

IASL Conference Planning and Operations Manual



**Effective for 2022 and
2023 Conferences.**

**[Click here](#) to download the
addendum regarding virtual
and/or hybrid meetings**

(added 12 April 2021).

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This version of the 2022-2023 IASL Conference Planning Manual was revised by Katy Manck and Jennifer Branch-Mueller in July 2021, based on the earlier version edited by Mihaela Banek Zorica, Jill Hancock, and Katy Manck in January 2017 and approved by the IASL Board in February 2017, with further updates in April 2020. These versions have built upon the significant work of Elizabeth Greef and Dianne Oberg set forth in January 2015.

Section 1.0

IASL Conference Hosting - Application Process



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: Preparing a bid to host an IASL Conference

An essential foundation for preparing an application to host an IASL Conference is attendance at several IASL Conferences which are held annually.

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 organize an international conference.

Please contact the IASL President and IASL Vice President - Association Operations to find out which years are available for conference bids and to indicate your interest.

During conference partnership planning, your main contact will be the IASL President, with copies of all communications sent to the IASL Secretariat and IASL Vice President - Association Operations.

This Conference Planning and Operations Manual is your blueprint for smoother planning and a better conference based on decades of analyzing what worked well for previous IASL

Conferences (e.g., scheduling no other sessions at the same time as IASL meetings) and what did not (e.g., giving one person responsibility as chair of multiple committees).

Review the timeline below, complete the Application for Hosting an IASL Conference form found at <https://iasl-online.org/meetings/host.html>, and send it to the [IASL Secretariat](#).

Suggested Timeline: bid to host an IASL Conference

Date	Planning steps
2 – 3 years before the conference	<ul style="list-style-type: none"> ● Review the IASL Conference Planning & Operations Manual at https://iasl-online.org/meetings/host.html for your chosen year for information on the many details and local volunteers/committees needed to successfully host 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 found at https://iasl-online.org/meetings/host.html ● Be sure to include the place/city and country where the conference is to be held, and proposed dates. ● Send the application to the IASL Secretariat.
18 months - 2 years before the conference	<ul style="list-style-type: none"> ● Organize your Conference Committee with people who will do the work, not figureheads. ● Finalize the theme for the conference, in consultation with the IASL Executive Board. ● Identify potential keynote speakers to support your theme. ● Prepare preliminary cost estimates for conference fees, with tiered rates based on IASL zones. ● Prepare conference budget (guidelines here). ● Complete the Partnership Agreement for Hosting an IASL Conference. ● Send the signed partnership agreement to the IASL Secretariat.
18 months before the conference	<ul style="list-style-type: none"> ● Start organizing the details of the conference. See Conference Committee section for more details.

When the Conference Partnership Agreement is signed by both parties, your main contact will be the IASL President, with copies of all communications sent to the IASL Vice President - Association Operations and the IASL Secretariat.

You are encouraged to use the IASL Secretariat’s free service for registration and payment which includes verification of IASL membership and easy communications with attendees.

Budget-building tips

Work hard to get realistic cost estimates for every category shown on the Suggested Budget Guidelines for IASL Conferences page:

http://www.iasl-online.org/meetings/budget_guide.html

Calculate your conference income using anticipated attendance from all three (3) [IASL membership geographic zones](#), as well as lower possible attendance and higher attendance numbers.

Be sure to include 'free' registrations required by Conference Partnership Agreement, as these attendees will incur expenses for conference badge, program, proceedings, morning/afternoon tea, welcome reception, etc. These 'free' registrations include IASL Executive Board (6 persons), IASL Award and Da Vinci Huis Award winners (up to 4 persons), keynote speakers, invited guests, and conference committee chairs.

Remember that 10% of the member regular registration fee will be paid to IASL for **every** attendee - whether free, reduced/early bird rate, or regular registration rate. You may exclude 1-day registrations and invited special guests from this calculation.

Reserve 10% of your budget for unexpected expenses ('contingency fund').

