

Idaho Library Association

Regional Spring Conference Planning Handbook

Revised

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Updated

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PURPOSE

The purpose of the Idaho Library Association (ILA) Regional Spring Conferences is to provide an opportunity for continuing education and fellowship to the library community at a reasonable cost and close to home. (A secondary benefit is giving ILA members the opportunity to learn how to plan and put on a conference.)

ILA'S ROLE

ILA is the official sponsor of the Regional Spring Conferences, and provides seed money for them. One of the duties of the ILA Vice President is serving as the chair of the Regional Conferences Committee (VP, Regional chairs, and a representative of the Continuing Education Committee).

The Vice-President helps coordinate the conferences by:

1. Distributing training material to the Regional Spring Conference chairs or arranging for training. Setting up a brief meeting during Annual ILA Conference is recommended.
2. Receiving budget requests (for seed money) by Dec. 30, approving them, and forwarding them to the ILA Treasurer for payment.
3. In January, write to all exhibitors who had participated in the previous years' conferences, inviting them to do so again.
4. Receiving the final conference reports by June 30.
5. Stay in contact with the Regional Spring Conference chairs, and help in any way that she/he can.
6. Provide exhibitor database to each regional conference chair.

FORMING YOUR COMMITTEE

1. Try to have some committee members from the previous year serve a second term to train new members. Ideally, the chair would two years on the committee, the second year as a past chair. If some of last year's committee members cannot serve on the committee, at least ask them for advice as needed.
2. It is not advisable to have someone with no conference planning experience to chair. If they want to participate, have them be a committee member for a year gives them a chance to "settle in."
3. Most regions have found that they need at least six committee members so that no one person's tasks become overwhelming.
4. Try to have a diverse group, representing different types of libraries (school, academic, special, and public) and, if possible, a trustee.
5. Try to find people who have a record of following through on commitments.
6. Jobs for committee members can include the following tasks. Assign them in whatever fashion works best for you.
 - a) Chair (recruiting committee members, calling planning meetings, coordinating the work of the committee, sending thank you notes, keeping a notebook with all materials, meeting notes, etc. for conference planning, submitting final report)
 - b) Past Chair/Advisor (helping with continuity and offering the benefit of last year's experience)
 - c) Program Chair or Co-Chairs (contact speakers, send letters/contracts to those who accept, getting biographies, presentation and equipment needs, send thank you notes)
 - d) Treasurer (opening and maintaining checking account, receiving money, providing receipts, disbursing money, handling refunds, closing the account and returning money to ILA)
 - e) Local Arrangements (working with the facility, negotiating the contract with them, arranging for rooms, meals, equipment, etc.)
 - f) Vendor Relations (sending out contracts/agreements to exhibitors, receiving completed agreements, sending fees to Treasurer, communicating table and equipment needs to local arrangements, asking Treasurer to handle any necessary refunds, working with vendors the day of the conference, sending follow-ups and thank you notes.)
 - g) Registration (mailing registration forms, receiving and acknowledging pre-registration forms, sending fees to Treasurer, asking Treasurer to handle any necessary refunds, supervising registration table at conference, providing conference packets (including receipts) to attendees.)
 - h) Technical Support (working with local arrangements and the facility, trouble-shooting computer or other equipment problems.)

- i) Publicity (creating registration forms, updating and maintaining mailing lists, creating mailing labels, working with the person in charge of the Regional Conferences web page to add information for your conference (perhaps creating and updating pages to have that person post), sending out news release(s) to the local media.)

SETTING THE CONFERENCE DATE

1. Set conference date and establish a time schedule.
2. Weekdays work better than weekends. (Looking back on past conference dates, it is rare to see one on a Monday. Fridays have worked well.)
3. Availability of conference facilities may be a factor in your area. (Set dates as far in advance as possible.)
4. Try not to conflict with other Regional Spring Conferences, many speakers and exhibitors may be participating in several of them.
5. Be aware of teachers' workshops/in-service days in your region, to avoid conflicts.
6. Be aware of library events in the region, state, or neighboring states/provinces to avoid conflicts.

FINANCIAL MATTERS

INCOME

ILA seed money

ILA currently allocates \$750 in seed money for each of the six Regional Spring Conferences. If two regions combine to hold a joint conference, they may request \$1500 (i.e. \$750 per region). Be sure to accept the ILA seed money. It helps with the initial expenses you have before there is any conference income.

