

SUPER CONFERENCE 2011 SPEAKER INFORMATION PACKAGE

WELCOME TO OLA SUPER CONFERENCE 2011

The Ontario Library Association is Canada's largest library organization, and Super Conference is Canada's largest continuing education event in librarianship. Within Super Conference, Super Expo is Canada's largest library tradeshow.

Super Conference plays host to some of the country's and the world's leading speakers, both from inside the library world and outside. We are very pleased that you have decided to be a speaker at our next conference, February 2-5, 2011.

Almost 5000 people attend over 300 plenary and spotlight events, sessions, meetings, and social gatherings. All of this is planned by a team of 25 OLA members.

If you have questions or need information not found on our website, please contact the conference planner you have been working with, or the OLA Office:

Telephone: 416-363-3388

Toll-free: 866-873-9867

Email: superconference2011@accessola.com

COMPLETING THE SPEAKER CONTRACT

Once a proposal has been accepted by the Planning Committee, the speaker's next step is to complete the online Speaker Contract **by June 30th**: (www.accessola.com/education/superconference). Timely completion of the contract is important to the organizational work that goes into producing a successful conference. If a session has multiple speakers, **each one** must submit a contract. If a speaker is speaking in more than one session, only one contract is required.

By July 15th, please send a good quality digital photo to bpudden@accessola.com. Colour is preferred, and minimum resolution should be 300 dpi, or the highest quality your camera will take. It would be helpful if you could use your last and first name to name your photo (**Example: kerr_liz.jpg**). Email photos to bpudden@accessola.com with **SC Photo** in the subject line.

CONTACT US:

superconference2011@accessola.com

Online Program:

www.accessola.com/superconference2011

ALL INFORMATION AND FORMS REFERRED TO
IN THIS PACKAGE
CAN BE FOUND ONLINE AT
www.accessola.com/education/superconference

TYPE OF SPEAKER

Your planner will let you know which speaker category you are in. Honoraria and expenses claims are handled differently according to the type of speaker.

- Internal speakers are individuals living and working within and beyond Ontario who have a vested interest in Canada's publically funded libraries. Staff and trustees in public, school, college, university and special libraries, as well as those consultants and individuals who earn their livelihood from doing business with libraries are internal speakers.
- External speakers are individuals who do not work in libraries, do not set policy for them, nor earn their livelihood from doing business with them.
- Each Division of OLA invites one Spotlight Speaker: a keynote speaker with an established profile in his/her field.

Information regarding honoraria and expense claims is found on page 3 of this material.

SESSION REFERENCE NUMBER

Your planner will give you a number to put into the contract. This is a tracking number - not the final session number which will be printed in the conference program.

SESSION TAPING

OLA rarely tapes any of the sessions. Speakers will be contacted well in advance of the conference if OLA would like to audio and/or video tape particular sessions.

ROOM SET-UP

Due to large audiences and space restrictions, the standard set-up is theatre (lecture) style. If a different configuration is necessary for the success of your session, please note this in the contract. Classroom (tables with all seats facing forward) or Rounds (round tables with 8-10 chairs) are other possibilities. Every attempt will be made to match your requirements, but it may be necessary to discuss individual situations closer to conference time.

Each room has a podium and head table with 2-4 chairs.

AUDIO VISUAL

The standard AV set-up in each room includes a microphone at the podium (except in the small seminar rooms), a data projector, cables and a screen. **Please note:** computers are **not** provided.

If you have other requirements, please note them in the contract. Possibilities might be:

- a flip chart with markers
- speakers to amplify sound/video clips within powerpoint files
- an overhead projector to use with acetate slides
- a CD/DVD player

General notes:

- A session convenor will contact each speaker in Nov/Dec to finalize room set-up and AV, and will be available on site to assist.
- The professional AV technicians provide outstanding on-site service, including back-up equipment for emergencies. It would be wise, as a back-up, to bring presentation files on a USB device.
- If you are bringing a MAC computer, you may want to bring the necessary VGA adapter, since there so many types!
- Please do not order equipment beyond what you know you will definitely use. Sessions are only 75 minutes long. Please be practical!
- You need to know how to connect to your institution's server if that is needed, and be able to work with your own programs.
- Due to cost, lavalier microphones are limited to plenary and spotlight sessions. Other lavalier requests require detailed explanation about their planned use before the necessary budget can be allotted.

