

2005 Conference Manual Revision Sub-Committee

Co-Chairs Sandy Pratt and Cynthia Toppen **Committee Members:** Pam Bradshaw, Linnea Marshall, Robin Ballentyne, Cheri Rendler, Sue Wagner, Karen Yother, Vivian Wells, Camille Wood, and Susannah Price.

As part of the strategic plan, ILA President, Barbara Greever, formed the initial committee. The committee was to revise and update the ILA 1997 Annual Conference manual written by Vivian Wells based on the 1995 ILA Conference she chaired. Sandy Pratt and Cynthia Toppen were appointed co-chairs. Work began on the manual shortly following the final close of the 2004 ILA Conference in Boise. Cynthia enlarged the committee to tap into some of the specialized talents that worked on the 2004 ILA Boise Conference and divided the manual into workable sections between the members. Sandy would coordinate, edit and revise the sections while Susannah Price would do the final proof.

Members were asked to approach the manual as a “how to” for someone who had never done a conference or had limited experience with regional conferences. Members were asked to trouble shoot problems and make suggestions for future. Members were also to explore tips, protocols, templates or procedures used by the current Washington Library Association Conference Manual, as the 1997 ILA Manual was based on Washington’s manual at that time. Sandy secured permission from WLA to do this.

The manual was targeted to be ready for the 2005 ILA Conference in Pocatello, so that it would be available for use by the 2006 ILA Conference Chair. The committee believes it will be ready for Board review at that time.