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| **IASL Conference Planning Manual** | **iaslsm** |

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*This version of the IASL Conference Planning Manual was substantially revised by Elizabeth Greef and edited by Dianne Oberg, January 2015, and approved by the IASL Board in March 2015. It was again updated in March 2016 with the new Secretariat details.*

# Section 1.0

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| **Hosting an IASL Conference** | **iaslsm** |

**Why host an IASL Conference?**

Having an international conference in your city/country will provide opportunities:

* to raise the profile of school libraries in your city, state and country;
* to alert politicians, education administrators and teachers to the importance of school libraries;
* for teacher librarians to share their ideas, work programs and evidence-based research;
* to encourage research in school librarianship; and
* to build collaborative international partnerships.

People to invite to the conference might include:

* politicians and administrators from the Education Department;
* university academics;
* principals, teachers and parents;
* your local library and school library associations and
* library personnel from public, special, school and academic libraries.

**Getting started: Putting in a bid to host an IASL Conference**

The IASL Conference is held every year. Attending several IASL conferences is an essential foundation for preparing an application to host an IASL conference.

Bids to host a conference need to be submitted **at least 2 years before** the conference will be held. This will give the Conference Committee the time that will be needed to organise an international conference. It is a good idea to contact the IASL President and Vice-President, Association Relations to find out which years are available for conference bids and to indicate your interest

Review the timeline below, complete the Application for Hosting an IASL Conference form and send it to the [IASL Secretariat](mailto:jill@penman-winton.com)**.**

**Suggested Timeline: bid to host an IASL Conference**

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| **Date** | **Planning** |
| 2 – 3 years before the conference | * Review the IASL Conference Planning Manual [INSERT LINK ON NEW WEBSITE] to gauge what is involved in hosting this international conference. * Check for support from your local library groups. Make sure you have enough people who want to be involved. * Fill out the [Application for Hosting an IASL Conference](http://www.iasl-online.org/events/conf/conferences-call.html) * Be sure to include the place/city and country where the conference is to be held. * Send the application to the [IASL Secretariat](mailto:jill@penman-winton.com) |
| 18 months - 2 years before the conference | * Organise your [Conference Committee](#_Section_2.0) * Finalise the theme for the conference, in consultation with the IASL Executive. * Identify potential keynote speakers to support your theme. * Prepare preliminary costings for conference fees * Complete the Partnership Agreement for Hosting an IASL Conference, * Send the partnership agreement to the IASL Secretariat. |
| 18 months before the conference | * Start organising the details of the conference. See [Conference Committee](#_Section_2.0) for help. |

# Section 2.0

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| **The IASL Conference Committee** | **iaslsm** |

The Conference Committee is responsible for:

* organising the conference;
* reporting regularly to the IASL Executive and Board;
* ensuring that commitments to IASL are met; and
* creating the local flavour for the conference.

The IASL Executive and Board will:

* help the Conference Committee with forms, refereeing of papers and other aspects of the program upon request;
* provide access to the IASL Web Portal, newsletter and IASL-Link for advertising; and
* provide any other assistance as requested.

[Conference Committee’s Commitments to IASL](#_Section_3.0_1)

**Conference Committee Organisation**

Note: these are suggestions to help get you started.

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| **Position** | **Responsibilities** | **Reports** |
| [Conference Chair](#_Section_2.1_1)  CC | Chairs and coordinates Conference Organizing Committee and its sub-committees | Monthly to IASL Executive |
| [Program Chair](#_Section_2.2_1)  PC | Coordinates the Program Committee and the conference program | Monthly to Conference Chair |
| [Vice Program Chair](#_Section_2.3)  VPC | Coordinates the reviewing panel & publication of the Conference Proceedings | Monthly to Program Chair |
| [Treasurer/Finance Coordinator](#_Section_2.4_1)  TFC | Coordinates and reports on conference finances, provides monthly financial statements | Monthly to Conference Chair |
| [Events Coordinator](#_Section_2.5_1)  EC | Coordinates conference events such as the silent auction, dinner, off site visits, other social events | Monthly to Conference Chair |
| [Facilities Coordinator](#_Section_2.6)  FC | Coordinates conference venue, accommodation, transportation | Monthly to Conference Chair |
| [Advertising Coordinator](#_Section_2.7)  AC | Coordinates publicity, content for IASL website | Monthly to Conference Chair |
| [Sponsorship & Trade Exhibition Coordinator](#_Section_2.8)  STC | Coordinates sponsorship & trade exhibitions, conference bags, door prizes | Monthly to Conference Chair |
| [Registration Coordinator](#_Section_2.9) RC | Facilitates and oversees the registration process and payment of conference fees | Monthly to Conference Chair |

# Section 2.1

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| **The Conference Chair** | **iaslsm** |

The Conference Chair is supported by the Conference Committee. The major role and tasks of the Conference Chair include:

* be the main contact person for the IASL Conference with the IASL Executive;
* coordinate the Conference Committee and its sub-committees;
* conduct regular meetings of the Conference Committee;
* keep records of these meetings;
* provide regular reports to the IASL President as per the schedule and
* ensure that the commitments to IASL are met, including:
  + [Use of the IASL logo](#_Section_3.1)
  + [Reporting](#_Section_3.2)
  + [Executive and Board](#_Section_3.5_1) meetings
  + [Conference Program](#_Section_3.3)
  + [Conference Proceedings](#_Section_3.4)
  + [IASL Sponsorship](#_Section_3.9)
  + [Finance](#_Section_3.8)
* provide a final report to the IASL President after the conference is completed.

[Conference Chair Report](#_Section_5.1) template

# Section 2.2

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| **The Program Chair** | **iaslsm** |

The Program Chair is supported by the [Vice Program Chair](#_Section_2.3), the Program Committee and the [Advertising Coordinator](#_Section_2.7). The major role and tasks of the Program Chair include:

* coordinate the Program Committee;
* conduct regular meetings of the Program Committee;
* keep records of these meetings;
* attend the meetings of the Conference Committee and the Program Committee and provide monthly reports;
* ensure that the [Program commitments to IASL](#_Section_3.0_1) are met;
* send program updates to the [Webmaster](mailto:jill@penman-winton.com) as they become available;
* coordinate the publication of the Conference Program and the [Conference Proceedings](#_Section_3.4); and
* provide a final report to the Conference Chair after the conference is completed.

The Program Committee organises:

* timing, content and structure of the program;
* keynote/plenary speakers;
* concurrent session speakers; and
* a print and online copy of the program.

The Program (see [Program commitments to IASL](#_Section_3.0_1)) should contain time for the following:

* Opening Ceremony, Awards Ceremony & Closing Ceremony;
* Keynote/plenary speakers;
* Research forum speakers;
* Professional session speakers;
* Assembly of Associations;
* Special Interest Groups meetings
* Regional meetings
* Welcome Reception to open the trade exhibition
* IASL Annual General Meeting (AGM)
* Executive and Board meetings before and after the conference

[Report to Conference Chair](#_Section_4.11) template

# Section 2.3

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| **The Vice Program Chair** | **iaslsm** |

The Vice Program Chair is supported by the Program Committee. See [Program commitments to IASL](#_Section_3.0_1).

The major role and tasks of the Vice Program Chair include:

* attend regular meetings of the Conference Committee with the Program Chair;
* attend regular meetings of the Program Committee;
* report to the Program Chair;
* coordinate the call for papers;
* coordinate the reviewing of conference proposals (abstracts);
* coordinate the reviewing of the professional papers and research papers for publication in the Conference Proceedings and
* provide a final report to the Conference Chair after the conference is completed.

**Templates**

[Call for Proposals](#_Section_5.3)

[Sample Conference Flyer](#_Section_4.4)

[IASL Guidelines for Publishing](#_Section_4.6)

[IASL Referencing Guidelines](#_Section_4.7)

[Finding Reviewers](#_Section_5.6)

Instructions for [Reviewing Conference Proposals (Abstracts)](#_Section_4.9)

Instructions for [Reviewing Full Papers](#_Section_5.7)

[Report to Program Chair](#_Section_5.9)

Sample [IASL Program Template](#_Section_4.13)

Guidelines for the number of quality papers needed for an IASL Conference

(keynotes/ plenary sessions, research strand papers, professional papers, and workshops) are provided in [Section 3.3](#_Section_3.3).

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# Section 2.4

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| **The Treasurer/Finance Coordinator** | **iaslsm** |

The Treasurer/Finance Coordinator is supported by the Conference Committee. The major role and tasks of the Treasurer/Finance Coordinator include:

* keep an accurate and true record of all financial transactions for the Conference Committee;
* attend regular meetings of the Program Committee;
* provide monthly financial statements to the Conference Chair;
* liaise with the Executive Director regarding financial arrangements;
* ensure that the [financial commitments to IASL](#_Section_3.8) are met; and
* provide a final financial statement to the Conference Chair after the conference is completed.

[Report to Conference Chair](#_Section_4.11) template

# Section 2.5

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| **Events Coordinator** | **iaslsm** |

The Events Coordinator is supported by the Events Sub-Committee and the [Advertising Coordinator](#_Section_2.7). This Committee is responsible for organising a range of events which complement the professional development content of the conference.

See [Events commitments to IASL](#_Section_3.6_1).

