Guide to Planning & Implementing a YALSA Preconference

August 2010

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Preconference Development Timeline

March/April

- Taskforce is appointed

June

- Carefully review the official charge for your taskforce and contact your Board Liaison for more information or for clarifications, as needed.

July

- Work with your taskforce to decide upon goals and objectives as well as the targeted audience for the preconference. Check in with your Board Liaison as needed to ensure that the goals and objectives fit with YALSA's Board of Directors' expectations for the preconference.
- Following the Annual Conference, and no later than July 31, the title and preliminary description of the preconference are due to YALSA's Program Officer for Conferences and Events. This information can be updated at a later date, but the information submitted at this time will be posted in the preliminary program and on the registration page, so it is very important.

August

- Work with your taskforce to create a draft agenda and to identify what type of activities are the most appropriate to use in your workshop to facilitate interactive learning.
- Identify potential presenters, speakers, facilitators, etc. Read through professional publications, check YALSA's Speakers' Bureau on the wiki, ask peers for recommendations, etc.

Sept.

- Work with YALSA's Program Officer for Conferences and Events to finalize the speaker list and identify authors to invite, if appropriate.
- If teen participation is desired, contact YALSA's Youth Participation Coordinator to request her assistance with locating local teens.
- Formally invite speakers/facilitators to participate in the event. Be sure to share with them the document called the "Benefits of Speaking at YALSA Programs" handout (see appendix C). Also, share the goals and objectives for the event with them and have a conversation about your exact expectations are for their participation.

Oct.

- Continue to refine and flesh out the agenda and mini sessions.
- Assign specific tasks or areas to oversee to individual taskforce members.
- Begin to identify what resources or take-aways participants should receive.

Nov.

- Add a description of the workshop, including learning goals & objectives, confirmed speakers, etc. to the Annual Conference page on YALSA's wiki.
- Work with YALSA's Communications Specialist to begin marketing the event.

Dec.

- Work with YALSA's Program Officer for Conferences and Events to send out speaker contracts.
- As speakers, presenters, etc. are finalized, identify what AV or other needs they have.
- Identify what supplies, such as flip charts, will be needed for the event and send that information to YALSA's Program Officer for Conferences and Events.

Jan.

- Registration opens for the preconference. Work with YALSA's Communications Specialist to market the event.
- Share the Presenter Tips document with all of the speakers (see Appendix D). Follow up with them to make sure they understand what is expected of them and to see if they have any questions.
- Following the Midwinter Meeting, and no later than Jan. 31, the final title and description of the preconference are due to YALSA's Program Officer for Conferences and Events.

Feb.

- All AV requests are due by no later than Feb. 1st. Submit those to YALSA's Program Officer for Conferences and Events.
- Develop handouts, resources, take-aways, etc. that participants will receive.

March

- Contact presenters to check on the progress of presentations. Let them know that ALA/YALSA has a space for sharing presentation related resources and materials at http://presentations.ala.org.
- Finish creating and editing handouts, resources, take-aways, etc. that participants will receive.

April

- Decide what appropriate type of follow-through is desired for after the workshop so that the information from the workshop can be shared with the broader YALSA membership. For example, after the event, your taskforce and/or your presenters may want to post information to YALSA's blog, write an article for *YALS,* facilitate a YALSA webinar, etc.

May

- All handouts etc. are due to YALSA's Program Officer for Conferences & Events, including agenda & evaluation by no later than six weeks before the event.
- Share the final agenda and logistical information with all speakers.

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G) **Swag** - YALSA’s Program Officer for Conferences & Ev esag

Appendix A - Frequently Asked Questions

Q: What is the taskforce's planning budget for the preconference?
A: The preconference committee does not have a budget for the preconference. YALSA staff entirely handles the financials of planning a preconference. Any budget questions should be directed to Nichole Gilbert at ngilbert@ala.org.

Q: Who should I tell what food I want to order for breaks and for lunch?
A: YALSA's Program Officer for Conferences & Events will handle the choosing and ordering of food for preconference breaks and luncheons and provide the best options possible and within budget. Staff will endeavor to provide a vegetarian option.

Q: What should I do if a presenter cancels at the last minute?
A: Notify YALSA's Program Officer for Conferences & Events of the cancellation and the learning objective that needs to be covered. She will work with you to ensure the spot is filled.

Q: What should I do if there is a problem with the room, such as if it is too hot? too cold?
A: YALSA's Program Officer for Conferences & Events will be on hand at all preconference events. Any logistical requests on site should be directed to her attention.

Q: How do I ensure that there will be Wi-Fi access?
A: Unfortunately, due to cost and availability, wi-fi access can't be guaranteed. If you need an internet connection for a presenter, please make sure that request is in by the Oct. 1 deadline.

Appendix B - Sample Preconference Agenda Format*

Appendix C -

Appendix D -

Deliver on Your Promise

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- Types of Energizers:
    - Ask a question. Have people stand up if they are answering “Yes.”
    - Ask participants to have a brief talk with someone else at their table or row on a topic you assign them (discussion could be as brief as 1 minute)
    - Pre-content quiz (can also help you gauge the audience)
    - Quick video segment
    - Ask for a volunteer
    - Ice breaker. Ask an interesting or unusual question for pairs to answer