

Equipment Committee Report

of the
Idaho Library Association Conference
Catherine Gray, Chair

I met with Robin Ballentyne and Cheri Rendler on July 21 at the Doubletree Inn—Riverside in Boise, which is also the conference site. We toured the facility with a Doubletree—Riverside conference staff member, were given brochures about the facility and equipment rental costs, and talked generally about the rooms reserved for the conference. Robin and Cheri raised a concern about where to store the equipment when not in use, especially overnight. At the previous PNLA conference that Robin helped with, the projectors were left in an open area with a sheet over them, which she felt was not acceptable. Since I was planning on getting a room at the Doubletree for the conference, I offered to store the equipment in my room. With this in mind, I contacted Jonathan Wray about my room reservation, and requested a room near the elevator and stairs for easy set up and adjusting equipment from room to room.

After meeting at the Doubletree--Riverside, we all attended the conference planning committee meeting at the Boise Town Square branch of the Boise Public Library. Conference Chair Cynthia Toppen had FAXed to me the speaker requests for equipment and a tentative schedule of workshops. I accepted responsibility for contacting the speakers as necessary to clarify their equipment needs.

The committee also met on August 28 at the Twin Falls Public Library and we gathered all information about the speakers, and assigned meeting rooms for each workshop. We concentrated the workshops needing internet access in two meeting rooms, and discovered we could cancel the reservation for one meeting room on Friday. Robin and Cheri would meet with the conference committee during the rest of the planning meetings, and forward information to me by e-mail.

During the next few weeks there were many communications with Jonathan Wray, the conference coordinator on staff at the Doubletree. There was a great deal of confusion about rates for internet access, and the final amount was \$63.60 (including tax) per connection for the two days of the conference. Other equipment we planned to rent included projection screens, easels, mixer for the sound system, and a wireless microphone. Hand-held wired microphones and podiums were available in a couple rooms with no additional charge. Data projectors, extension cords, access points (for internet access), an overhead projector, screen and an extra laptop computer were provided by the committee, as negotiated with Boise area libraries for conference loan. Flipcharts, masking tape, highlighters and markers were requested by the presenters and purchased by the committee, for about \$99.

At the conference, Robin set up the necessary equipment for the pre-conference Wednesday morning, then returned to work at her library. Cheri, Robin and I met Wednesday afternoon and after checking into my room, the equipment was transferred to my room. Robin had a detailed FAX which had been received the previous week from Jonathan listing the equipment the motel would provide and the rental cost. During the conference, Robin, Cheri and three assistants (Steve Jacques, Frank Ulrich (both non-library techies and David Johnson, IT manager of Nampa Public Library) met in my room and set up the equipment as needed in the meeting rooms for the day and checked on the equipment throughout the day. I checked each room for the equipment list to ensure the hotel provided all equipment on their list. This worked pretty smoothly. After the last workshop on Friday afternoon, Robin and Cheri loaded up the equipment with intentions of delivering the equipment to the owners. There were flip charts and markers for use during the Saturday morning training session with the regional conference chairs, and I will deliver them to Michael Doellman, who is the conference chair for the ILA 2005 conference in Pocatello.

Apparently Anne Jennings was given the bill, and Robin and Cheri approved it. I never saw the bill from the hotel for equipment, but Robin provided me this list:

6 screens (8x8) @35.00 = \$210.00
3 screens (6x6) @25.00 = 75.00
1 wireless handheld microphone @ 70.00
1 4-channel mono mixer @ 25.00
1 overhead projector @30.00 (requested by speaker just before the session)
Subtotal: 410.00 + 24.60 tax = 434.60
3 DSL Internet connections @ 63.60 (tax included) = 190.80

Total of equipment rentals : \$625.40
Supplies purchased 99.00 (Cheri requested reimbursement)

Since the bill from the Doubletree was about \$574, Robin assumes they missed the overhead projector on their invoice.