The major role and tasks of the Events Coordinator include:

* coordinate the Events Committee;
* attend regular meetings of the Program Committee;
* provide monthly reports to the Conference Chair;
* ensure that the [events commitments to IASL](#_Section_3.6_1) are met; and
* provide a final report to the Conference Chair after the conference is completed.

Events should not be held at times when there are conference sessions already running. The Events Program should complement the Conference Program, not replace it.

Events to be included in the [Conference program](#_Section_5.10) include:

* Conference Dinner;
* Morning and afternoon teas;
* Welcome Reception;
* IASL Silent Auction; and
* IASL Grand Live Auction.

Other events may:

* be run during the days before and after the conference;
* be organised late afternoon or at night when other conference sessions are not scheduled; and
* include school/library visits, excursions to local landmarks or places of interest, visits to museums or galleries, boat or bus trips, city walking tours, school presentations.

Where food is provided as part of an event, conference organisers should keep in mind providing a variety of foods to cater for dietary issues.

Some events, such as school library visits, may require the organisation of transport by the Events Committee.

[Report to Conference Chair](#_Section_4.11) template

# Section 2.6

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| **Facilities Coordinator** | **iaslsm** |

The Facilities Coordinator is supported by the Facilities Sub-Committee and the [Advertising Coordinator](#_Section_2.7). The Facilities Committee is responsible for organising accommodation, the conference venue and transport during the conference.

The major role and tasks of the Facilities Coordinator include:

* coordinate the Facilities Committee;
* attend regular meetings of the Program Committee;
* provide monthly reports to the Conference Chair;
* ensure that the facilities commitments to IASL are met; and
* provide a final report to the Conference Chair after the conference is completed.

**Accommodation**

* Accommodation should be within walking distance of the conference venue or close to public transport.
* A range of accommodation from university or school dormitory/boarding style to hotels should be available.
* The Facilities Committee should endeavour to negotiate reduced rates for accommodation for conference delegates.

**Conference Venue**

See [Events commitments to IASL](#_Section_3.6_1).

The venue should:

* be in close proximity to public transport & within walking distance of accommodation;
* be able to accommodate gatherings of the whole conference (500+ people);
* have easy access to a number of break-out rooms for sessional speakers;
* have access to digital projectors and the Internet;
* have room for a trade exhibition;
* have a secure space to display the silent auction items;
* have a secure space to display the delegates’ donated book collection;
* have room for displays, special projects such as GiggleIT and posters (if included);
* have room for morning, afternoon tea and lunch (if provided).

[Executive & Board meetings](#_Section_3.5_1)

**Posters and Displays**

The Facilities Committee may also provide space for posters from delegates and to showcase local schools, special programs, and local sponsors.

[Report to Conference Chair](#_Section_4.11) template

# Section 2.7

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| **Advertising Coordinator** | **iaslsm** |

The Advertising Coordinator supports the:

* [Conference Chair & Committee](#_Section_2.1_1);
* [Program Chair](#_Section_2.2_1);
* [Events Coordinator](#_Section_2.5_1);
* [Facilities Coordinator](#_Section_2.6); and
* [Sponsorship & Trade Exhibition Coordinator](#_Section_2.8).

See [IASL Logo](#_Section_3.1), [Sponsorship & Trade Exhibition](#_Section_3.9) and [Displays](#_Section_3.6_1).

The major role and tasks of the Advertising Coordinator include:

* coordinate all advertising for the conference;
* attend regular meetings of the Program Committee;
* provide monthly reports to the Conference Chair; and
* provide a final report to the Conference Chair after the conference is completed.

Conference advertising may take place using:

* IASL Web Portal;
* IASL newsletter;
* Listservs e.g. IASL-Link, LM\_Net, OZTL\_Net;
* National and state journals, e.g., *Teacher Librarian* (USA), *ACCESS* (Australia);
* Local professional publications and newsletters;
* Other conferences, e.g., AASL, IFLA, ASLA (Australian School Library Association), ALIA (Australian Library and Information Association), SLA, UK (School Library Association), and IB Continuum conferences; and
* Social media, e.g., Facebook, Twitter, Instagram.

The Advertising Coordinator should also look for sponsorship to advertise the IASL Conference using inserts in conference bags. Inserts may include:

* Brochures/flyers
* Bookmarks/calendars
* [IASL Conference Flyer](#_Section_4.4) template.

Information may also be sent to the IASL Vice President, Advocacy and Promotion for the purpose of creating press releases to distribute to the IASL community.

[Report to Conference Chair](#_Section_4.11) template

# Section 2.8

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| **Sponsorship & Trade Exhibition Coordinator** | **iaslsm** |

The Sponsorship & Trade Exhibition Coordinator is supported by and works with the Sponsorship & Trade Exhibition Committee, the [Events Coordinator](#_Section_2.5_1), the [Facilities Coordinator](#_Section_2.6) and the [Advertising Coordinator](#_Section_2.7). This Committee is responsible for organising local sponsorship for the conference and the trade exhibition.

The major role and tasks of the Sponsorship & Trade Exhibition Coordinator include:

* coordinate the Sponsorship & Trade Exhibition Committee;
* attend regular meetings of the Program Committee;
* provide monthly reports to the Conference Chair;
* ensure that the [Sponsorship & Trade Exhibition commitments to IASL](#_Section_3.9) are met; and
* provide a final report to the Conference Chair after the conference is completed.

The Sponsorship & Trade Exhibition Committee also seek sponsorship to provide:

* conference bags (offered to the Platinum sponsor of IASL first);
* conference lanyards;
* printed conference programs;
* pens/pencils and notebooks;
* door prizes; and
* morning and afternoon teas; and
* a Welcome Reception

Sponsorship may also be sought for the Conference Dinner, morning and afternoon teas, special events (e.g., authors’ breakfast, a storytelling session), and lunches during the conference.

The Sponsorship & Trade Exhibition Committee works with the Facilities Coordinator to organise the Trade Exhibition. Exhibitors may include:

* technology suppliers and service providers;
* library suppliers;
* book sellers;
* IASL sponsors;
* local organisations, e.g., National Library, museums, universities, schools; and
* others.

[Report to Conference Chair](#_Section_4.11) template

# Section 2.9

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| **Registration Coordinator** | **iaslsm** |

The Registration Coordinator is supported by and works with the Registration Committee, the Program Committee, the Treasurer, the [Events Coordinator](#_Section_2.5_1), the [Facilities Coordinator](#_Section_2.6) and the [Advertising Coordinator](#_Section_2.7). This Committee is responsible for organising registration of conference delegates, assisting in payment procedures and addressing related issues.

The major role and tasks of the Registration Coordinator include:

* coordinate the Registration Committee;
* attend regular meetings of the Program Committee;
* provide monthly reports to the Conference Chair;
* ensure that the financial [Registration commitments to IASL](#_Section_3.8) are met; and
* provide a final report to the Conference Chair after the conference is completed.

The Registration Committee work with the Treasurer to ensure registration fees are received, the Events Coordinator to ensure that bookings for events are communicated, the Program Committee to ensure that all presenters are registered, the Advertising Coordinator to assist in the advertising of registration, and the Facilities Coordinator to communicate accommodation and catering arrangements.

[Report to Conference Chair](#_Section_4.11) template.

# Section 3.0

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| **Conference Committee’s Commitments to IASL** | **iaslsm** |

As part of the Conference Agreement, the IASL requires attention to the following requirements from the Conference Committee:

1. [IASL Logo](#_Section_3.1)
2. [Reporting](#_Section_3.2)
3. [Conference Program](#_Section_3.3)
4. [Conference Proceedings](#_Section_3.4)
5. [Executive and Board Meetings](#_Section_3.5_1)
6. [Events and Displays](#_Section_3.6_1)
7. [Sponsorship & Trade Exhibition](#_Section_3.9)
8. [Finance](#_Section_3.8)

# Section 3.1

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| **IASL Logo** | **iaslsm** |

* The Conference Committee will include the official IASL logo on all advertising materials, correspondence and materials associated with the conference.
* The official logo is NOT to be altered or tampered with in any way.
* Copies of the official logo can be obtained from the IASL Executive Director.
* Email: [jill@penman-winton.com](mailto:jill@penman-winton.com)

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| **Logo - Print Publications** | | **Logo - Web Publications** | |
|  | | | |
| Top Bar logo | tiff format, 600dpi | Top bar logo | jpg format, 100dpi |
| Small logo | tiff format, 600dpi | Small logo | jpg format, 100dpi |
| Large logo | tiff format, 600 dpi | Large logo | jpg format, 100dpi |

# Section 3.2

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| **Reporting** | **iaslsm** |

* The Conference Committee Chair will ensure that **a regular report** is submitted to the IASL President who will report back to the Executive and the Board.
* The suggested time frames for the Conference Committee Chair’s reports are in varying intervals prior to the conference:

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| 1 to 2 years  pre-conference | Conference Chair to report every 3 months to the President of IASL |
| 12 months to 6 weeks  pre-conference | Conference Chair to report monthly to the President of IASL |
| 6 weeks to 2 weeks  pre-conference | Conference Chair to report every 2 weeks to the President of IASL |
| 1 to 2 weeks  pre-conference | Conference Chair to report weekly to the President of IASL |
| Board meeting following conference | Conference Chair to present a final report to the Board of IASL after the conference |

* The Conference Chair may request to be an active participant of IASL Executive and Board meetings at any time during the conference planning process by contacting the President.
* Template for [Conference Chair Report](#_Section_5.1).