If your total estimated expenses are less than 80% of your total income with low number of attendees (100% minus 10% contingency and 10% to IASL = 80%), then your conference committee has a great chance of financial stability.

Section 2.0

Your IASL Conference Committee



Your IASL Conference Committee is responsible for:

- organizing the conference;
- reporting regularly and on schedule to the IASL Executive and Board;
- ensuring that commitments to IASL are met; and
- creating the local flavor 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 website, newsletter, and IASL listserv for advertising; and
- provide any other assistance as requested.

[Conference Committee's Commitments to IASL](#)

Conference Committee Organization

Note: these are suggestions to help get you started.

Position	Responsibilities	Reports
Conference Chair CC	Chairs and coordinates Conference Organizing Committee and its sub-committees	Monthly to the IASL President
Program Chair PC	Coordinates the Program Committee and the conference program	Monthly to the Conference Chair
Proceedings & Papers Chair PPC	Coordinates the reviewing panel & publication of the Conference Proceedings	Monthly to the Program Chair
Treasurer/Finance Coordinator TFC	Coordinates and reports on conference finances, provides monthly financial statements	Monthly to the Conference Chair
Events Coordinator EC	Coordinates conference events such as the silent auction, dinner, off-site visits, other social events	Monthly to the Conference Chair
Facilities Coordinator FC	Coordinates conference venue, accommodation, transportation	Monthly to the Conference Chair

Advertising Coordinator AC	Coordinates publicity, content for IASL website	Monthly to the Conference Chair
Sponsorship & Trade Exhibition Coordinator STC	Coordinates sponsorship & trade exhibitions, conference bags, door prizes	Monthly to the Conference Chair
Registration Coordinator RC	Facilitates and oversees the registration process and payment of conference fees	Monthly to the Conference Chair

Section 2.1

Conference Chair



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 President, the Vice President - Association Operations, and the IASL Secretariat;
- 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, the IASL Vice President - Association Operations, and the IASL Secretariat as per the schedule (the executive has experience with previous conferences and can help as problems and issues arrive);
- with the Treasurer and Registration Coordinator, formulate registration fee refund policies, including case-by-case approval for registered attendees who cannot obtain visa within reasonable timeframes, and/or policy to allow extension of early bird registration rate on case-by-case basis to persons whose on-time visa application is approved after normal early bird registration deadline;
- ensure that the IASL flag is displayed from opening ceremony until handing over to next Conference Committee at the Closing Ceremony;
- ensure that the commitments to IASL are met, including:
 - [Use of the IASL logo](#)
 - [Reporting](#)
 - [Executive and Board](#) meetings
 - [Conference Program](#)
 - [Conference Proceedings](#)
 - [IASL Sponsorship](#)
 - [Finance](#)
- provide a final report to the IASL President within 90 calendar days after the conference is completed; and
- ensure that payments due to IASL are paid within 90 calendar days after the conference is completed (no later than 15 December).

Please use the [Conference Chair Report](#) template

Section 2.2

Program Chair



The Program Chair is supported by the [Proceedings & Papers Chair](#), the Program Committee, and the [Advertising Coordinator](#).

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](#) are met;
- send program updates to the IASL [Webmaster](#) as they become available;
- coordinate the publication of the Conference Program and the [Conference Proceedings](#); and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

The Program Committee organizes:

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

The Program (see [Program Commitments to IASL](#)) must contain time for the following (see [section 3.3](#) and [section 4.13](#) for more details):

- Opening Ceremony, Awards Ceremony, and Closing Ceremony with handover of IASL flag to next Conference Committee;
- Keynote/plenary speakers;
- Research forum presentations;
- Professional session presentations;
- Windows on the World meeting;
- First-timers' gathering;
- Special Interest Groups (SIG) meetings (two separate time blocks so Education and Research can meet at different times);
- Regional meetings;
- Welcome Reception to open the trade exhibition;

- IASL Annual General Meeting (AGM); and
- IASL Executive and Board meetings before and after the conference.

