

CALL FOR VOLUNTEERS for MLA 2011 LOCAL ASSISTANCE SUBCOMMITTEE CHAIRS

The annual meeting of the Medical Library Association will be held in Minneapolis May 13-18 2011. Gabe Rios (University of Alabama) and Bart Ragon (University of Virginia) are the National Program Committee (NPC) co-chairs. One of the very important and fun components of any annual meeting is the Local Assistance Committee (LAC). Linda Watson (University of Minnesota) and Dawn Littleton (Mayo Clinic) are the LAC co-chairs.

This is a **call for volunteers to serve as chair of one of the six subcommittees** that make up the work to be done over the course of the next two years leading up to the meeting in May 2011. The list of subcommittees is below with a rough idea of when the most intense work would be. Each subcommittee chair would be responsible for recruiting volunteers for their subcommittee. There are templates and detailed instructions for much of this work in the *MLA Annual Meeting Local Assistance Committee Planning Guide* available to each subcommittee chair. A reminder that subcommittee chairs need to be MLA members.

Note that we are trying to coordinate this effort, when possible, with the work to host the October 2012 MLA Midwest Chapter meeting in Rochester, MN. For that reason, Donna Barbour-Talley (North Memorial Health Care, and co-chair for the Chapter Conference Coordinating Committee) is an ex-officio member of our LAC.

If you are interested in volunteering for one of the subcommittee chair positions, please let Linda Watson (lwatson@umn.edu) know by October 10th.

LOCAL ASSISTANCE SUBCOMMITTEES (and rough timeframe for their most intense work)

Publicity and Promotion Subcommittee

(Oct 2009 – begin planning for promotion at 2010 meeting, and continuing)

- In consultation with the NPC Co-Chairs, plan a presentation at the end of the 2010 annual meeting in Washington DC. The presentation may take the form of a slide show or videotape and last a maximum of 8 minutes. The presentation must take place at no cost to MLA excluding the cost of the audiovisual equipment. Usually, such presentations are available from the city's convention bureau or Chamber of Commerce.
- Beginning 12 months prior to the meeting, prepare articles for MLA publications and informative messages for relevant listservs. Articles highlight various aspects of the meeting such as the city, surrounding area, meeting activities.
- 8 Months before the meeting develop a list of potential local exhibitors and forward it to headquarters.

Restaurant Guide Subcommittee

(Jan 2011 – begin working on guide, ready by Mar 2011)

- Prepare copy for the restaurant guide using the specifications in the *Planning Guide* and forward to the Director of Publications at MLA HQ.

Library Tours Subcommittee

(Copy needed by January 2011)

- Prepare copy for the Guide to Local Libraries as described in the *Planning Guide*. May recommend library tours and post conference study tours to the meeting consultant and staff liaison. Provides information to the Publicity/Promotion Subcommittee for articles on library tour opportunities.

Meeting Blog Subcommittee

(Coordinate with Publicity Committee and NPC)

- Maintain an annual meeting blog, prior to the meeting. MLA Headquarters staff will provide blog application and technical support. The role and responsibilities of this subcommittee will evolve to keep pace with the current practices in social networking tools and will be planned in conjunction with the NPC, particularly during the course of the meeting itself.

Hospitality Information Booth Subcommittee:

(schedule ready by March 2011)

Coordinates with Volunteer Assistance Subcommittee to identify hospitality booth volunteers. Manages booth setup and volunteers at the booth. The booth is generally staffed the same hours as the MLA registration area. Usually there are 2–4 persons for each four-hour shift with 2-3 shifts per day. By March 1 the chair should confirm operating hours and volunteer schedule with the HQ staff liaison.

The booth serves attendees as a source of information for:

- conference program facts and changes
- available conference services, e.g., placement, member resource room
- emergency services, e.g., nearby hospital and fire department
- metropolitan transportation
- restaurant suggestions
- dine arounds
- entertainment information
- religious service information
- other information, as may be necessary in a particular city
- guide to libraries

Volunteer Assistance Subcommittee:

(need volunteer names by March 2011)

In Fall 2010, put out a call for volunteers for the activities listed below. By March 1, confirm schedules and volunteers with HQ Staff Liaison.

- prepare annual meeting bags (about 30 volunteers)
- staff the member resource room/placement service (1-2 per shift)
- staff the Hospitality Booth (about 15 volunteers)

FUN FACT: Three previous meetings in Minnesota were in 1936, 1976, 1986