# Section 3.3

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| **Conference Program** | **iaslsm** |

The IASL Conference is the annual, face-to-face meeting for members. It is important that time is set aside during the conference program to allow all members to attend these meetings.

The Conference Committee will ensure that time is allocated in the conference program for the following:

* **Preconference Workshops (e.g., 2 to 4 workshops, each 3-hours in length on Day 0)**
* **Sessions**
  + Keynote / plenary (e.g., 1 per day)
  + Research forum track (e.g., 1 research paper in each concurrent session)
  + Professional track (e.g., 2 to 4 presentations in each concurrent session).
* **Welcome Reception**
  + Opening of Trade Exhibition.
* **Opening Ceremony**
  + Address by the IASL president;
  + Address by the Conference Chair;
  + Welcome to country/recognition of traditional owners (if appropriate);
  + Addresses by invited guests; and
  + Opening Keynote.
* **Awards Ceremony**
  + Suggested time - first day of the conference, after the opening keynote;
  + Publicises the important role IASL plays in recognising members’ contributions and assistance to and by member nations;
  + An opportunity to highlight IASL Award sponsors and give them time to speak (recommended time 8 minutes); and
  + Special awards or competition winners from special IASL run projects e.g. GiggleIT.
* **Assembly of Associations**
  + Suggested time - preferably very early in the conference
  + To encourage attendance and allow members to network and get to know each other early in the conference;
  + This should be the only item running in this timeslot; and
  + Recommended time: one timeslot of 45 minutes.
* **Special Interest Groups** (**SIGs**)
  + This should follow the Assembly of Associations (next day);
  + These should be the only item running in these timeslots; and
  + Recommended time: two timeslots of 45 minutes.
* **Regional Meetings**
* These meetings allow the attendees from the same region to meet, discuss and network.
* Recommended time: one timeslot of 45 minutes
* **IASL AGM (Annual General Meeting)**
  + Preferably mid-conference and in a timeslot just before or after lunch to encourage attendance.
  + This should be the only item running in this timeslot; and
  + Recommended time: one timeslot of 60 minutes.
* **Closing Ceremony**
  + Follows final keynote;
  + Closing remarks by the IASL president;
  + Closing remarks by the Conference Chair; and
  + Handover to the next Conference Committee.

Include in the conference program the following explanations of these IASL groups:

**Assembly of Associations**

The Assembly of Associations provides the opportunity for conference attendees to share briefly (in under 5 minutes) about the situation of school libraries in their country, achievements and challenges of their association, any highlights or particular difficulties. This helps to give a global picture of school libraries. All conference attendees are welcome.

**IASL Special Interest Groups (SIGs)**

The Special Interest Groups of IASL are a benefit of membership and cover the following focus areas: Advocacy; Children’s and Young Adult Literature; International Development; Information Literacy; ICTs; International Focus; School Library Education; School Library Research

All conference attendees are welcome to attend SIG meetings to learn about the activities of the SIG.

**IASL Regional Meetings**

IASL is divided into ten regions: Europe, South Asia, South East Asia, Caribbean and Latin America, USA, Canada, Middle East and North Africa, Sub-Saharan Africa, Oceania (Australia, NZ and Pacific), and International Schools. These meetings are chaired by the Regional Directors, or their designates, and provide an opportunity to network with and communicate about your region. All conference attendees are welcome to attend.

# Section 3.4

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| **Conference Proceedings** | **iaslsm** |

The Conference Committee will ensure:

* that the official IASL logo is used on the conference proceedings;
* an electronic copy of the proceedings is made available to the IASL Secretariat;
* the conference proceedings include the official [IASL Copyright](#_Section_4.2) information; and
* copies of the conference proceedings are made available to the IASL Secretariat for sale and distribution after the conference is over.

Conference proceedings should be available in electronic form (e.g. on CD or USB) to cut printing costs.

# Section 3.5

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| **IASL Executive & Board Meetings** | **iaslsm** |

The Conference Committee will ensure:

* that a full day is allocated BEFORE and AFTER the conference program for the Executive and Board meetings;
* a suitable venue is allocated for the Executive and Board meetings;
* there is access to power, Internet, printing and photocopying facilities at the venue; and
* coffee/tea and lunch is provided.

These meetings should be included in the conference program for easy reference by the IASL Executive and Board members.

# Section 3.6

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| **Conference Events and Displays** | **iaslsm** |

The Conference Committee will ensure that time and space are allocated in the conference program for the following:

* **Conference Dinner**
* Optional for delegates; and
* May be included in conference registration fees or separately.
* **Lucky Choice/ Pay and Take Table**
* Included in the Silent Auction area
* **Silent Auction items**
* Room to display items brought from members for auction to raise money for IASL Awards and support programs, preferably alongside the trade exhibition;
  + Overseen by IASL Treasurer, Executive Director or other IASL Board members;
  + Runs from day 1 of the conference.
* **Grand Live Auction**
* Occurs at the Conference dinner;
* Overseen by IASL Treasurer and Executive Director;
* Recommended time 60 - 120 minutes.
* Contact IASL Treasurer for queries about the auctions.
* **Visits**
* To take place in blocks during the conference or on the day after the conference so all members can attend;
* NOT scheduled while conference sessions or IASL meetings are being run;
* Include schools, other libraries and/or local areas/items of interest;
* Recommended time – the end of the day if on a conference day.
* **Conference Notice Board**
* Display board in a central area preferably near registration desk to be used for:
  + - messages from the SIGs and Regional Directors;
    - message space for delegates.
* **Special IASL Programs, Displays and Poster Displays**
* *GiggleIT Project*
* Display of Picture Books for Children donated by delegates for local schools
* Contact VP Advocacy & Promotion for queries about Books for Children
* Poster displays if included in the conference.

# Section 3.7

|  |  |
| --- | --- |
| **Sponsorship & Trade Exhibition** | **iaslsm** |

**IASL Corporate Sponsor**

IASL is currently setting up corporate sponsorship to shift the financial burden of running the Association away from the membership. By pursuing corporate sponsorship, IASL will be able to focus on providing support and professional development for member nations.

The Conference Committee will commit to:

* NOT approach IASL corporate sponsors;
* provide the Platinum IASL sponsor with the opportunity to present at the Conference (recommend a timeslot during the Awards ceremony and the opportunity to present awards);
* provide a premium space booth in the Conference trade exhibition at 20% discount for the Platinum sponsor;
* offer sponsorship of the conference bags to the IASL Platinum sponsor first – logo on the bag + Platinum sponsorship recognition;
* advertise all sponsors, their logos and commitment to IASL (Platinum, Gold, Silver or Bronze); and
* provide a flyer in the conference bags for each IASL sponsor, if requested.

**IASL & ISLM Booth/space**

The Conference Committee will provide booths for IASL and International School Library Month (ISLM) as part of the Trade Exhibition. The booths will require access to power, a table for display space and a display board.

It is recommended to create a floorplan ahead of time for the layout of the trade exhibition booths and allocated space for the Silent Auction, Grand Live Auction items and the international book display.

Information about corporate sponsors can be obtained from the IASL Secretariat.

Email: [jill@penman-winton.com](mailto:jill@penman-winton.com)

# Section 3.8

|  |  |
| --- | --- |
| **Conference Finance** | **iaslsm** |

The Conference Committee:

* is eligible for a [seeding grant](mailto:jill@penman-winton.com) from the IASL to assist in the start up costs of the conference;
* should seek local sponsorship to help fund the conference; see [Sponsorship & Trade Exhibition](#_Section_3.9)
* will refund the seeding grant at the completion of the conference; and
* provide accommodation costs for the Executive for THREE days only.

**Conference registration fees**:

Five percent (5%) of the member registration fee for every registered attendee will be paid to IASL.

The non-member conference registration rate shall be calculated by the local committee as the member registration rate plus at least the current cost of a 1-year Zone A IASL personal membership (USD $100 in 2015); this additional Zone A amount will be paid to IASL by the local committee for each non-member registration, and each registrant becomes an IASL member through to the end of the next calendar year.

Credit card payment should be available for conference registration.

It is helpful to include a link to a currency converter, e.g., xe.com on the conference website.

**Conference profits will be allocated as follows:**

* Zone A membership (see above) collected from non-members attending the conference will automatically be credited to IASL as a membership fee.
* 5% of the remaining profits go to IASL.
* All other profits from the conference will go to the host organisation.
* Please ensure [Sponsorship guidelines for the IASL sponsors](#_Section_3.7) are met.

**Profits from the Grand Live Auction, Silent Auction and Lucky Choice/ Pay & Take Table will be allocated as follows:**

* Each year's Auction proceeds from Lucky Choice, Silent Auction, and Grand Auction at the IASL Conference are designated in support of the Association's awards and outreach programs, including Books For Children, Support-a-Member, and awards for scholarship and leadership. Your planning team will receive official notice from the IASL Board regarding the specific programs which will benefit from the Auction at your Conference, so that your Auction chairperson may accurately advertise this in emails and other communications to conference attendees and interested persons. If you have not received this notice, please contact the IASL Treasurer for details.
* All money collected for the Silent Auction is due to the IASL Treasurer or Executive Director on the final day of the Conference.
* The IASL Treasurer and/or Executive Director will collect all proceeds of the Grand Live Auction during the Auction.