[Report to Conference Chair](#) using template

Section 2.3

Proceedings & Papers Chair



The Proceedings & Papers Chair is supported by the Program Committee. See [Program Commitments to IASL](#).

The major role and tasks of the Proceedings & Papers 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) with Program Chair and the Reviewing Team;
- send list of accepted proposals to Program Chair within 30 days of close of Call for Papers, including abstracts, presenter biographies, and contact information;
- work with the Program Chair to group professional papers and research papers in themes/conference strands for placement in Conference schedule;
- coordinate the deadlines for submission of the professional papers and research papers for publication in the Conference Proceedings;
- prepare the Conference Proceedings by the first conference day and share with attendees at the conference;
- send a copy of the Conference Proceedings to Jennifer Branch-Mueller at jbranch@ualberta for inclusion the archives (<https://journals.library.ualberta.ca/slw/index.php/iasl/index>); and,
- provide a final report to the Conference Chair within 30 calendar days after the conference is completed.

Templates

[Call for Proposals](#)

[Sample Conference Flyer](#)

[IASL Guidelines for Publishing](#)

[IASL Referencing Guidelines](#)

[Finding Reviewers](#)

Instructions for [Reviewing Conference Proposals \(Abstracts\)](#)

[Report to Program Chair](#) using this template

Sample [IASL Program Template](#)

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](#) and [Section 4.13](#)..

Section 2.4

Treasurer/Finance Coordinator



The Treasurer/Finance Coordinator is supported by the Conference Committee.

If the IASL Secretariat handles Conference registration and payments, these duties become the Secretariat's responsibility, including communication with the Conference Chair.

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;
- work with the IASL Secretariat to determine registration procedures, deadlines, etc.;
- determine if you will use the Secretariat for registration;
- consider if you need a Registration Coordinator;
- formulate and administer registration fee refund policies, including case-by-case approval for registered attendees who cannot obtain visa within reasonable timeframes and/or policy to allow extension of early bird registration rate on case-by-case basis to persons whose on-time visa application is approved after normal early bird registration deadline;
- provide monthly financial statements to the Conference Chair;
- liaise with the IASL Secretariat regarding financial arrangements;
- ensure that the [financial commitments to IASL](#) are met;
- provide 'starting cash' in small denominations of local currency and a cash box to IASL Treasurer or designee to begin Silent Auction/Pay & Take (both will be returned before close of conference);
- ensure repayment of any '[seed money](#)' to IASL by close of the first full conference day;
- assist Conference Chair in sending full and correct payment due to IASL within 90 calendar days after the conference is completed (no later than 15 December); and
- provide a final financial statement to the Conference Chair within 45 calendar days after the conference is completed.

[Report to Conference Chair](#) using this template

Section 2.5

Events Coordinator



The Events Coordinator is supported by

- the Events Sub-Committee,
- the Registration Coordinator, and
- the [Advertising Coordinator](#).

The Events Sub-Committee is responsible for organizing a range of events which complement the professional development content of the conference.

See [Events Commitments to IASL](#).

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;
- arrange with [Facilities Coordinator](#) for tables (minimum size 1 meter by 2 meters) in the Trade Exhibition area for the IASL Secretariat (1 table); International School Library Month/GiggleIT Project (1 table shared); next year's IASL Conference (1 table), International Children's Book Display (4 or more), and the Silent Auction (6 or more). Each table needs 1 chair.
- arrange for secure storage for silent auction items and children's books during the evenings
- arrange for volunteers to help set-up and staff the Silent Auction tables during the conference (2 per shift and 4 at the end of each day);
- arrange for the Gala Live Auction as part of the banquet before the main entertainment (and not too late in the evening);
- ensure that personnel at schools, libraries, and museums have information about IASL and its programs (GiggleIT Project, International School Library Month, *School Libraries Worldwide* research journal) prior to conference attendees' visits,
- ensure that the [Events Commitments to IASL](#) are met; and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

No events may be held at times when there are conference sessions already running, except the Silent Auction and International Children's Book Display. The Events Program should complement the Conference Program, not replace it.