LIVE INTERNET ACCESS

Live access at the conference centre is limited, and costly. We recommend where possible that you use canned internet information rather than a live feed to avoid unpleasant surprises with internet connections. If you decide internet is essential, please note this on your contract, and we will do our best to provide it, or contact you to explore options.

TIMELINES

June 30	Speaker Contract completed online
July 15	Digital photo submitted
Aug. 27	Send session description/speaker information changes to Conference Planner
Oct. 15	Super Conference Program posted on OLA website
Oct. 29	Registration opens
Nov/Dec	Session convenors contact speakers
Dec 17	Final date for Official Program Corrections.

PREPARING YOUR SESSION

Conference delegates come with the expectation that they will receive new perspectives on the subject matter. We encourage you to connect with your program planner to discuss your ideas.

The session description you used in your proposal form is the one used in the Super Conference program, which is finalized in late August. If you need to make changes to your description or speaker information, please discuss this with your program planner no later than August 27th.

ESTIMATED SIZE OF YOUR SESSION

In the registration process, delegates are asked to predict the sessions that they are likely to attend. They can change their minds and there are many reasons delegates do. In spite of this, the patterns evident in their registration choices are very helpful in predicting the likely attendance at each session. Almost 70% of delegates make an honest attempt to provide the information giving us quite a lot with which to work.

Leading up to the conference, the OLA office works with this information to predict the likely size of your workshop session and to assign a suitable room. Your session convenor will supply the estimated audience size about 3 weeks prior to the conference.

During the conference, should your room reach capacity, your convenor is obliged to close the session.

HANDOUTS AND PHOTOCOPYING

Green Policy - No Print Handouts!

As part of our green policy, we discourage the use of handouts and encourage use of PowerPoints and other visual presentations that delegates can choose to download or to view on site before or after your session. Delegates will have free access to the OLA website during Super Conference. Please send any session materials you wish to have available on OLA's website for delegates to access before, during or after the conference to: superconference2011@accessola.com

In advance: No deadline. Send at any time up to February 1st

After conference: Send as soon as possible after your session.

If you need a handout to carry out your program successfully, we suggest bringing 5-10 copies over the projected attendance you receive from your session convenor. There is no facility for photocopying on site.

SPEAKER REGISTRATION

Speakers will receive a letter from the OLA office on or about November 1st with instructions for speaker registration.

Speakers register at greatly reduced rates.

Single Day: Free

Two Days: \$80.00 (free day plus one other)

Full Conference: \$185.00

All social events and the Saturday luncheon are included in full registration. We hope you can take advantage of the opportunity to join our full Super Conference experience!

Even if you are only coming for the free day on which you are speaking, you MUST REGISTER to ensure your badge is ready!

HONORARIA and EXPENSE COVERAGE

Honoraria and expense coverage are directed through OLA Super Conference policy which states the following:

- Internal Speakers residing within Ontario may claim parking expense on the day of speaking.
- Internal speakers residing out-of-province may claim travel, one night of accommodation and up to \$50.00 for meals on the day of speaking.
- External and Spotlight speakers may claim travel, one night of accommodation if residence is more than 90 km from the conference centre, and up to \$50.00 for meals on the day of speaking.
- An honorarium of \$100-\$200 may be offered to external speakers if required.

Your conference planner will discuss honoraria and expense coverage with you at the time of inviting you to speak.

a) Travel

If you are entitled to travel reimbursement, it includes air, train or bus arrangements, parking at the originating terminal, and transfers to and from a conference hotel in Toronto. Car travel is reimbursed at the rate of 43 cents per km - not to exceed the cost of other forms of travel. Making travel arrangements is the responsibility of the speaker, and should be made at least one month in advance to obtain the best fares. If booked through OLA's agent, Carlson Wagonlit Travel, OLA will pay for your flight directly. If you use your own agency, please attach your bills to the official expense form and claim the expense after your session has been presented.

Carlson Wagonlit: 1-800-561-4275, Jane Healy is OLA account representative - indicate you are a speaker at the OLA Super Conference.

b) Accommodation

If you are entitled to hotel reimbursement, please make your own reservations at one of the following hotels as soon as

possible to ensure space within the OLA block. A few days prior to the conference, OLA collaborates with the hotels to ensure you are not charged for the one night of accommodation to which you are entitled. Rates are guaranteed until one month in advance of the conference OR as long as the reserved block lasts. Book early for the best choice. All hotels within 10-minute walk.