# Section 4.0

# Templates

# Section 4.1

|  |  |
| --- | --- |
| **Conference Chair Report** | **iaslsm** |

Note:

* You can cut and paste from your conference committee reports and use point form/bullets to make the report easy to compile.
* Send this report to the IASL President who will load it into the online meeting space.
* The Conference Chair may request to be an active participant of the e-meetings of the IASL Executive and Board at any time.

|  |  |  |
| --- | --- | --- |
| **Meeting date:** |  | |
|  | | |
| **Report submitted by:** | |  |
|  | | |
| **Report from Conference Chair:** | | |
|  | | |
|  | | |
| **Program Chair:** | | |
|  | | |
|  | | |
| **Vice-Program Chair:** | | |
|  | | |
|  | | |
| **Treasurer/Finance Coordinator:** | | |
|  | | |
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| **Events Coordinator:** | | |
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| **Facilities Coordinator:** | | |
|  | | |
|  | | |
| **Advertising Coordinator:** | | |
|  | | |
| **Sponsorship & Trade Exhibition Coordinator:** | | |
|  | | |

# Section 4.2

|  |  |
| --- | --- |
| **IASL Copyright** | **iaslsm** |

IASL Conference Proceedings must contain the following information:

ISBN – contact the [IASL Secretariat](mailto:jill@penman-winton.com)

Title of the conference

Conference Committee Members

Editorial Board – Program Chair, Vice Program Chair, reviewers and referees

Copyright information as below:

Copyright © <year of publication>, International Association of School Librarianship

All rights reserved

Published in <place of publication>

No part of this publication may be reproduced for commercial gain without prior written permission of the publisher.

Copyright of works published in IASL Conference Proceedings is jointly held by the author(s) and by the International Association of School Librarianship. The author(s) retain copyright of their works but give permission to the International Association of School Librarianship to reprint their works in collections or other such documents published by or on behalf of the International Association of School Librarianship. Any papers submitted and accepted for presentation will be available to the public through open access beginning xx date

Authors who give permission for their works to be reprinted elsewhere should inform the IASL Secretariat and should ensure that the following statement appears with the article: Reprinted with the permission from IASL.

Orders to:

IASL Secretariat

Executive Director  
P.O. Box 684  
Jefferson City, MO 65102  
USA

Email: [jill@penman-winton.com](mailto:jill@penman-winton.com)

IASL Platinum sponsor for that year.

The Conference Committee may also wish to list sub-committee members and local sponsors on a separate Acknowledgements page.

# Section 4.3

|  |  |
| --- | --- |
| **Call for Proposals** | **iaslsm** |

This information is posted on the conference website.

The theme for the IASL **<20XX>** Conference and **<XXth>** Research Forum is: **<Text goes here>**

Proposals are invited for professional papers, research papers, workshops and posters. Papers are not normally required for workshops or for poster sessions.

**Criteria for acceptance of proposals**

An abstract of 300 words or less which clearly sets out the content of the proposed professional paper, research paper, workshop or poster session, suitable for inclusion in the conference program.

Addresses topics related to the conference themes of **<Text goes here>.** See [Sample conference flyer](#_Section_4.4) for more information.

Demonstrates the links between **<Text goes here>.**

Contributes theoretical and/or practical perspectives on the **<Text goes here>.**

**Review Process**

**Proposal abstracts are to be submitted online** (link to abstract online submission form on conference website) or by email by **<Date 20XX>. All proposals will be double blind reviewed.**

Participants will be advised by **<Date 20XX>** about acceptance of their proposals. Full research papers and professional papers must be submitted by **<Date 20XX>.**

**Final Paper Submission (for professional papers and research papers)**

Please send the final paper to the Vice Program Chair **<link to email>** by the **<Date 20XX>**.

Papers may be submitted electronically **<link to website submission if available>**.

Research papers and professional papers will be double blind reviewed. Authors who have papers accepted for presentation at the conference:

* Will have their papers published in the conference proceedings;
* Must be registered participants of the conference;
* Must have paid the conference fee in advance, before publication of the conference proceedings; and
* Will attend and present their paper or arrange for a proxy to present for them.

Papers should be:

* written in Microsoft Word
* between 3000 and 5000 words.
* well written and satisfy conference themes
* adhere to [IASL Publishing](#_Section_4.6) and [Referencing Guidelines](#_Section_4.7).

**Author Responsibilities and Copyright**

Authors must ensure:

* the accuracy of their papers;
* they are the copyright holders of the paper;
* the contents have been cleared for publication by any organisation having the capacity to preclude publication of the paper;
* they accept full responsibility for statements made both in written papers and in presentations and sign a statement of originality; and
* they undertake that at least one of the authors will attend the session for which the paper is scheduled, will present the paper and will be available to answer questions and discuss the paper with other delegates.

The Conference organisers accept no responsibility for statements made by authors either in written papers or presentations.

See [IASL copyright](#_Section_5.2)

**Paper Presentations**

All paper presentations at the conference are normally twenty to thirty (20-30) minutes. Conference organizers may opt for longer and fewer concurrent sessions by combining two papers in a 60-minute time slot or three papers in a 90-minute time slot (See Section 4.13 IASL Program Template).

Presenters will be contacted about equipment requirements before the conference. Presenters may supply print copies of their paper or handouts for delegates. All delegates will receive the Conference proceedings on a **<CD, USB or in print>**.

# 

# Section 4.4

|  |  |
| --- | --- |
| **Sample Conference Flyer** | **iaslsm** |

**IASL<20XX>**

**<Conference Title>**

<Dates 20XX>

<Venue of Conference>

**Call for Proposals**

**<IASL20XX, title of conference>** addresses the <text about the major theme of the conference>. To facilitate the organisation of topics and events at the conference, submissions will be grouped into <X> major tracks:

* <List the sub-themes>
* <Include a research track>
* <xxxx>

The conference will include a significant focus on <text goes here>. Topics provided below are for guidance only, and are indicative rather than exhaustive. (Examples below)

* ICTs for information literacy in schools
* Literacy and learning
* eLearning
* Transforming schools with proactive libraries

**Proposals**

**Proposals for professional papers, research papers, workshops, and poster sessions are invited for presentation at the conference.** Research papers and professional papers will be double-blind, peer-reviewed **and published in the conference proceedings**. Authors must register as conference participants and attend the conference or send a proxy.

**Register your proposal online at the Conference web site**

**<Conference URL>**

**<Key Dates>**

|  |  |
| --- | --- |
| Proposals due | <Date 20XX> |
| Acceptance notification | <Date 20XX> |
| Papers due | <Date 20XX> |
| Acceptance notification | <Date 20XX> |

**Conference Chair:** <Name> **Enquiries:** <enquiry email>

# Section 4.5

|  |  |
| --- | --- |
| **Statement of Originality** | **iaslsm** |

**Statement of Originality &**

**Copyright Agreement**

This is to certify that the paper entitled [**replace this text with title of paper**] is the original work of the author (and co-authors) listed below. The paper has not previously been published or submitted for presentation at any conference or professional publication in its present form. All contributions and references to sources have been duly acknowledged, and all permissions (where necessary) have been obtained from organizations or persons named in the paper.

I/We also acknowledge that copyright of works published in the International Association of School Librarianship (IASL) Conference Proceedings is jointly held by the author(s) and by the association. The author(s) retain copyright of their works, but give permission to IASL to reprint their works in collections or other such documents published by or on behalf of the association. Any papers submitted and accepted for presentation will be available to the public through open access beginning xx date.

…………………………………… …………

Principal Author Date

…………………………………… …………

Co-Author (1) Date

…………………………………… …………

Co-Author (2) Date

# Section 4.6

|  |  |
| --- | --- |
| **IASL Publishing Guidelines**  **Professional and Research Papers: Guidelines for Authors** | **iaslsm** |

See sample layout below

|  |  |  |
| --- | --- | --- |
| Software | Use MS Word in writing your paper. Do not convert to pdf. | |
| File name | The file name for your paper should be in the following form: <IASL20XXyoursurname.doc> e.g. IASL2015smith.doc | |
|  |  | |
| Paper size | Set your paper size to A4 (210 x 297 mm or 8.27 x 11.69 in) | |
|  |  | |
| Margins | Set the margins to 2.5 cm (1 in) all round. | |
|  |  | |
| Length: | 3000 – 5000 words, excluding quotes and references. | |
|  |  | |
| Quotations: | Quotations of less than 40 words should be included in the text with single quotes. Quotations of more than 40 words (display quotations) should be indented by 1cm right and left. | |
|  |  | |
| Numbers: | Numbers below ten should be spelt out in full; numbers over ten, percentages and dates may be given as numerals | |
|  |  | |
| Layout | Formatting requirements | |
|  | Article Title | Arial, font size 14, bold, centered |
|  | Author page | Title of article - Arial, font size 14, bold, centered  List author/s:  Principal author first, Arial, font size 12, bold, centered  Affiliation (institution, mailing address, country, contact email), Arial, font size 11, centered |
|  | Abstract Heading | Arial, font size 11, indent 1 cm left and right, centered |
|  | Abstract | Arial, font size 11, indent 1 cm left and right. Page break after title. |
|  | Keywords | Up to five keywords which reflect the contents of the article  Arial, font size 11, indent 1 cm left and right |
|  | Main Headings | Arial, font size 12, bold, left aligned. |
|  | Subheadings | Arial, font size 11, bold, italicised, left aligned |
|  | Text | Arial, font size 11, left aligned; do not justify; do not indent. Use single spacing throughout the text. Leave an additional line space after each paragraph. |
|  | Margins | 2.5 cm all round |
|  | Diagrams | Diagrams, tables and graphics may be used where necessary. Embed graphics into the text itself.  Number tables, graphics and diagrams sequentially.  Centre table and diagram captions.  Table captions should be placed above the table; diagram and graphics captions should be placed below the diagrams/ captions. |
|  | In-text citations | Please use APA style. Footnotes should be avoided. See [IASL Referencing Guidelines](#_Section_4.7) |
|  | References | An alphabetically sorted list of references should be given at the end of the paper, using the APA style referencing guidelines. |
|  | Biography | A biographical note of not more than 150 words (for each author) should be added at the end.  Arial, font size 11, left aligned. |
|  |  |  |