Budget request

In late November or early December, the ILA Treasurer sends out a cover letter with copies of the budget request/summary reporting form, ILA tax number, travel and expense reimbursement forms, and sample ledger. Complete the budget request form, asking for seed money and detailing projected costs. (These can be estimated by looking at the ones submitted for the last few years in your area, thinking of the costs of what you want to do, and thinking of what your income is likely to be from registrations and exhibitor fees.

You need to be able to return the seed money to ILA after the conference, along conference profit). **Send completed budget request form by December 30 to the ILA Vice President** for approval. She/he will contact you if there are any problems, and help resolve problems, to assure approval. She/he will send approved forms to the ILA Treasurer, who will send the seed money

check. (Historically, the seed money has been sent out in mid-January.) After the conference, complete a summary report documenting your actual costs, etc.

Bank Account

Appoint a Conference Treasurer, if you haven't already done so. The ILA treasurer is working on opening accounts for the regional conferences at Bank of America. This should ease the transition between ILA & conference finances. Please stay alert for forthcoming information about this.

Record Keeping

You are required to keep track of all conference income and expenses and to submit a final fiscal report. The cardinal rule of ILA bookkeeping is that a *receipt must be produced for every expense* – except for individuals' meals and transportation by private car. To keep track of income and expenditures, you need to set up and maintain account ledgers. This can be accomplished by using spreadsheet, computer bookkeeping software, or on paper ledger sheets. (Remember to maintain a backup copy, when using an electronic accounting system) It is strongly advised that you use the travel reimbursement request forms for any reimbursements for authorized travel expense and general reimbursement requests (copies, name badges, refreshments, etc). Please note that bus, train or airfare travel require the original ticket stub or payment confirmation for reimbursement. A travel agency's itinerary will not serve as a receipt.

Upon the completion of the Regional Spring Conference, when all income has been received and bills paid, **the Spring Conference Treasurer must submit the original receipts, a copy of all ledgers, and a summary report – as per the budget request/summary report form – to the ILA Treasurer. Please do this by June 30.** (A copy of the summary report should also be sent to the ILA Vice President.)

Setting Conference Registration Fees

Decide on conference registration fees. ILA members should pay slightly less than non-members. Registrations received after registration deadline or on the day of the conference should increase slightly more than pre-registration, to encourage early registration. Registration counts are extremely helpful in estimating conference attendance. Be very conservative in the number of free registrations offered, if any, as this can really take a bite out of your budget. Decide on a refund policy, it is a good idea to include refund information on the registration form.

EXPENSES

Primary expenses will fall in the following categories: publicity, facility fees, speaker fees/travel, phone calls, postage, printing, supplies, catering, and equipment rental.

You can estimate these expenses by reviewing previous conference records. Weigh that history against the planned program and procedure changes you plan to make. Be fiscally conservative.

One region strongly advises paying for the Chair and the Registration Chair's hotel room, if the conference site is too far from their home, since they need to be at the conference very early.

RETURN/DONATION OF FEE BY SPEAKER OR EXHIBITOR

If anyone decides to return or donate their fee received, be absolutely clear about where they intend that money to go. To that Region's Spring Conference? A local library? An individual? Or other designation? It may be advisable to have a form for them to sign designating their preference.

RETURN OF MONEY TO ILA TREASURER

(This procedure will be adjusted because of the new regional conference accounts being set up by the ILA treasurer. Please stay alert for forthcoming information about this.) Following the conference, balance the books, and return seed money plus any profit to the ILA Treasurer. Submit the paperwork described above in "Keeping Records." Please do this by *June 30*.

QUESTIONS?

Contact the ILA Treasurer or the ILA Vice President.