Events to be included in the [Conference Program](#) include:

- Conference Dinner;

- Morning and afternoon teas;
- Welcome Reception;
- IASL Silent Auction; and
- IASL Grand Live Auction.

The Silent Auction requires supervision by local volunteers including university students and retired librarians during the entire conference. Please ensure that you schedule volunteers in 1-2 hours shifts for all times that the Silent Auction is open in the Trade Exhibition area. Contact the IASL Treasurer for more details.

Other events may:

- be run during the days before and after the conference;
- be organized 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 organizers should keep in mind providing a variety of foods to cater for dietary issues. It is efficient to gather information on dietary restrictions and allergies through conference registration rather than later; decide on this option early in planning so that it is included on registration forms/system.

Some events, such as school library visits, may require the organization of transport by the Events Committee, ensuring that mobility issues of attendees are taken into consideration.

[Report to Conference Chair](#) template

Section 2.6

Facilities Coordinator



The Facilities Coordinator is supported by the Facilities Sub-Committee and the [Advertising Coordinator](#). The Facilities Committee is responsible for organizing 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 within 45 calendar days after the conference is completed.

Accommodation

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

Conference Venue

See [Events Commitments to IASL](#).

The conference venue **must**:

- be in close proximity to public transport and/or within walking distance of accommodations;
- be able to accommodate gatherings of the whole conference (500+ people);
- have free wifi in all session and meeting rooms for all attendees;
- have easy access to a number of break-out rooms for presentations;
- have easy access to rooms with movable tables and chairs for workshops;
- have access to digital projectors and the Internet;
- have room for a trade exhibition;
- have a secure space to display the silent auction items and store during off-hours
- have a secure space to display attendees' International Children's Books donations and store during off-hours;
- have room for displays, special projects such as GiggleIT and ISLM, and posters/ displays (see below);
- have room for morning tea, afternoon tea, and lunch (if provided);

- have meeting rooms as required for [Executive & Board meetings](#) before and after the Conference.

Posters and Displays

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

Ensure that poster presenters know poster size requirements/limitations. Provide mounting supplies (pins, tacks, removable tape, etc.) as needed.

[Report to Conference Chair](#) using this template

Section 2.7

Advertising Coordinator



The Advertising Coordinator supports the:

- [Conference Chair & Committee](#);
- [Program Chair](#);
- [Events Coordinator](#);
- [Facilities Coordinator](#); and
- [Sponsorship & Trade Exhibition Coordinator](#).

See [IASL Logo](#), [Sponsorship & Trade Exhibition](#) and [Displays](#).

The major role and tasks of the Advertising Coordinator include:

- commission creation of conference logo (approved by full Conference Committee)
- coordinate all advertising for the conference, including consistent hashtag #iasl20xx (xx = conference year);
- attend regular meetings of the Program Committee;
- provide monthly reports to the Conference Chair; and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

Conference advertising may take place using:

- IASL website;
- IASL newsletter;
- Listservs, e.g. IASL listserv, 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 at related events. Inserts may include:

- Brochures/flyers
- Bookmarks/calendars
- [IASL Conference Flyer](#) template.

The Advertising Coordinator must request a current list of IASL Official Sponsors from the IASL Secretariat at least 12 months prior to the conference and share this list with the Sponsorship & Trade Exhibition Coordinator to ensure that these Sponsors aren't contacted again.

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](#) template

Section 2.8

Sponsorship & Trade Exhibition Coordinator



The Sponsorship & Trade Exhibition Coordinator is supported by and works with

- the Sponsorship & Trade Exhibition Committee,
- the [Events Coordinator](#),
- the [Facilities Coordinator](#), and
- the [Advertising Coordinator](#).

The Sponsorship & Trade Exhibition Committee is responsible for organizing local sponsorship for the conference and the trade exhibition. This Committee may not contact IASL Official Sponsors, as noted on the list acquired from IASL Secretariat by Advertising Coordinator.

