

NCLA Conference 2005 Committee
Report to the NCLA Executive Board

April 15, 2005

The committee met on March 4, 2005, at the Adam's Mark Hotel in Winston-Salem.

Please note the following:

- ✓ Several vendors have expressed an interest in sponsorships, and the conference committee will be seeking more vendors to sponsor various aspects of the conference, including the main sessions, the receptions, and so forth. The committee would appreciate the help of librarians who have close relationships with specific vendors. Vendors who might be interested in sponsorships at the conference should contact Robert Burgin, Vice-President/President-Elect of NCLA.
- ✓ Wireless Internet access will be provided for free at the conference, thanks to an arrangement with the hotels and the Convention Center.
- ✓ A housing reservation form for the Marriott (currently the east wing of the Adam's Mark) is now available on the NCLA Web site and on the Web site of the Winston-Salem Convention & Visitors Bureau.
- ✓ Tables will be provided at the conference for committees, sections, and roundtables of NCLA. A table request form is available on the NCLA Web site. Committees, sections, and roundtables are responsible for staffing, setting up, and breaking down the tables.
- ✓ The all-conference reception will be held at the convention center and hotel complex on Thursday night. LAMS will co-sponsor the reception, which will recognize new NCLA members, new librarians, and new managers. The reception will also incorporate the NMRT and library school receptions.
- ✓ We plan to have an information desk, which would provide answers to conference attendees about the conference and the facilities. The information desk should take pressure off the registration desk and allow them to focus on registration issues.
- ✓ Remember that NCLA will not pay speakers who have not signed a contract. A program contract has been emailed to chairs of committees, sections, and roundtables and is also available on the NCLA Web site.
- ✓ All speakers at the conference must be registered. This will ensure that registration has a badge for the speakers. The fee for attending the conference will be waived for out-of-state speakers or non-librarians if they are speaking only and not attending

the conference. However, attendance at any conference functions will require paid registration. All North Carolina librarians will be required to pay to register, even if they are speaking only.

- ✓ We will be sending out a call for volunteers to help with registration, both before and during the conference.

Robert Burgin, Chair