CONFERENCE SITE

1. Establish your conference location early -- preferably 9 months to a 1 year in advance of conference. This should be one of the first things you do. The earlier you do it the better, keep in mind that desirable facilities tend to have full schedules. Consider establishing the following year's conference location/date, prior to turning duties over to incoming committee members.
2. A conference facility must have the following:
 - a) A room large enough for all attendees in a general meeting
 - b) Break-out rooms for simultaneous small sessions
 - c) Meal service
 - d) Adequate parking
 - e) Exhibitors space
 - f) Internet access (if sessions or exhibitors are likely to require it)
 - g) Be sure that technology/aids (AV equipment, etc.) is in good working order, for presentations, have an alternate source
 - h) Facility accessibility for persons with disabilities
3. In the past, conferences have typically been held at college campuses, schools or hotels/motels. (Sometimes hotels/motels will provide meeting rooms for free if you order catering services.) Some schools require liability insurance coverage of \$500 or more; be sure to check into this before deciding on your site.
4. Some conferences have been held very successfully at schools. Others have found that, "The conference isn't a high priority with school staff, and arrangements are difficult. I recommend that the event be held at a facility that caters to meeting functions and pay the extra costs." Your experience will probably depend on your individual relationship with the school involved.
5. Be sure to get a written contract from the facility. This spells out all charges and expectations. It protects both you and them, and helps avoid surprises due to assumptions on the part of either party.

6. When planning meal service, always provide a vegetarian option. On registration forms, consider asking if anyone needs special food accommodations.

PROGRAM

PRINTED PROGRAM

1. Have clear descriptions of each workshop. Indicate basic subject, type of libraries targeted, speaker, etc. Make sure someone can tell from the program if a particular workshop would be suitable for him/her to attend.

WORKSHOPS/PROGRAM SESSIONS

1. Have workshops of interest to ALL the different types of libraries, and for trustees. Also pick programs that will appeal to all library staff, not just degreed librarians. Regional Spring Conferences are often the only chance many library staff members have to attend a library conference.
2. Have programs for different types of libraries in each time slot.
3. Make sure everyone can attend the keynote speaker (i.e. don't have workshops overlap the speaker).
4. People frequently want "practical" workshops. However, it is also a good idea to have some programs that stretch them to think beyond their day-to-day work, connecting them to the larger world of libraries, information, technology or theory.
5. If you have a program that is likely to be very popular (e.g. a book talk), try not to put it at the same time as another program that might be more difficult or theoretical, but would be very good for people to attend. For example, many people need more help with planning a budget, but it's not very exciting. Try not to schedule a budgeting workshop up against a more fun popular workshop. It is also good to start and end with a very popular program.
6. Avoid choosing vendors to present workshops. Vendors are there to sell particular products or services, and if they are part of the program, it may appear that the conference is endorsing that product or service. If you do have a vendor present a workshop, and she/he wants a table in the exhibits area, be sure to charge for it. You have already given them an entire "session" to present their sales pitch.
7. Some conferences have had several short workshops (e.g. 45 min.) throughout the day of the conference. Others have chosen longer time slots, fewer workshops. Consider both alternatives and decide which you think people would prefer.
8. You can repeat some workshops in different time slots, but make sure that people still have a range of suitable choices in each slot.
9. Consider setting aside time for roundtables and/or networking during the conference.
10. After lunch, plan active programs. Try to avoid dark rooms!
11. Do some needs assessment before setting up your program. Find out topics people in your area are interested in or what they might really need. (These aren't necessarily the same.)

Check last year's conference evaluations for suggestions. Try to balance what might be popular with what might be really useful.

