

NCLA Conference 2005 Committee

Report to the NCLA Executive Board

July 15, 2005

The committee met on May 26, 2005, at the Z. Smith Reynolds Library, Wake Forest University, Winston-Salem.

- ✓ The pre-registration packet was mailed out the first week in July. This packet includes program information, full registration information, and hotel reservation forms. The deadline for early registration in August 15.
- ✓ The housing reservation form for the Marriott (currently the east wing of the Adam's Mark) is also available on the Web site of the Winston-Salem Convention & Visitors Bureau and on the NCLA Web site. The deadline for a room reservation is August 13.
- ✓ If any committee, section, or roundtable wishes to include handouts in the registration packets, the chair should send 1000 copies to Kim Parrot at the NCLA office.
- ✓ Wanda Brown is now handling local arrangements, and Waits Raulerson is now handling the Conference store.
- ✓ We have several sponsors so far, including Thomson/Gale, which is donating \$2,500 for the bags; Ebsco, which is donating \$2,500 for the readers' advisory preconference; and Swets, which is donating \$500 towards one of the coffee/ice cream breaks. 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.
- ✓ We received 28 submissions for poster sessions.
- ✓ Tables will be provided at the conference for committees, sections, and roundtables of NCLA. A table request form has been emailed to chairs of committees, sections, and roundtables and should be returned to Deborah Nolan at Wake Forest. 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.
- ✓ 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.

Robert Burgin, Chair