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

- coordinate the Sponsorship & Trade Exhibition Committee;
- create a floorplan for the Trade Exhibition & send to Conference Chair for IASL feedback & approval;
- attend regular meetings of the Program Committee;
- ensure that the space will accommodate vendors, advertisers, and the auction and book display areas;
- provide monthly reports to the Conference Chair;
- ensure that the [Sponsorship & Trade Exhibition commitments to IASL](#) are met; and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

The Sponsorship & Trade Exhibition Committee also seeks local/regional sponsorship (not IASL Official Sponsors) to provide:

- conference bags (offered to IASL's Platinum sponsor 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.

Note that free (no-cost) display booths must be provided to IASL's Platinum Sponsor and to Libraries Unlimited for IASL-LU joint publications. IASL Gold Sponsors are entitled to a free booth. There must be free booths allocated for IASL booths: next year's conference, IASL Secretariat, and ISLM/GiggleIT.

Consider ways to encourage all conference attendees to visit sponsors in the Trade Exhibition area, such as 'bingo card' or checklist of sponsors (attendees must visit booth for sponsor to sign or stamp their card; completed cards can win a door prize provided by sponsor), visit 'tickets' that can be signed by attendee and placed in sponsors' door prize collection box, etc.

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

- technology suppliers and service providers;
- library suppliers;
- book sellers;
- local organizations, e.g., National Library, museums, universities, schools;
- IASL Official Sponsors (note those entitled to free or lower cost booth); and
- others.

[Report to Conference Chair](#) using this template

Section 2.9

Registration Coordinator



The Registration Coordinator is supported by and works with

- the Registration Committee,
- the Program Committee,
- the Treasurer,
- the [Events Coordinator](#),
- the [Facilities Coordinator](#), and
- the [Advertising Coordinator](#).

The Registration Committee is responsible for organizing registration of conference delegates, assisting in payment procedures, and addressing related issues.

The IASL Secretariat offers free registration and payment processing services which can expedite member and non-member registrations; contact IASL Executive Director Jill Hancock for information at Jill@c2cpro@solutions.

When the Conference Committee uses these free IASL services, a designated person at the Secretariat will serve as Registration Coordinator for the tasks noted below.

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;
- provide information about visa requirements on conference website at least 12 months prior to conference;
- ensure that conference invitation letters with signatures of IASL President and Conference Chair are readily available upon request;
- with the Conference Chair and Treasurer, formulate and administer registration fee refund policies, including case-by-case approval for registered attendees who cannot obtain visa within reasonable timeframes and/or policy to allow extension of early bird registration rate on case-by-case basis to persons whose on-time visa application is approved after normal early bird registration deadline;
- request current IASL membership list from IASL Secretariat in January of conference year;
- facilitate free registration process for IASL Executive Director, IASL Executive Committee members, and Award winners (per Conference contract);
- ensure that the financial [Registration commitments to IASL](#) are met;

- create Certificates of Attendance (printed or downloadable) that include attendee's name, sponsoring institution, conference date & location, signatures of IASL President & Conference Chairperson;
- report final registration numbers (total attendees, number of countries) to IASL President prior to the Closing Ceremony;
- send spreadsheet with contact information for all attendees (including member/nonmember status) to IASL Secretariat within 30 calendar days after the conference is completed; and
- provide a final report to the Conference Chair within 45 calendar days after the conference is completed.

The Registration Committee works 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, including mobility issues and dietary allergies/requirements.

[Report to Conference Chair](#) template.