SPEAKERS

1. At your opening session, schedule an ILA Board member to bring greetings from the Association, "make the connection" between ILA sponsorship and the conference, mention membership benefits, highlighting the upcoming Fall Annual Conference. Be sure that ILA membership forms are available to conference attendees. (The ILA Vice President would be happy to help with these tasks.)
2. Plan a lunch time speaker. Look outside the library community for fresh ideas. You may want to choose someone to talk on literature, history or an "inspirational" speech. Other ideas include a speaker from the Idaho Humanities Council, Native American storytellers, local authors or celebrities, or a "travel" speaker. Be sure the speaker has good presentation skills as well as expertise.
3. Look for speakers who will come for reimbursement of travel, that is, without a speaker's fee. Many speakers are empathetic with "shoestring" operations and will not require a speaker's fee. You might also consider giving free registration and/or lunch.
4. At the Annual Conference, speakers who are also ILA members do not receive a speaker's fee/honorarium. The same should be held true for the Regional Conferences. See if any ILA Committee Chairs have information to "get out" the library community. For example, the Legislative Committee and ILA's lobbyist are willing to put together a legislative briefing, or organize a panel of regional legislators. The Idaho State Library may also have information for the library community (LiLI, advocacy, etc.).
5. If you decide to pay a large fee to a speaker, be sure to balance it with other programs that cost you little or nothing. (Anything over \$100-\$200 is large for a Regional Spring Conference!) Remember, you'll need to balance your budget. At minimum, you'll need to return the amount of the seed money you received in January to ILA after the conference. And a profit above that is certainly helpful.
6. Again, don't forget to look at your community for interesting presenters. Some examples: the editor or publisher of the local newspaper speaking on intellectual freedom, an employee of the health district speaking on AIDS information, a person from the economic development group speaking on what libraries can do to promote local growth, a local elected official. If you bring in an outside resource, make sure to clue them in about libraries and stereotypes.
7. Consider applying for an Intellectual Freedom Fund grant to cover costs if a speaker focuses on Intellectual Freedom issues. See page ? for more information and the application.
8. While presenters from your own area may be your first choice, don't be afraid to look for presenters from further away. Many people are willing to do presentations for the cost of their travel expenses. Ask people who have been active in ILA if they are aware of presenters who are particularly good. Contact the Idaho Commission for Libraries for ideas. Remember that the Idaho Humanities Council (www.idahohumanities.org), the

Idaho State Historical Society (www.idahohistory.net), the Idaho Collections Group (www.lili.org/farrit), the Idaho Counties Risk Management Program (<http://www.icrmp.com>), and local hospitals may also be willing to provide speakers.

9. If you have an author speak, send a formal letter explaining the conference's procedures, if they will be able to sell their own books, or make arrangements with a bookstore to have book(s) available, during the conference. The letter should include the exact titles that will be represented. Be sure what the policy will be regarding out of print titles.
10. If you're applying for a grant for a speaker, it can be a multi-year process. Consider lining up a speaker for a future conference, if you think they'd be really good. Then be sure that this information gets passed along to the following chairs and committees concerned!
11. Assign conference committee members to introduce speakers. Obtain brief written biographical information from each speaker in advance.
12. Have a microphone for each speaker, in each room, as hearing accurately can be an issue.
13. Have a signed agreement from the speaker as to fees, travel, and meals. Be sure to ask the speaker about equipment needs (TV/VCR, overhead, computer, internet access, etc.) and room set up (theatre, classroom)

PUBLICITY

1. All publicity should clearly indicate that the conference is a function of the Idaho Library Association. Please use official ILA stationery.
2. It can be a lot of work to create a good mailing list, so plan to do this early. It is important to include all ILA members in your region. (Labels in zip code order are available from the ILA Treasurer.) It is even more important not to restrict the list to only ILA members. This can cause hard feelings when non-members find out about the mailing second hand. You can use the Idaho Commission for Library's list of libraries and other librarians in nearby states as well as the ILA list. If there are other groups (such as teachers and writers) that you think might be interested, be sure to include them. Remember that the Commission's list includes only the libraries, not names of staff members. In a large library, sending one copy to the library may not be enough. Make a special effort to invite all library staff. Contact school librarians and staff through the principals or superintendents. Ask administrators to encourage employees to attend. Start early, making the mailing list a priority, ending up with a very effective publicity tool. Maintain and update the list as you go along. Be sure to pass the list along to the next year's committee so that they will not have to start from scratch.
3. Send out your mailing early – neither too early so that potential attendees forget about the conference, nor so late that there is insufficient time to make plans to attend. About six weeks in advance seems optimal for your mailing. You may want to send a preliminary postcard notice as a teaser, followed by a brochure as a more detailed second notice. (Of course this costs more in printing, postage, and person-power). Have your regional conference brochure and registration form posted to the ILA website.

