

Meeting 1:00-3:00
MLA/DLA Conference Planning

The PDF registration is corrected -there were two errors (one was Make Teamwork Work) and now everything is up to date. The form is revised now. So Sara or I will upload a new form right away. Great!

Margaret will confirm everything regarding our speakers' Final forms and AV needs - see notes below. Bold items are for action and are noteworthy.

Pre conference:

All the forms are in except Michael Halpern - Friday keynote. Margaret needs this for confirming hotel reservations for him on Thursday and food preferences. **I had emailed him so I'll dig that up and forward the info to Margaret/MLA.**

Everything that is on the forms submitted to MLA seems to be what they have for food preferences, hotel stays, travel reimbursements. If there are any changes we have to notify her right now; last chance.

Website: Kacey showed the live conference website. **I will email Kacey the DLA email and webpage for the 'contact' page.**

MLA Facebook page has social media posts - **we need to share.** They have done 18 posts now. We can also promote the conference, registration/early bird registration by getting images from Kacey. Email Kacey and Erin regarding images and the website if you have any corrections or need an image in a certain format for promotion.

Kacey's email: kacey@esl.org

Erin's email: erin@qaclibrary.org

Change to mics/AV needs? - Margaret is going to find out if a wireless mic is the same cost as the wired podium mic - she knows some speakers would like wireless.

For the pre conferences that Kumer and Schaefer are doing: She went ahead and added 'wireless mic' to their forms. The "Healthy" pre conference - they asked for a flip charts **but I offered to have DLA bring markers and pens.**

The days and times of the programs are set, but the room assignments are not set yet. Margaret is looking at registration and needs - some want round tables, for example.

All workshop rooms come with:

Screen

Podium with mic

AV table

MLA will provide laptop and projector for every room. We are allowed to bring our own laptop though.

Macs are fine to bring and plug in to use as a presenter, but an adapter connector to the projector is needed.

Margaret will decide by the first week of March which rooms will work for which workshops.

Need to check on the Disaster workshop with Pat Young: Plastic or some way to make sure the table and floor are protected. I'm sure she brings this, but please have program planner make sure.

Silent Auction - raffle is okay to do for Chrys's painting.
Check with Kay Bowes - how is it going with donations?

Sponsorships are going well.

There are over 30 vendors so far. Usually have 30-40 vendors. At this time, there is no vendor prize.

Post conference evaluation - Julie will look at it.

Register and have people register!

No March meeting - the next meeting is April 19 here at the MLA office?