**Sample layout template**

Title, Arial 14 point, Bold, Centered

Authors’ names, Arial 12 point, centered

Authors’ institution, 11 point

Mailing address

Country,

e-mail address

**Abstract Heading, Arial 11 point, Bold**

*Body of abstract, 11 point, italics; indent 1 cm left and right; maximum of 150 words; written in one paragraph*

**Keywords:** Up to five keywords, separated by commas, Arial 11 point, indent 1 cm

**Text Heading, Arial 12 point, bold, left aligned**

Text, Arial 11 point, left aligned; do not justify; do not indent. Use single spacing throughout the text in a single paragraph.

Leave an additional line space after each paragraph

***Subheadings, Arial 11 point, bold, italicized, left aligned***

Text, Arial 11 point, left aligned; do not justify; do not indent. Use single spacing throughout the text in a single paragraph.

Leave an additional line space after each paragraph

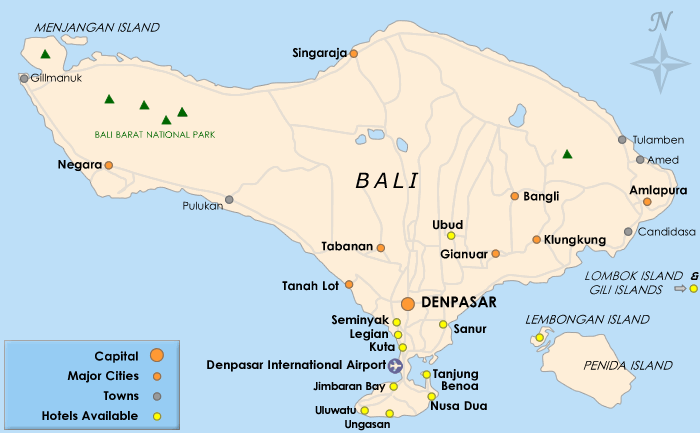


Figure 1: Map of Bali

Table 1: Approximate Currency Exchange Rates

(as at April 2013)

|  |  |
| --- | --- |
| Currency | Equivalent in  Indonesian Rupiahs (IDR) |
| USD 1 | 9,700 |
| AUD 1 | 10,000 |
| € 1 | 12,500 |
| GBP 1 | 15,000 |
| JPY 100 | 10,000 |
| MYR 1 | 3,200 |
| SGD 1 | 8,000 |

Table 2: Approximate Costs of Common Items in Bali

(as at March 2013)

|  |  |
| --- | --- |
| Item | Approximate cost  Indonesian Rupiahs (IDR) |
| Meal in inexpensive restaurant (per person) | 30,000 |
| Meal in middle range restaurant (for 2 persons) | 200,000 |
| Combo meal at fast food restaurant | 50,000 |
| Bottled water | 8,000 |
| Taxi (start) | 5,000 |
| Taxi (per km) | 6,000 |
| Pair of designer jeans | 1,200,000 |

*(These prices are indicative only and are subject to change)*

**In-text Citations**

(Walker & Janes, 1993) or (Walker & Janes, 1993, p.72).

**References**

Doll, Carol A. (1997). Quality and elementary school library media collections. *School Library Media Quarterly,* *26*(2), 95-102.

Harada, Violet H. (2002). Personalizing the information search process: A case study of journal writing with elementary-age students. *School Library Media Research,* 5. Retrieved from <http://www.ala.org/aasl/SLMR/vol5/search/search.html>

Limberg, L. (1991). Sweden. In J.E. Lowrie & M. Nagakura (Eds.), *School libraries: International developments* (2nd ed., pp. 24-36). Metuchen, NJ: Scarecrow.

Walker, G. & Janes, J. (1993). *Online retrieval: A dialogue of theory and practice.* Englewood, CO: Libraries Unlimited.

**Biographical note**

Information about **Authors**. Maximum of 150 words per author. Arial, font size 11, left aligned.

(Figure and Tables from IASL Bali Conference template)

# Section 4.7

|  |  |
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| **IASL Referencing Guidelines** | **iaslsm** |

**Referencing**

Use in-text referencing and an end of text reference list based on APA style. Use the current edition of the APA Manual of Style. The Reference list includes references cited in the text of the article only.

**In-text referencing**

In-text references should contain the author’s surname or corporate body, date of publication and page number if a direct quote.

For example:

(Johnson, 2007)

(Apple Classrooms of Tomorrow, 1997) or (ACOT, 1997)

(Lui, 2005, p.9)

(MYCEETYA, 1999, p.22)

Direct quotes less than 40 words should be included in the text and intext referenced. Use single parentheses (‘’) around the quoted text. The full stop goes after the intext reference.

For example:

After all, as Matheson commented over ten years ago at the very beginning of this transformation of the information landscape: ‘It is surely irrational for society to carry into the electronic environment the idea of the library of today’ (Matheson, 1995, p.5).

Direct quotes longer than 40 words should be indented 1cm from each margin and intext referenced. Do not use parentheses and justify the indented text.

For example:

Cornelius goes on to say that:

Many librarians not only seem happy to work that way but are content without knowledge of the imperfections in our understanding of the nature of information. When they make a point about what librarianship is, they point to customer satisfaction, management of resources, and personal fulfilment (Cornelius, 2004, p.65).

**Reference List**

Used at the end of the paper.

Contains references cited within the article only.

Listed in alphabetical order.

Use Arial, font size 11, left alignment.

**Sample Reference Formats**

**Book**

Davis, J. (1982). *Kullark [Home]. The Dreamers.* Sydney: Currency Press.

**Books online**

Oblinger, D. & Oblinger, J. (Eds).(2005). *Educating the Net Generation.* Retrieved July 25, 2005 from <http://www.educause.edu/educatingthenetgen>

**Books – single author, same publication date**

Jones, T. T. (1971). *Social patterns.* Sydney: Angus & Robertson.

Jones, T. T. (1975a). *The Australian novel.* Sydney: Angus & Robertson.

Jones, T. T. (1975b). *Australian poetry.* Sydney: Angus & Robertson.

**Chapter in a compilation (book)**

Mandler, G. (1993). Thought, memory, and learning: Effects of emotional stress. In L. Goldberger & S. Bregnitz (Eds.), *Handbook of stress: Theoretical and clinical aspects* (2nd ed., pp. 40-55). New York: The Free Press.

**Chapter in a compilation (book) - online**

McNeely, B. (2005). Using technology as a learning tool, not just the cool new thing. In D. Oblinger, & J. Oblinger (Eds.), *Educating the Net Generation.* Retrieved July 25, 2005 from <http://www.educause.edu/educatingthenetgen>

**Conference Proceedings - Print**

Jones, D. A., Oran, E. S., & Sichel, M. (1992). Numerical simulation of the reignition of detonation by reflected shocks. *Proceedings of the Fifth Australian Supercomputing Conference* (pp. 15-24). Melbourne: RMIT.

**Conference Paper presentation**

Jongeling, S. B. (1988, September). *Student teachers' preference for cooperative small group teaching.* Paper presented at the 3rd Annual Research Forum of the Western Australian Institute for Educational Research, Murdoch University, Perth, WA.

**Conference Proceedings – online**

Chapman, P. (2001). Comment Change and the changing face of a regional newspaper library 1990-2000. *Aslib Proceedings*, 53 (2). Retrieved 5 September, 2005 from <http://www.aslib.co.uk/proceedings/2001/feb/01.html>

**Government Report - print**

Commonwealth Schools Commission. (1987). *National policy for the education of girls in Australian Schools.* Canberra: AGPS.

**Government report - online**

The National Academies. (2002). Broadband: Bringing home the bits. Retrieved September 5, 2005 from <http://books.nap.edu/html/broadband/na_statement.html>

**Journal article – multiple authors**

Al-Awadi, S. A., Naguib, K. K., Moussa, M.A., Farage, T. I., Teebi, A. S., & El-Khalifa, M. Y. (1986). The effect of consanguineous marriages on reproductive wastage. *Clinical Genetics, 29*, 384-388.

**Journal article – online**

Aspland, T. (1993, June). A Research Journey: Struggling with the evolution of a methodological pastiche. *Education Research and Perspectives, 20*(1). Retrieved January 14, 2003, from <http://www.gse.ecel.uwa.edu.au/gse/erp/ERPCDROM/26-2/ERP_26%3D2-7Aspland.htm>

**Journal – single author - print**

Brick, A. R. (1959). "Wuthering Heights": Narrators, audience and message. *College English, 21,* 80-86.