4. The mailing should include pre-registration form/information, times and brief descriptions of the programs/speakers, a map and/or directions to the conference facility, and parking instructions if necessary.
5. Send out an ILA membership form in the registration packet (download it off the www.idaholibraries.org web site) or include the URL for the membership form with your announcement. Consider setting the non-member registration fee at \$25.00 over the member registration fee to encourage new member sign-ups. (New members may join at \$10.00, and trustees, friends, students, retirees, and those earning less than \$10,000 a year may continue their membership for \$15.)
6. Write a news release and send to local news media three days in advance of the event. If you are having a notable speaker, call the newspaper or local radio station and ask them to cover the event. The Idaho Media Guide (www.idahopressclub.org) can help you with contact information, if you aren't already familiar with the news media in your area.
7. The LibIdaho list is an ideal tool for occasional updates on conference plans. An initial announcement three months in advance followed by interesting updates every four weeks or so can help keep the conference in the minds of your potential attendees. (If you are not already subscribed to the list, consult the information on the web at <http://listserv.boisestate.edu/archives/libidaho.html>)
8. In addition to the list, be sure to use the ILA web site (www.idaholibraries.org) to announce your conference. As soon as your chair is chosen and the conference date is set, send the information to the ILA Web Master (or the Web Master's designee). Continue to update conference information as plans proceed. Contact the ILA Vice President or Web Master if you need help with this.

EXHIBITORS/VENDORS

1. Appoint a committee member to be in charge of the exhibitors, arranging for space and special needs, greeting the exhibitors, and troubleshooting.
2. The number of exhibitors you can accommodate depends on the facility size and available space for table displays. Take into consideration the electrical and Internet needs.
3. There is a list on the ILA web page of the exhibitors from last year's Regional Conferences. (This is compiled from the information given in the conference reports from the previous year.) Historically, the ILA Vice President has sent a letter out to each of them in January, asking them to consider exhibiting at the local conferences again. This letter includes the date and location of each Regional Conference, and the exhibits contact person for each region. (Please let the Vice President know who the exhibits contact person is for your region).
4. Don't feel that you have to limit yourselves to the exhibitors from the above list. Exhibitors can include book sellers, local computer stores, office supply stores, publishers, and others. Be creative. One region had very good luck with a jewelry artist. You may also want to look at the list of exhibitors from the ILA Annual Conference, and consider inviting them to your conference.

5. Ask exhibitors to pay an exhibitor space fee. (Some regions offer a reduced rate for nonprofit groups, some do not. Be very conservative in considering requests for free exhibit space.) Some exhibitors are also willing to donate prizes for a drawing, contribute money for break refreshments, or contribute registration packet item(s). Spell out all details in a contract or letter of understanding, so that everyone knows what is expected.
6. Build in a no-conflict "visit the exhibit" time and advertise it as such. Plan a door prize drawing, serve refreshments and/or stage an activity in the exhibit area. If you want to draw people into the exhibit area, have the activity in the back, so that attendees have to walk through the exhibit area. Consider having one or all of the drawings at the last break, to encourage people to stay.
7. Thank the exhibitors and recognize any special contributions at lunch and/or in the printed program.
8. Keep a list of the exhibitors and their contact information, so that the cumulative list for the state (see #2 above) can be generated. Include a copy of the list in your post-conference report to the ILA Vice President. (Electronic format is appreciated.)

REGISTRATION

BEFORE THE CONFERENCE

1. Set dates for pre-registration and late/walk -in registration.
2. On the registration form, ask if there are any special accommodations (food, access, etc.) needed by the person registering.
3. On the form, consider asking people which session they plan to go to, with the understanding that this does not commit them to these choices. This will help you decide what size room you're likely to need for each session.
4. For setting fees, refer to the section on financial matters. For suggestions on timing of mailing(s), refer to the section on publicity.
5. At the minimum, include a name tag, conference schedule/program, map or floor plan of the conference site, meal ticket, and conference registration receipt in attendee registration packet. You may also wish to include pencil/pen, paper, promotional materials, etc. Area businesses and organizations, and/or the local Chamber of Commerce may provide materials for you to include.
6. Think through your registration process in advance. Set up your procedure; try to think of any thing that could go wrong. Decide how you will handle these glitches before the day of the conference.

ON THE DAY OF THE CONFERENCE

1. Have committee members set up the registration desk at least one half hour before registration opens.

2. Have packets ready, in alphabetical order, for all pre-registered attendees. Have some extra packets for those who wish to register that day.
3. Have a moneybox and receipt book, and blank name badges.
4. Some regions have found it helpful to have a message board near the registration desk, so that outside messages can get to attendees, and attendees can communicate with each other.

