, which must be publicly credited in the conference program, Web site, on signs and after the conference.

The exhibits reception is usually arranged with the hotel's catering department at least two months before the conference. Based on your pre-registration figures, you should inform the hotel (probably about a week before the reception is time enough) how many people you expect. [I think our Special Events Co-ordinator handled this] The hotel will charge not only for the food but also for the set-ups and serving personnel, so try to get estimates on this earlier. Food and beverages such as coffee breaks should be arranged at the back of the room so that attendees have to walk past some exhibits to get to the refreshments. Donors who have agreed to sponsor coffee breaks should be thanked on signs, in the program, on the Web site and in thank-you letters following the conference. [Development Committee handled donor relations and acknowledgements]

An exhibitor's evaluation form should be prepared by the exhibits coordinator and distributed to all exhibitors. Responses should be tabulated and the results sent to the Executive Director, the President, and the future exhibits coordinator.

**The Conference Manager is responsible for the following:**

- Supervising arrangement of tables by hotel staff
- Checking that all requested phone and electrical hook-ups have been provided and are operating correctly
- Arranging for return shipping of materials after the conference
- Helping the exhibitors make arrangements with the drayage firm for return shipping. UPS will usually pick up directly from the Exhibit Hall if prior arrangements have been made. One way to avoid any potential problems is to have the exhibitors fill out a form for the exhibits coordinator [The form is for the hotel staff, not the exhibits coordinator] with post-exhibit shipping instructions
- Exhibits security is provided 24 hours per day- this is usually negotiated through the hotel. This service must be included in the conference budget as an expense against exhibits.
- Joint exhibits: Some firms and organizations which do not feel they can afford to mount an individual exhibit may prefer to exhibit jointly, at fees to be determined by the ARLIS/NA Executive Board (this is the one type of exhibit space for which different profit and non-profit rates are usually offered). A joint exhibitor sends his materials to the exhibits coordinator, who in turn arranges for setting up the joint exhibits table (using the volunteer labor of local ARLIS/NA members). The exhibitors who choose this route are informed that there is no return of their
- materials (which can be sold at discount) for the benefit of ARLIS/NA at the end of the conference), and that the joint exhibits booth is not staffed. Joint exhibit space is offered at the time of initial contact with potential exhibitors.

**The Exhibits Coordinator is responsible for the following:**

- Affixing exhibitor name signs after tables are draped.
- Directing exhibitors to the correct tables (the drayage firm should have no trouble in delivering materials to the correct tables since either all boxes should have been marked

with table numbers or the exhibits coordinator will have provided the firm with a list of exhibitors and table assignments)

- Handing out conference registration packets to exhibitors' representatives (one packet per exhibitor with each representative receiving a badge) [these were available at the [Registration Desk](#)]
- Handing out exhibitor questionnaires if one is done

After the conference is over, the exhibits coordinator should write a letter to each exhibitor, including joint exhibitors, thanking each for participating in this year's conference and expressing the hope that they will return to exhibit in the following year's conference. [I think HQ does this as they have the addresses and contact names]. The exhibits coordinator should also prepare a final report and accounting for the conference Co-chairs to incorporate into the final conference report.