**Newspaper article – single author**

Aisbett, N. (1995, January 7). Secret war still baffles veteran. *The West Australian,* pp. 14-15.

**Newspaper article – no author**

R-movies rated as abuse. (1995, January 7). *The West Australian*, p. 5.

**Newspaper article - online**

Nunberg, G. (2005). Teaching students to swim in the online sea. *New York Times*. Retrieved February 14, 2005 from <http://www.nytimes.com/2005/02/13/weekinreview/13numb.html?oref=login>

**Website – multiple pages – listed alphabetically**

DETWA. (2004a). *CMIS Evaluation*. Retrieved March 11, 2004, from <http://www.eddept.wa.edu.au/cmis/eval/>

DETWA. (2004b). Five Domains of the LRC, *CMIS Evaluation*. Retrieved March 11, 2004, from <http://www.eddept.wa.edu.au/cmis/eval/library/domains/index.htm>

DETWA. (2004c). Professional Reading, *CMIS Evaluation*. Retrieved March 11, 2004, from <http://www.eddept.wa.edu.au/cmis/eval/pd/reading/index.htm>

DETWA. (2004d). The value and role of the Library Resource Centre, *CMIS Evaluation*. Retrieved March 11, 2004, from <http://www.eddept.wa.edu.au/cmis/eval/library/value/index.htm>

# Section 4.8

|  |  |
| --- | --- |
| **Finding Reviewers** | **iaslsm** |

A list of potential reviewers for research papers and professional papers may be requested from the IASL Secretariat via email: [jill@penman-winton.com](mailto:jill@penman-winton.com)

Suggestions for reviewers may also be sought for research papers from:

* Executive Director
* Chair of the Research SIG
* Chair of the Education SIG
* SLW editorial board
* Editor of previous conference proceedings
* Academics on the local conference committee
* Past recipients of the Murofushi research award.

For reviewers of professional papers, the people above may be approached, as well as past winners of other IASL awards, the SIG chairs and Regional Directors.

Normally, each reviewer is asked to assess either professional papers or research papers (not both). This reduces the complexity of the reviewer’s task and increases the quality and consistency of the assessment of both kinds of papers.

# 

# Section 4.9

|  |  |
| --- | --- |
| **Instructions for Reviewing Conference Proposals (Abstracts)** | **iaslsm** |

The Vice Program Chair is responsible for choosing a reviewing system for assessing conference proposals. The approach outlined below has been used for reviewing conference proposals in the past.

The scoring sheet is designed to assist reviewers in assessing the conference proposals (abstracts). Normally, each abstract is scored by 2 reviewers, and the scores from the 2 reviewers are averaged to create a combined % score.

Individual scores and combined scores may be used to facilitate consideration of which abstracts will be approved for a conference presentation, e.g.

* Abstracts which have a combined score over 75% are automatically accepted for the conference program.
* Abstracts which score between 60 – 75% from one reviewer and over 75% from another are considered next for inclusion.
* Abstracts which have a combined score between 60 – 75% are considered next for inclusion.
* Abstracts which have one score over 60% from one reviewer and over 50% from another are considered next.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **0** | **1** | **2** | **3** | **4** |
| **Originality** | Not suitable | Repetitive | Ordinary | Original | Innovative |
| **Interest & relevance to conference participants** | Not suitable | Not relevant | Some interest | Interesting & relevant | Important & exciting |
| **Aims of the practice, or methodology of the research** | Not suitable/  Missing | Incomplete | Vague/  Unclear | Clear | Detailed & appropriate |
| **Description of the research or professional practice** | Not suitable/ Missing | Incomplete | Vague/  Unclear | Clear | Detailed & careful analysis |
| **Results, implications, recommendations, and/or conclusions** | Not suitable/  Missing | Incomplete | Vague/  Unclear | Clear | Related to aims, clear & exciting |
| **Sub-totals** |  |  |  |  |  |
| **Highest score** | 0 | 5 | 10 | 15 | 20 |
| **Total score** | /100 | | | | |

# Section 4.10

|  |  |
| --- | --- |
| **Instructions for Reviewing**  **Full Papers and for Providing Author Feedback** | **iaslsm** |

The Vice Program Chair is responsible for coordinating the review of full papers, which will be published in the Conference Proceedings.

The following form is designed to help reviewers evaluate the full papers and to provide feedback to the authors.

If revisions are recommended, reviewers should be as specific as possible in delineating the changes and should indicate which changes are recommended and which are mandatory.

Please return the review as soon as possible (but no later than 3 weeks after receiving the paper) to:

The Vice Program Chair

Email: <XXXXX>

Many thanks for your contribution to the Conference.

**Reviewer name:** (to be removed before feedback is provided to author): <XXX>

Article title: <XXXXX>

**Date:** <XXXXX>

## Summary comments for the author

Please enter the appropriate word from the choices in parentheses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Originality of the paper | | High | Med | Low |
| 2 | Interest/relevance to conference participants | | High | Med | Low |
| 3 | Content | | | | |
|  | a. | Aims of the practice, or of the research methodology | Appropriate/  detailed | Clear | Vague/  poor |
|  | b. | Description of the practice, or of the research conducted | Complete/ detailed | Clear | Vague/  poor |
|  | c. | Results, implications, recommendations and/or conclusions | Related to aims, exciting | Clear | Missing/  poor |
|  | d. | Adequate reference to prior/other works | Appropriate/ detailed | Limited | Missing/  poor |
| 4 | Writing style | | | | |
|  | a. | Paper is logically organized | Yes | A few problems | No |
|  | b. | Ideas are clearly presented | Yes | A few problems | No |
| 5 | Meets submission requirements as per attached document. | | Yes | A few problems | No |

## Recommendation

|  |  |
| --- | --- |
|  | Accept (changes and improvement suggested below) |
|  | Accept only if changes made (please specify changes and improvement below) |
|  | Reject (please provide reasons for recommendation below) |
|  | Inappropriate for Conference (please provide reasons for recommendation below) |
|  | I cannot evaluate this paper |

## Written comments for author

Please enter your comments for the author on your reasons for accepting or rejecting the paper.

# 

# Section 4.11

|  |  |
| --- | --- |
| **Report to Conference Chair** | **iaslsm** |

Note: You can cut and paste from your Committee meeting reports and use point form/bullets to make the report easy to compile.

Send this report to the Conference Chair who will use it to create a Conference Report to be submitted at the IASL Executive and Board meetings, held once every 2 months.

The Conference Chair may request to be an active participant of the Committee’s meetings at any time.

|  |  |  |
| --- | --- | --- |
| **Meeting date:** |  | |
|  | | |
| **Report submitted by:** | |  |
|  | | |
| **Activities so far:** | | |
|  | | |
| **Discussion:** | | |
|  | | |
| **Action required:** | | |
|  | | |
| **Future activities:** | | |
|  | | |
| **Discussion:** | | |
|  | | |
| **Action required:** | | |
|  | | |
| **Summary:** | | |
|  | | |
| **Recommendations:** | | |
|  | | |
| **Other:** | | |
|  | | |

# Section 4.12

|  |  |
| --- | --- |
| **Report to Program Chair** | **iaslsm** |

Note: You can cut and paste from your Program Committee reports and use point form/bullets to make the report easy to compile.

Send this report to the Program Chair who will use it to create a Program Chair report for the Conference Chair, to be submitted at the IASL Executive and Board meetings, held every 2 months.

The Conference Chair may request to be an active participant of the Program Committee’s meetings at any time.

|  |  |  |
| --- | --- | --- |
| **Meeting date:** |  | |
|  | | |
| **Report submitted by:** | |  |
|  | | |
| **Proposals submitted:** | | |
| * Number = | | |
| **Proposals reviewed:** | | |
| * Number = | | |
| **Action required:** | | |
|  | | |
| **Papers submitted:** | | |
| * Number = | | |
| **Papers reviewed:** | | |
| * Number = | | |
| **Papers requiring more work:** | | |
| * Number = * Returned = | | |
| **Completed Papers for program:** | | |
| * Titles | | |
| **Action required:** | | |

# Section 4.13

|  |  |
| --- | --- |
| **IASL Program Template** | **iaslsm** |

This sample program template is a six (6) day program:

|  |  |
| --- | --- |
| Day 0 | IASL Executive & Board meeting; Pre-conference Program; Visits; Registration, Welcome Reception |
| Day 1 | Conference begins; Opening Ceremony; Trade Exhibition Opening; Awards ceremony; Assembly of Associations; Regional meetings |
| Day 2 | Conference continues; School visits |
| Day 3 | Conference continues; SIG meetings; IASL AGM; Gala Dinner |
| Day 4 | Conference close; half-day tours; IASL Board & Executive meeting |
| Day 5 | Post-conference sessions/tours |

The program template includes:

All of the Conference Committee’s **obligations to IASL**

Up to 6 **keynote/plenary** sessions which may include 2 selected research presentations. Length 40-45 minutes: 5 min. introduction, 30-35 min. presentation, 5 min. questions. The first and last keynotes should be from major speakers.

42 + **concurrent sessions** (research papers or professional presentations), offering participants choices from at least three sessions at any one time. This also helps to ensure that participants have some opportunities to interact with the speakers. .