DOOR PRIZES

1. You may wish to have door prizes, drawings, etc. at lunch or in the exhibit hall during various times during your conference. Exhibitors will often offer something for these. Some regions solicit local businesses for door prize donations. Be sure to acknowledge these donations, either at the event or in the program, and follow up with thank you notes.
2. One region decided to cut back on their "giveaway" activity, since they believed it had gotten out of hand. Almost everyone went home with a prize, and it had almost become more important than the conference itself. So keep a sense of proportion.

EVALUATIONS

1. Evaluation forms should evaluate the whole conference as well as individual sessions. Balance the need for information with the unwillingness of people to fill out lots of forms. One form for both may be better than multiple forms.
2. Include questions on the forms to evaluate the facilities, meals.
3. The forms should have numbers for rating as well as places for written comments.
4. Ask the evaluators to identify their library type, perhaps years of experience, or other data you want to collect for planning purposes.
5. On the form, include a tear-off section asking, "Would you like to help with future conferences?"
6. Since evaluations are very helpful for future planning, consider ways of getting more evaluations turned in. Perhaps a "going out the door" prize (candy or a drawing for a prize) would be helpful.

AFTER THE CONFERENCE

1. The committee should meet to evaluate the conference facilities, procedures, programs, etc. Write up your evaluation and make a list of suggestions for next year's conference.
2. Choose a person to nominate for next year's conference chair from the current committee. Start putting together the committee for next year's conference.
3. Consider setting the date for next year's conference and booking the facility, if locations tend to fill up quickly in your area.

4. Give all your paperwork and records from the conference to the incoming conference chair. (They'll probably appreciate having copies of documents in electronic formats such as word processing files and spreadsheets, as well as paper.) You may want to keep up to two or three years' worth of paperwork as working files to consult, so that you can get an overview of more than one year. Send the paper originals of the older files (i.e. no longer part of your working files) to the ILA Archives (Terry Abraham, Special Collections and Archives, University of Idaho Library, PO Box 442351, Moscow, ID 83844-2351). Terry asks that you include a cover letter letting him know what the files cover, and who is sending them.
5. Once all income has been received and bills paid, the Spring Conference Treasurer must balance the books, close the local bank account, return the seed money and any profit the conference has made, and submit the *original receipts, a copy of all ledgers*, and a summary report (as per the budget request/summary report form) to the ILA Treasurer. Please do this by **June 30**. (Again, this procedure will be adjusted because of the new regional conference accounts being set up by the ILA treasurer. Please stay alert for forthcoming information about this.)
6. Send a final report to the ILA Vice President. Please try to do this by **June 30**, and include:
 - a general report,
 - a summary of conference evaluations,
 - a copy of the final budget figures,
 - a list of vendors (with contact information, for generating next year's statewide invitation list),
 - nomination(s) for next year's chairman,
 - volunteers for next year's committee,
 - evaluation of the training materials provided by ILA, with suggestions for revision and improvement,
 - examples and suggestions that would be good to add to the appendix of the training document. (Electronic format would extremely helpful!), and
 - anything else you think might be useful.
7. If there were any extremely good or popular sessions that you think might be good at an ILA Annual Conference, communicate this to the Annual Conference Chair.

ILA Intellectual Freedom Fund

The Intellectual Freedom Fund (IFF) is a special fund of the Idaho Library Association. The balance of the IFF is built primarily from money raised by the Intellectual Freedom Committee (IFC) through the intellectual freedom auction held each year at the ILA Annual Conference. Donations are also accepted from concerned individuals and groups. The IFF is available to support any activity, which, in the opinion of the ILA Executive Board, increases intellectual freedom awareness and promotes freedom of access to information.

Any ILA member may apply to receive a grant from the IFF. No member may receive more than one grant per calendar year and no more than one grant will be awarded to support any specific event or activity. The maximum amount of an IFF grant will not exceed \$250. The total amount of grants awarded in one year will not exceed \$1000. All persons/libraries/institutions wishing to receive an IFF grant must submit an IFF grant application.

The Intellectual Freedom Fund is administered by the ILA Executive Board. Applications for grants will be considered initially by a review committee composed of the chair of the ILA Intellectual Freedom Committee, the past-president of the ILA executive board, and one other member elected from and by the IFC. Members of the review committee may not apply for IFF grants. Recommendations from this group concerning grant applications will be forwarded to the ILA Executive Board for final approval.