INTERCONTINENTAL HOTEL Toronto Centre **

225 Front St. West 1-800-422-7969 or 416-597-1400
\$189 single, \$209 double

** This hotel fills quickly—call early

RENAISSANCE HOTEL at the Rogers Centre

One Blue Jays Way 1-800-237-1512 or 416-341-7100
\$145 single / \$155 double

FAIRMONT ROYAL YORK HOTEL

100 Front Street West 1-800-663-7229

\$165 single / \$175/double: higher rates for premium rooms

STRATHCONA HOTEL

60 York Street 1-800-268-8304 or 416-363-3321
\$117/\$127/\$137/\$157

c) Meals

If you are entitled to claim meal expenses, you are permitted a maximum of \$50.00 on the day you are speaking. Receipts must be attached to your expense claim.

Important: Expenses claimed without appropriate receipts will not be covered. As a non-profit association, OLA auditors are especially vigilant in this regard.

DURING THE CONFERENCE

SPEAKERS' RECEPTION CENTRE

On the day of your presentation, the Speakers' Reception Centre is set-up for your use. It is located in Room 205C in the hall behind the Front Street lobby registration at the Metro Toronto Convention Centre.

You will be able to:

- Pick up your badge, tickets and program
- Check your coat
- Store your equipment
- Find a space to work
- Check your e-mail
- Have a comfortable chair in which to relax and pull your thoughts together
- Enjoy a coffee or soft drink and chat.

An OLA staff member is always in the Speakers' Reception Centre to give you informed answers to your questions. If you require help in finding your session location, volunteers will take you to the room. We regret that we are unable to extend this

AFTER THE CONFERENCE

SESSION CONVENOR

Each session in the Super Conference program has a convenor assigned to assist the speaker with the final details that go into ensuring a successful experience for both the speaker(s) and the audience. Your convenor will contact you in late November or early December, and will assist with the following:

- review the room set-up and AV details
- request a biography to use when introducing your session
- answer any questions you may have
- arrange to meet you prior to your session

At the conference the convenor will:

- help you set up for your session
- seek AV help if required
- ensure your session starts on time
- introduce and thank you
- help you pack up your materials and equipment at the end of your session.

Because the room in which your session is held may be needed immediately afterward for another workshop, be sure to end your session promptly at the scheduled time. If you have moved tables and/or chairs for your session, it is important that the room be returned to its original state for the session following yours. The convenor will assist you to do this.

CONFERENCE CENTRAL CONTROL

The central control for all meeting room and audiovisual arrangements is in the OLA on-site office, Room 205A (next door to the Speakers' Reception Centre). Jefferson Gilbert, Conference Business Manager, is in continuous contact with the four full-time staff hired to manage audiovisual equipment set-up, and with all services of the Metro Toronto Convention Centre. Your convenor will normally be the go-between but, if you cannot locate your convenor, Super Conference Central Control may be able to assist.

SESSION EVALUATIONS

Delegates will be filling out an evaluation pamphlet after each session. Planners use the results to help determine future topics and programs in our year-round virtual Education Institute, at next year's Super Conference and in other OLA education events. You are welcome to ask your convenor to provide you with information about your session, which is available about two weeks following the conference.

YOUR RESOURCES ON THE WEB SITE

If it wasn't possible to post your session materials prior to Super Conference, delegates will be watching for them directly after the conference is over. To ensure that your audience can download a copy of your PowerPoint and handouts after the conference, send your files by e-mail to:

superconference2011@accessola.com

If you wish to mount your materials on your own Web site, we can post your link.

CLAIMING YOUR EXPENSES

We thank you for your financial considerations in undertaking your session for Super Conference. The professional commitment of all our speakers and organizers is not taken for granted. Without it, a conference of this magnitude and quality could not be mounted.

Following your session, please obtain the Super Conference Speakers' Expense Claim Form, attach your receipts and forward the package to the OLA Office. There are copies of the Expense Claim Forms in the Speakers' Reception Centre. They can also be downloaded from the Super Conference operations page at www.accessola.com/education/superconference

To claim expenses your form must be received at the OLA office by March 25, 2011 with original expense receipts where specified.

FINAL NOTES

If we have missed anything in these notes, please do not hesitate to contact your conference planner or convenor (after one is assigned). The list of planners is found at www.accessola.com/education/superconference

You are always welcome to contact the OLA office
e-mail: superconference@accessola.com
phone: 416-363-3388 in the Toronto area
1-866-873-9867 long distance toll free

Thank you again for your participation. We hope your experience at Super Conference is as rewarding for you as we know it will be for our delegates.