* Research forum track – to ensure a strong research thread, include at least one research paper in each concurrent session
* Conference organisers may want to opt for longer and fewer sessions by combining two or three concurrent papers in time slots; for example, concurrent sessions may have three papers in one 90 minute time slot or two papers in a one hour slot – 5 mins introduction, 20 mins per presentation, 5 mins questions, per paper; this requires careful time management by the facilitator. Conference organisers may wish to use one of the concurrent sessions to provide sponsors with timeslots for presentations.

**IASL EVENTS IN THE PROGRAM** (See [Conference Program](#_Section_3.3))

Please include these events in the program and the explanation below of each:

**IASL REGIONAL MEETINGS**

All conference attendees are welcome to attend the IASL regional meeting of their region. The IASL regions are: Europe, USA, Canada, South Asia, East Asia, Latin America and Caribbean, Sub-Saharan Africa, Middle East and North Africa, Oceania, and International Schools. Each meeting is chaired by the Regional Director, or designate. The topics that may be discussed at a regional meeting relate to achievements, issues and challenges in the region and brainstorming ways forward. The meetings are also useful for regional networking and strengthening local connections.

**SPECIAL INTEREST GROUPS (SIGS)**

All are welcome to attend the meetings of the IASL special interest groups (SIGs). These groups have a specialised focus; the SIG meetings provide an opportunity to share issues, developments, ideas and projects:

* Advocacy
* Children’s and Young Adult Literature
* International Development
* Information Literacy
* Information and Communication Technologies (ICTs)
* International Focus
* School Library Education
* School Library Research

**IASL ANNUAL GENERAL MEETING (AGM)**

All conference attendees are welcome to attend the Annual General Meeting of IASL. During this meeting several aspects will be covered:

* Presentation of IASL reports, including finances
* Decisions about the association
* Elections of office bearers
* New ideas for the future
* Opportunity for discussion

**IASL GRAND AUCTION AND SILENT AUCTION**

Conference attendees are asked if possible to bring an item from their country for the IASL auction. There may be two or three parts to this:

1. Lucky choice – for a minimal donation small items are available for purchase on a first come-first served basis.

2. Silent auction – donated items are placed on display with a bidding sheet attached. The person with the highest bid by the end of the auction will receive the item.

3. Grand Auction – exceptional items will be set aside for the Grand Auction during the Gala Dinner. This auction is conducted with live bidding.

The funds raised from these auctions are used for projects such as:

* the Books for Children Award to provide funds for purchasing books for children in developing countries or in countries affected by natural disasters – <http://www.iasl-online.org/awards/books.html>
* the Support-a-Member program which provides school librarians and others from developing countries a complimentary membership to IASL for up to 2 years – <http://www.iasl-online.org/awards/sam_app.html>
* IASL scholarship and leadership awards

**ASSEMBLY OF ASSOCIATIONS**

The Assembly of Associations provides the opportunity for conference attendees to share briefly (in under 5 minutes) about the situation of school libraries in their country, achievements and challenges of their association, any highlights or particular difficulties. This helps to give a global picture of school libraries. All conference attendees are welcome.

|  |  |
| --- | --- |
| **iaslsm** | **<XX>th IASL Conference**  **<Name of host organization>**  **<Place and date of conference>** |

|  |  |  |
| --- | --- | --- |
| **DAY 0** | **DAY 1** | **DAY 2** |
| Pre Conference  Workshops/  Visits | 7.30-8.45 Registration/Coffee  8:00-8:45 Assembly of Associations meeting | 8.00-8.45 Registration/Coffee  8:00-8:45 First timer’s meeting |
| 8.45-9.00 Housekeeping | 8.45-9.00 Housekeeping |
| 9.00-11.00 Opening Ceremony; Welcomes;  Keynote | 9.00-10.00 Keynote |
| 10.00 – 11.00  Concurrent Sessions |
| 11-11.30 Morning Tea  Opening of Trade Exhibition | 11-11.30 Morning Tea  Poster sessions; Trade Exhibition |
| 11.30-12.30  Awards ceremony | 11.30-12.30  Concurrent Sessions |
| Lunch  12.30-1.30 | Lunch  12.30-1.30  Poster sessions; Trade Exhibition | Lunch  12.30-1.30  Poster sessions; Trade Exhibition |
| IASL Board & Executive Meeting | 1.30 – 3.00  Concurrent sessions | 1.30 – 3.00  Concurrent sessions |
| 3.00-3.30  Afternoon Tea  Poster sessions; Trade Exhibition | 3.00-5.30  School / Library visits |
| 3.30 – 4.30  Concurrent Sessions |
| 4.30-5.30 Regional Meetings and dinners |
| 5.00 – 7.00  Welcome Reception | Free evening |

|  |  |  |
| --- | --- | --- |
| **DAY 3** | **DAY 4** | **DAY 5** |
| 8.00-8.45 Registration/Coffee  8.00-8.45 SIG Meetings | 8.00-8.45 Registration/Coffee  8.00-8.45 SIG Meetings | Post conference  full day tours |
| 8.45-9.00 Housekeeping | 8.45-9.00 Housekeeping |
| 9.00-10.00 Keynote | 9.00-10.00 Keynote/Author Panel |
| 10.00 – 11.00 IASL Annual General Meeting | 10.00-11.00  Concurrent sessions |
| 11-11.30 Morning Tea  Poster sessions; Trade Exhibition | 11-11.30 Morning Tea |
| 11.30-12.30 Keynote/  Concurrent Sessions | 11.30-12.30  Closing Keynote |
| Lunch  12.30-1.30  Poster sessions; Trade Exhibition | 12.30-1.00  Closing Ceremony; Handover; Evaluations |
| 1.30 – 3.00  Concurrent sessions | Post conference half day tours |
| 3.00-3.30  Afternoon Tea  Poster sessions; Trade Exhibition | IASL Board & Executive Meeting |
| 3.30 – 5.00  Concurrent Sessions |  |
| 7.00-11.00  Conference Dinner & Grand Auction |  |