Section 3.0

Your Conference Committee's Commitments to IASL



The Conference Agreement between your Conference Committee and IASL includes the following requirements:

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

Section 3.1

IASL Logo



- 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@c2cpro.solutions

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

Section 3.2

Reporting



- The Conference Committee Chair will ensure that **regular reports** are submitted to the IASL President, the Vice President - Association Operations, and the Secretariat who will transmit it to the IASL Board.
- The Conference Committee Chair's reports are required more frequently as the conference date approaches:

1 to 2 years pre-conference	Conference Chair reports every 3 months to the IASL President, the Vice President - Association Operations, and the Secretariat
12 months to 6 weeks pre-conference	Conference Chair reports monthly to the IASL President, the Vice President - Association Operations, and the Secretariat
6 weeks to 1 week pre-conference	Conference Chair reports every week to the IASL President, the Vice President - Association Operations, and the Secretariat
Board meeting on-site before conference	Conference Chair gives in-person update on conference, including registration numbers, to the IASL Board
Board meeting following conference (90 calendar days)	Conference Chair presents a final report to the IASL President after the conference

- The Conference Chair will be asked to report directly to the IASL Board regularly during their online meetings.
- The Conference Chair may request an invitation to attend additional IASL online Executive and Board meetings at any time during the conference planning process by contacting the President or Secretariat.
- Template for [Conference Chair Report](#).

Section 3.3

Conference Program



Because the IASL Conference is the Association's annual meeting for members as required by IASL's [Constitution and Bylaws](#), time must be set aside during the conference program to allow all members to attend these important 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 maximum of 3 hours in length on Day 0)**
- **IASL Board and Executive Committee meetings (Day 0 & final day afternoon)**
- **Sessions**
 - Keynote / plenary (1 or 2 per day) - group size: all attendees
 - Concurrent sessions - attendees' choose between research forum presentations, professional presentations, or short workshops during a time slot. You **must** determine how many parallel session slots will be available **before** your conference team can accept any presentation proposals. See [section 4.13](#) for scheduling instructions. Don't mix research and professional sessions in the same room/concurrent session!
 - Research forum presentations - 1-2 meeting rooms per concurrent session time slot (2 papers per time block).
 - Professional presentations - 2-3 meeting rooms per concurrent session time slot (2 papers or 1 workshop per time slot).
 - If you choose to have a poster session, you might set aside a time slot where the poster presenters will be available to answer questions from attendees.
- **Welcome Reception** - group size: all attendees
 - Opening of Trade Exhibition;
 - May include Awards Ceremony (see below).
- **Opening Ceremony** - group size: all attendees
 - Address by the IASL president;
 - Address by the Conference Chair;
 - Announce availability of Conference Proceedings;
 - Welcome to country/recognition of traditional owners (if appropriate);
 - Roll Call of Nations with flags;

- o Addresses by invited guests; and
- o Opening Keynote.
- o May include Awards Ceremony (see below).
- **Awards Ceremony** - group size: all attendees & accompanying persons
 - o at Welcome Reception on Day 0 or after the opening keynote on Day 1;
 - o Publicizes the important role IASL plays in recognizing contributions and assistance of members and member nations; and
 - o An opportunity to highlight IASL Award sponsors and give them time to speak (maximum time 8 minutes).
- **First-Timers' gathering** - group size: small to medium
 - o near registration area on first day or as Orientation session prior to first sessions on Day 1;
 - o IASL officers greet first-time IASL Conference attendees;
 - o Helpful hints for 'getting the most out of conference';
 - o Requires one time slot of 30-45 minutes; and
 - o Hint list & officers' photos remain at the registration area for the entire conference (display board needed).
- **Windows on the World meeting** - group size: large
 - o Suggested time - very early in the conference, preferably first full day;
 - o To encourage attendance and allow members to network and get to know each other early in the conference;
 - o This must be the only item running in this time slot; and
 - o Requires one time slot of 60 minutes.
- **Special Interest Groups (SIGs)** - group sizes: small
 - o These shall be scheduled after the Windows on the World meeting (next day/s);
 - o Contact IASL Secretariat 6-8 months prior to conference for list of SIGs;
 - o Requires two time slots of 60 minutes;
 - o The Library Education SIG and Research SIG cannot be scheduled in the same time slot; and
 - o These should be the only items running in these time slots.
- **Regional Meetings** - group sizes: small
 - o IASL is comprised of 9 regions, so 9 rooms are needed (or schedule during two different blocks of time)
 - o These meetings allow the attendees from the same region to meet, discuss, and network.
 - o This must be the only item running in this timeslot; and
 - o Requires one time slot of 60 minutes.
- **IASL Annual General Meeting (AGM)** - group size: very large
 - o Preferably mid-conference and in a time slot just before or after lunch to encourage attendance.