The Intellectual Freedom Committee may also use intellectual freedom funds to support or participate in activities concerning intellectual freedom, either in Idaho or nationally. The IFC must approve such expenditures by a majority vote of IFC members. An IFF grant application will then be submitted by the IFC Chair to the ILA Executive Board for final approval. Any such grant will be limited to no more than \$500 and no more than \$1000 will be awarded in one calendar year, unless by special approval of the ILA Executive Board.

Examples of possible uses of the IFF include (but are not limited to):

1. Supporting research.
2. Conducting workshops on intellectual freedom issues.
3. Expenses for hosting keynote speakers on intellectual freedom issues at ILA annual and regional conferences.
4. Travel or registration expenses to attend intellectual freedom seminars.
5. Purchasing ALA Intellectual Freedom Manuals for inclusion in library collections.
6. For consultations with legal counsel or other experts concerning intellectual freedom issues.
7. For the funding of amicus curiae briefs on behalf of ILA in Idaho cases involving significant intellectual freedom issues.

The Intellectual Freedom Committee will include in its annual report to the ILA Executive Board the number and amount of IFF grants awarded during the year, along with copies of the grant applications. The IFC will also contact grant recipients within one year from the date a grant is issued to verify the use of funds in conformity with the grant application.

The ILA Treasurer will maintain the IFF account separately from the ILA operational accounts; these accounts will not be co-mingled nor shall money from the IFF account be used for purposes other than those meeting the requirements outlined above.

Intellectual Freedom Fund Grant Application
(This application must be completed in full for consideration)

Name: _____

Library or Institution: _____

ILA member: Yes___ No___

Library Institution Member: Yes___ No___

Address: _____

Phone: _____ Fax: _____

Email: _____

Please provide a full description of the activity which is the subject of your IFF grant application. This description must include the total grant amount requested, itemized expenses, other sources of funding (if any), name and contact information of all persons involved, and a description of how this grant will promote intellectual freedom or freedom of access to information in Idaho. No more than \$250 will be awarded to any grant applicant or in support of a single activity or event. The actual amount of an IFF grant may be less than the amount requested.

Please attach additional pages as necessary.

Send completed applications to the following address:

Michael Greenlee
University of Idaho Law Library
PO Box 442324
Moscow, ID 83844-2324

Thank you for supporting intellectual freedom!

HANDBOOK UPDATING

This manual should be updated annually by the outgoing ILA Vice President. The ideal time to do this is in mid-July, when reports are in hand covering the latest cycle of conferences. Finish by the end of September at the latest, so that material is ready for an Annual Conference training session, if one is planned. (And if one isn't, the sooner you can get the information out to the new chairs, the better, so that they can plan for the upcoming cycle.) Post conference planning manual on website.

REGIONAL CONFERENCE SAMPLES

Timeline	15-01
Budget request/summary report form	15-02
Travel reimbursement form.	15-04
Expense reimbursement form	15-05
Ledger	15-06
Question: speaker fees	15-08
Speaker contract	15-09
Postcard	15-13
Question: registration fees	15-14
Conference registration form	15-15
LibIdaho messages	15-19
Web site	15-22
Question: vendor fees	15-52
Vendor invitation letter	15-53
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Vendor registration form/contract	15-55
Vendor information	15-57
Donations receipt.....	15-58
Exhibits evaluation	15-59
Conference evaluation	15-60

ANNUAL CONFERENCE SAMPLES

The Annual Conference is different from the Regional Spring Conferences in many ways, but you may wish to adapt some of the materials that are used for it.

Program information worksheet (1996)	16-01
Speaker /program procedures (2003)	16-03
Worksheet for speaker contract (2003)	16-04
Speaker confirmation letter (2003)	16-05
Speaker contract (2003)	16-06
Sponsorship request letter (2003)	16-07
Conference registration form (2003)	16-08
Vendor addresses spreadsheet (2003)	16-10
Vendor invitation letter (2002)	16-11
Vendor registration cover letter (2003)	16-12
Vendor registration form/contract (2003)	16-13
Vendor budget spreadsheet (2003)	16-15
Vendor descriptions spreadsheet (2003)	16-17
Vendor bingo form (2003)	16-18
Conference Evaluation Form (2003)	16-19

Note: For exhibitors, follow-up confirmations, a packet (hotel information, set-up times, meal ticket options and entertainment options, etc.) and thank you notes were also sent.