# Section 4.14

|  |  |
| --- | --- |
| **IASL Conference Timeline Checklist** | **iaslsm** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **TASK** | **WHO** | **WHEN** | **DONE** |
| ***2 – 3 Years prior to the conference*** | | | | |
| 1.0 | Attend several IASL conferences | Interested parties | 2-3 yrs prior |  |
| 1.0 | Propose idea of hosting a conference locally | Interested parties | 2-3 yrs prior |  |
| 1.0 | Gauge support from other library groups | Interested parties | 2-3 yrs prior |  |
| 1.0 | Develop bid proposal | Interested parties | 2-3 yrs prior |  |
| 1.0 | Submit *Application for Hosting an IASL Conference* | Interested parties | 2-3 yrs prior |  |
| ***2 Years prior to the conference*** | | | | |
| 1.0 | Finalise *Partnership Agreement* with IASL | Conference Chair | 2+ yrs prior |  |
| 2.0  2.1  2.2  2.3  2.4  2.5, 3.6  2.6  2.7  2.8  2.9 | Organise conference committee:  Conference Chair – ongoing oversight of sub-committees, monthly meetings/reports to IASL President / Executive  Program Chair – program & coordination  Vice Program Chair – review panels, conf. proceedings  Treasurer/Finance Coordinator – ongoing oversight of the budget  Events Coordinator – auction, dinner, visits  Facilities Coordinator – venue, accommodation, transportation  Advertising Coordinator – publicity, web  Sponsorship & Trade Fair Coordinator – fair, conf. bags  Registration Coordinator | CC  PC  VPC  TFC  EC  FC  AC  STC  RC | 2 yrs prior |  |
| 2.1 | Develop schedule of meetings for conference committee | CC | 2 yrs prior |  |
| ***1 ½ - 2 Years prior to the conference*** | | | | |
| 2.6 | Find suitable venue | CC / FC | 1 ½ - 2 yrs prior |  |
| 2.4 | Set up the conference bank account; bank IASL seeding grant | TFC | 1 ½ - 2 yrs prior |  |
| 2.4 | Carry out preliminary costings | TFC | 20 mths prior |  |
| 4.4 | Develop theme of conference – finalise with IASL Executive | All | 20 mths prior |  |
| 4.4 | Finalise dates for conference | All | 20 mths prior |  |
| 3.1 | Develop conference logo | AC / All | 20 mths prior |  |
| ***1 – 1 1/2 Years prior to the conference*** | | | | |
| 3.2, 4.1 | **Monthly reports to IASL President / Executive** | CC | **Month-end** |  |
| 4.11,4.12 | **Monthly reports to PC & CC** | PC, EC, FC, STC, TFC, AC | **Mid-month** |  |
| 2.1, 2.2, 2.7 | **Updates to IASL Webmaster** | CC, PC, AC | **As available** |  |
| 2.1, 2.7 | **Updates to IASL Newsletter** | CC, AC | **Each quarter** |  |
| 2.5, 3.6 | Book the venue for the Gala dinner | EC | 1 ½ yrs prior |  |
| 2.6 | Arrange accommodation options | FC | 1 - 1 ½ yr prior |  |
| 2.4 | Develop the budget | TFC | 18 mths prior |  |
| 2.2, 2.3 | Approach keynote speakers | PC | 18 mths prior |  |
| 2.8, 3.7 | Seek sponsors | STC | 18 mths prior |  |
| 4.4 | Promotional materials for distribution at preceding conference | AC, PC | 15 months prior |  |
| 2.9 | Appoint a Registration Coordinator to oversee registration & liaise with banks & treasurer re payments | CC, RC | 12-18 mths prior |  |
| 2.2 | Invite opening ceremony speakers | PC | 12-18 mths prior |  |
| 2.2, 3.3 | Plan opening ceremony performance/ cultural event | PC | 12-18 mths prior |  |
| ***6 – 12 months prior to the conference*** | | | | |
| 3.2, 4.1 | **Monthly reports to IASL President / Executive** | CC | **Month-end** |  |
| 4.11,4.12 | **Monthly reports to PC & CC** | PC, EC, FC, STC, TFC, AC | **Mid-month** |  |
| 2.1, 2.2, 2.7 | **Updates to Webmaster** | CC, PC, AC | **As available** |  |
| 2.7, 2.1 | **Updates to IASL Newsletter** | CC, AC | **Each quarter** |  |
| 4.4 | **Advertising / information updates – local, listservs, conference website, sponsors, trade fair** | AC, STC, All | **Ongoing** |  |
| 2.2, 3.3 | Plan closing ceremony | PC | 12 months prior |  |
| 4.3, 4.4 | Send out Call for Proposals for concurrent sessions | PC | 10-12 months prior |  |
| 2.3, 4.8 | Contact reviewers for the proposals (abstracts) and papers | VPC | 10-12 months prior |  |
| 2.3 | Find coordinator to collate and distribute material for reviewers | VPC | 10 months prior |  |
| 2.5, 3.6 | Organise tours, if any | EC | 8-10 mths prior |  |
| 3.3 | Organise pre-conference workshops | PC | 7-8 mths prior |  |
| 2.5, 3.6 | Organise school visits | EC | 7-8 mths prior |  |
| 4.3 | Due date for abstracts | VPC | 7-8 mths prior |  |
| 4.9 | Double blind review of abstracts | VPC | 6-7 mths prior |  |
| 2.7, 2.9 | Post registration form and letter of invitation to website | RC, AC | 6 mths+ prior |  |
| 2.2, 3.3,4.13 | Develop draft program – skeleton with keynotes, events & post on website | PC | 6 mths prior |  |
| 4.9 | Notify presenters of acceptance/rejection | VPC | 6 mths prior |  |
| 4.5, 4.6 | Email Statement of Originality, publishing & referencing guidelines to presenters | VPC | 6 mths prior |  |
| ***3 – 4 months prior to the conference*** | | | | |
| 3.2, 4.1 | **Monthly reports to IASL President / Executive** | CC | **Month-end** |  |
| 4.11,4.12 | **Monthly reports to PC & CC** | PC, EC, FC, STC, TFC, AC | **Mid-month** |  |
| 2.1, 2.2, 2.7 | **Updates to IASL Webmaster** | CC, PC, AC | **As available** |  |
| 2.1, 2.7 | **Updates to IASL Newsletter** | CC, AC | **Each quarter** |  |
| 4.4 | **Advertising / information updates – local, listservs, conference website, sponsors, trade fair** | AC, STC, All | **Ongoing** |  |
| 2.9 | **Assist potential delegates with registration queries** | RC | **Ongoing** |  |
|  | Submission of full papers for publication in the Conference Proceedings | VPC | 4 mths prior |  |
| 4.10 | Distribute full papers for review | VPC | 4 mths prior |  |
| 3.9 | Early bird registration to 4 mths prior (can be extended to 3 mths) | RC | 4 mths prior |  |
| 2.8 | Organise conference bags, nametags | STC | 3-4 mths prior |  |
| 4.9 | Complete the review of papers | VPC | 3 mths prior |  |
| 2.5 | Organise catering – morning tea, lunch, afternoon tea | EC | 3 months prior; confirm |  |
| 2.5, 3.6 | Arrange details of Gala dinner | EC | 3 months prior |  |
| 2.2 | Prepare opening ceremony flags – real flags or PowerPoint presentation | PC | 3 months prior |  |
| 3.3, 3.5 | Ensure time and space for IASL Board & Executive meetings before and after conference | PC, FC | 3 months prior |  |
| ***2 – 3 months prior to the conference*** | | | | |
| 3.2, 4.1 | **Monthly reports to IASL President / Executive** | CC | **Month-end** |  |
| 4.11,4.12 | **Monthly reports to PC & CC** | PC, EC, FC, STC, TFC, AC | **Mid-month** |  |
| 2.1, 2.2, 2.7 | **Updates to Webmaster** | CC, PC, AC | **As available** |  |
| 4.4 | **Advertising / information updates – local, listservs, conference website, sponsors, trade fair** | AC, STC, All | **Ongoing** |  |
| 2.9 | **Assist potential delegates with registration queries** | RC | **Ongoing** |  |
|  | Organise the banner for the opening ceremony | AC | 2-3 mths prior |  |
| 2.2, 3.3 | Organise times for SIG meetings | PC | 2 mths prior |  |
| 2.2, 3.3 | Organise times for Assembly of Associations/regional meetings | PC | 2 mths prior |  |
| 2.2, 3.3 | Organise time for IASL AGM | PC | 2 mths prior |  |
| 4.13 | Draw together elements of program – keynotes, meetings, concurrent sessions, ceremonies, events, tours | PC | 2 mths prior |  |
| 3.3 | Organise welcome reception | EC | 2 mths prior |  |
| 2.2 | Organise awards ceremony | PC | 2 mths prior |  |
| 3.3 | Ensure a separate research strand for each concurrent session | PC | 2 mths prior |  |
| 2.6 | Organise breakout spaces for concurrent sessions | FC | 2 mths prior |  |
| 2.2, 3.3, 4.13 | Assemble final program; make available online | PC | 2 mths prior |  |
| 2.5 | Organise lunch, morning and afternoon tea for delegates | EC | 2 mths prior |  |
| 2.6 | Organise spaces for posters, if required | FC | 2 mths prior |  |
| 2.5 | Organise transport | FC, EC | 1-3 mths prior |  |
| ***4 - 6 weeks prior to the conference*** | | | | |
| 3.2, 4.1 | **Biweekly or weekly reports to IASL President / Executive** | CC | **Biweekly / weekly** |  |
| 4.11,4.12 | **Biweekly or weekly reports to PC & CC** | PC, EC, FC, STC, TFC, AC | **Biweekly / weekly** |  |
| 2.1, 2.2, 2.7 | **Updates to IASL Webmaster** | CC, PC, AC | **As available** |  |
| 4.4 | **Advertising / information updates – local, listservs, conference website, sponsors, trade fair** | AC, STC, All | **Ongoing** |  |
| 2.9 | **Assist potential delegates with registration queries** | RC | **Ongoing** |  |
| 4.2 | Assemble proceedings for publication; use IASL Copyright information | PC | 6 weeks prior |  |
| 2.2, 4.13 | Finalise program booklet | PC | 6 weeks prior |  |
| 2.8, 3.7 | Organise booths or tables for the trade fair | STC, FC | 4-6 weeks prior |  |
| 2.8 | Organise food and drink for trade fair people | STC, EC | 4-6 weeks prior |  |
| 2.2 | Organise printing of final program | PC | 4-6 weeks prior |  |
| 3.7 | Develop a floorplan for the trade exhibition | STC | 4 weeks prior |  |
| 3.6 | Organise noticeboard for conference | FC | 4 weeks prior |  |
| 2.9 | Organise people and space for conference registration | RC | 2-3 weeks prior |  |
| 2.6 | Organise tables for auction items at the dinner | FC | 2 weeks prior |  |
| 2.6 | Organise secure space for silent auction & book display | FC | 2 weeks prior |  |
| 2.6 | Organise booth space for IASL and ISLM | FC, STC | 2 weeks prior |  |
| 2.8 | Pack conference bags, prepare nametags | STC | 1-2 weeks prior |  |
| ***During and after the conference*** | | | | |
|  | Maintain oversight of the conference & participation in official events | CC | Ongoing during conference |  |
|  | Maintain oversight of registration before & during the conference | RC | Ongoing; open for days 0-3 |  |
| 3.3 | Organise the handover to the next conference committee | CC | End of conference |  |
| 2.1 | Provide feedback and a de-brief at the post-conference Board meeting | CC | Post conference |  |
| 2.1, 3.2, 4.1 | Prepare and deliver a final report to the IASL Executive | CC | Post conference |  |
|  | Arrange distribution to IASL of funds owing | TFC | Post conference |  |

|  |
| --- |
| REPORTS TO IASL EXECUTIVE:  Include information related to progress on Program, Finances, Events, Facilities, Advertising, Registration and Sponsorship & Trade Exhibition |

# Section 4.15

|  |  |
| --- | --- |
| **Evaluation of the Conference** | **iaslsm** |

Provide an evaluation at the conclusion of the conference

Evaluate the venue, catering, keynote addresses, concurrent sessions, tours, activities – example below.

Share the results with IASL President and Executive at post-conference meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Disappointing | Satisfactory | Good | Excellent |
| Registration Process |  |  |  |  |
| Conference venue |  |  |  |  |
| Accommodation |  |  |  |  |
| Conference Program overall |  |  |  |  |
| Keynote Addresses |  |  |  |  |
| Concurrent Sessions |  |  |  |  |
| Conference Events |  |  |  |  |
| Food/ Catering |  |  |  |  |
| Tours & Activities |  |  |  |  |

Other comments:

Recommendations of themes for future IASL conferences: