

Manitoba Libraries Conference 2018

May 30 – June 1, 2018 at the Delta Hotel, Winnipeg, Manitoba

Interested in being involved with the next Manitoba Libraries Conference?

Conference Co-chairs Megan O'Brien, MOBrien@winnipeg.ca and Vickie Albrecht, Vickie.Albrecht@umanitoba.ca, are looking for eight individuals to join the Conference Planning Committee. Below are a list of committee descriptions. If you're interested in any of these, please express interest via email by July 1, 2017, as first meeting of the Conference Planning Committee will be scheduled in August 2017. If you have questions about any of these, feel free to contact either Megan or Vickie.

[Conference Planning Committee Position Descriptions](#)

Events Coordinators (2)

The Events Coordinators are responsible for oversight of the Conference facility and social events, and will assist in:

- liaising with hotel staff to assist in menu planning and ensure that food allergies and preferences are accounted for;
- liaising with Manitoba/Winnipeg Tourism to get visitors' information and coupons/discounts;
- planning social events in conjunction with the Program Committee, Exhibits Coordinator and Publicity Coordinator, involving at least one lunchtime event in the tradeshow area.

Time commitment will be moderate leading up to the Conference, and significant on-site. The Events Coordinators participate in Conference planning committee meetings as required.

Exhibits Coordinator (Tradeshow)

The Exhibits Coordinator will work closely with the Publicity Coordinator, Sponsorship Coordinator, and Events Coordinators, is integral to planning the tradeshow area. The Exhibits Coordinator will assist in:

- confirming policies governing the operation and hours of the Tradeshow area of the Conference;
- establishing a registration fee schedule for exhibitors and managing exhibitor registrations with the assistance of the Registration Coordinator;
- identifying and inviting potential vendors;
- communicating with exhibitors;
- creating a tradeshow floor plan;
- assisting the Events Coordinator in planning special events and sponsorship opportunities, including coffee breaks, receptions, author talks, etc., to ensure the highest possible traffic in the tradeshow area;
- ensuring that exhibitors receive adequate recognition during Conference, including in the program;
- welcoming exhibitors and helping them locate their assigned booths, and introducing vendors to exhibition services staff (if applicable).

Time commitment will be minimal leading up to the Conference, significant during the setup of the Tradeshow, and moderate for the remainder of the Conference. The Exhibits Coordinator participates in

Conference planning committee meetings as required.

Hospitality Coordinator (Volunteers)

The Hospitality Coordinator is responsible for coordinating volunteers, and working with those volunteers to provide Conference attendees and exhibitors with information and services that enhance the Conference experience. Experience coordinating volunteers and a strong customer service focus are desirable. The Hospitality Coordinator assists in:

- working with the all Conference Coordinators to tabulate number of volunteers needed during the conference;
- establishing the volunteer schedule ;
- assigning volunteers to the various Conference areas: Registration, Sessions, Publicity, Tradeshow/Exhibits, etc.

Time commitment will be minimal until about 3 months prior to the Conference, moderate before the Conference, and significant on-site. The Hospitality Coordinator participates in Conference planning committee meetings as required.

Program Committee Co-Chairs (2)

The Program Committee Co-Chairs oversee the formation of the Program Committee. The role of the Program Committee is to create a program that reflects the theme of the conference and the variety of interests of the broader library/archives/records management and museum communities within Manitoba. This includes both pre-conference events and the conference program itself, as well as scheduling association AGMs.

- sets timelines for completion of tasks;
- holds monthly meetings for the first few months, and likely every two weeks the month prior to the deadline for the final program;
- ensures that committee members are fulfilling their duties in a timely, effective manner;
- works closely with the Sessions Coordinator to ensure that speaker's requirements have been accommodated;
- serves on the Conference Planning Committee and reports on the Program Committee's progress at each meeting.

Time commitment will be moderate to heavy in the months leading up to the conference.

Registration Coordinator

The Registration Coordinator is responsible for collecting and processing registration information, and works closely with the Conference Treasurer, Website Coordinator, Exhibits Coordinator, and Hospitality Coordinator. The registration coordinator:

- creates pre-conference and conference registration forms;
- maintains a spreadsheet of registrants and liaises frequently with the Treasurer for payment processing;
- sends a registration confirmation email to each delegate;
- creates name badges for delegates;
- oversees the registration desk with the assistance of volunteers.

Time commitment is moderate 2-3 months prior to the Conference, and moderate to heavy in the month prior and on-site.

Secretary

The Secretary is responsible for taking minutes at meetings, sending out meeting reminders, asking for agenda items, and sending out agendas. The Secretary is also responsible for the conference office during the conference. The Secretary works with all members of the conference planning committee but especially close with the Conference Co-Chairs.

- regularly sends out emails about upcoming meetings and meeting follow-ups;
- takes minutes during meetings and sends minutes out after meetings;
- compiles office supplies list and purchases office supplies needed for the conference;
- prints/photocopies materials for the conference, before and during the conference;
- sets up conference office before the conference;
- in charge of conference office during the conference;
- partitions office supplies for Treasurer, Registration Coordinator, and Exhibits/Tradeshow Coordinator for use during the conference;
- compiles final conference report.

Time commitment is minimal until April/May when office supplies are purchased, materials printed, and conference office. Time commitment is heavy one month prior to the conference, and heaviest during the conference. Moderate time commitment required after conference for preparing and compiling final conference report.