

Oklahoma Chapter - Association of College and Research Libraries

June 20, 2011

Present:

OK-ACRL:

Amanda Lemon
Emily Brown
Beth Jones
Mike Miesenheimer
Casey Ashe
Adam Brennan
Ona Lou Britton Spears
Jason Cimock
David Oberhelman

SLA:

Kevin Drees
Susan Hahn
James Bierman
Darcy Rankin

Oklahoma State University Advanced Technology Research Center

This was a joint meeting with the Oklahoma Chapter of the Special Libraries Association to plan for our fall conference. The meeting included a tour of the facilities. See notes from the tour below.

1. Conference Logo
 - Logos as presented in the shared Google Doc were discussed, and Logo #3 was judged to be the favorite. The logo designer will be asked to make small adjustments to the design.
2. Parking
 - Kevin Drees will investigate parking permits for conference attendees. There was discussion on the feasibility of mailing parking permits and parking directions in advance.
3. Poster sessions vs. Lightning Rounds

- There will be poster sessions at the conference from 12:30 to 1:00. The poster session proposals will be due on October 7, so that they can be discussed by the OK-ACRL board on the October 14th meeting.
 - Several changes were made to the call for proposals wording. The deadline for the final selection of presenters will be September 9.
 - Amanda Lemon will distribute the Call for Proposals in both paper and email formats.
 - Travel costs will not be reimbursed for presenters, and presenters will not be required to pay for registration. Presenters will receive gifts cards.
4. Sponsorship letter wording
- There were small changes proposed to the sponsorship letter draft. Members were invited to make changes at their own discretion on the sponsorship letter draft available on Google Docs.
 - Robin Leech will speak to the designer that she used for the conference logo about a trifold vendor brochure.
5. Review of necessary costs
- Catering - we will review after we see the menu.
 - Conference programs: folder will contain the following:
 - i. Day's agenda
 - ii. Vendor advertising
 - iii. Abstracts of posters
 - iv. Speaker bios
 - v. Pen/pencil
6. Conference day schedule:
- Registration and individual group business meeting: 9:30 – 10:30
 - AM Keynote speaker: 10:30 – 11:30
 - Catered lunch: 11:30
 - Poster sessions: 12:30 – 1:00
 - PM breakout session/tracks: 1:00 – 2:00 and 2:00 – 3:00
 - Wrap-up and final announcements: 3:00 – 3:30

Tour notes

- Main meeting room has a projector, currently running Windows XP. PowerPoint issues are, unfortunately, common.
- Most people use flash/thumb drives with their own content.
- The room can accommodate laptops and Macs, with prior preparation.
- The room seats 85-100 but we can squeeze in more.

- It's easy to switch equipment when presenters change.
- Please don't write directly on the elmo.
- The system uses Microsoft Word 2007.
- A remote clicker is available. Remote mouses work fine with the house system.
- A lapel mike is available; there is a mike at the lectern.
- There are no catering restrictions. We can use any kind of catering we like. The only exception is that there can be no alcohol.
- Tech support is available.
- Wireless guest accounts are available. The tech staff needs to know in advance about the wireless accounts. Staff has ten guest accounts, but one account can be used by more than one person. OSU employees can go ahead and use their own campus logons.
- The building is unlocked at 7am.
- There is a 40-cup coffee maker available for us to use.
- The smaller presentation room seats 35. There is no wireless mouse here. Don't put quiet people in either this room or room 103, since it will be hard to hear them.
- We can go out of the foyer doors, but once we are out, we won't be able to get back in.
- There is handicap access to the presentation rooms.
- Food and drink are okay in the presentation rooms, with the exception of messy foods like pizza. But coffee and pastry are generally okay.
- There are 6-10 easels available for poster session.
- Room 105 is the food prep area. There are microwaves, but no stove or stovetop. There is a large fridge.
- The foyer area is a big, roomy, and well-lit eating room with round tables. It seats about 85.
- We have several choices for the most appropriate parking lot. The front of the building is ambiguous, so we'll need directional signs on the building.
- We can use the two small rooms for the poster session.

Respectfully submitted,
Toni Hoberecht