- o This must be the only item running in this timeslot; and
- o Requires one time slot of 60 minutes.
- **Closing Ceremony** - group size: all attendees
 - o Follows final keynote;
 - o Closing remarks by the IASL president;
 - o Closing remarks by the Conference Chair; and
 - o Handover to the next Conference Committee.

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

First Timers' Gathering

IASL officers will greet first-time attendees and share helpful hints for getting the most out of their IASL conference experience.

Windows on the World Meeting

An all-conference meeting that provides a global picture of school libraries through short reports given by IASL Regional Directors about the past year's highlights, challenges, and activities. All conference attendees are encouraged to attend and may share perspectives from their country if time permits.

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; Information & Communication Technologies; 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 nine regions: Africa, Asia, North America, Latin America & Caribbean, East Asia, Europe, North Africa & Middle East, Oceania, and International Schools.

These Regional Meetings are chaired by the Regional Directors or their designates and provide an opportunity to network with regional colleagues and communicate about your region. All conference attendees are welcome to attend.

IASL Annual General Meeting (AGM)

The AGM is IASL's annual business meeting, dealing with financial and association matters, including election of officers, approval of the upcoming year's budget, etc.

All conference attendees are IASL members and are invited to the AGM.

Section 3.4

Conference Proceedings



The Conference Proceedings must be available in online form, on or before the opening day of the Conference. In line with the IASL Open access policy conference proceedings should be available to the general public within three months after the conference closes. The Proceedings must be sent to jbranch@ualberta.ca to be included on the IASL conference open access site.

Conference Proceedings papers should be edited using [Section 4.6 IASL Publishing Guidelines](#) and in [Section 4.7 IASL Referencing Guidelines](#).

The Conference Proceedings should be organized into two main sections or "volumes": (1) Professional Papers, and (2) Research Papers.

The Conference Proceedings should also include:

- Table of Contents;
- Message from the Editors/Editorial Committee;
- Names of the Conference Organizing Committee;
- Names of the Reviewing Committee;
- List of Trade Show Exhibitors and/or Sponsors;
- Index.

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 before the beginning of the conference;
- the conference proceedings include the official [IASL Copyright](#) information.

For proceedings example, see <https://journals.library.ualberta.ca/slwt/index.php/iasl>

Section 3.5

IASL Executive & Board Meetings



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 (6 persons) and Board (15 persons) meetings;
- there is access to power, Internet, printing and photocopying facilities at the venue; and
- coffee/tea and lunch is provided.

The Conference Chair will report to the IASL Board in person during the Board meeting on day 0 (the day before Conference begins) with preliminary registration numbers, program highlights and updates, etc.

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

Section 3.6

Conference Events and Displays



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

- **Gala Dinner**
 - Included in conference registration fees.
 - Includes Grand Live Auction (earlier in the evening), short speeches by IASL President and Conference Chair or designate, entertainment reflecting local culture.
- **Silent Auction and Pay and Take Table**
 - Requires at minimum 6 tables (1 meter by 2 meters, or larger) to display items brought from members for auction to raise money for IASL Awards and support programs, preferably alongside the trade exhibition; the availability of more tables is highly desirable.
 - Room must be secured (locked) during non-conference hours (or there must be secure storage close by to store auction items and books.
 - Requires a minimum of 2 local volunteers in 1-2 hour shifts during all open hours. More volunteers will be needed at the end of each day.
 - Supervised by IASL Treasurer, Executive Director, or other IASL Board members.
 - Runs from Day 1 of the conference.
- **Grand Live Auction**
 - Occurs at the Gala Dinner following the meal and no later than 9pm.
 - Requires display tables for 10-12 items transported from conference venue to dinner site by Sponsorship & Trade Exhibition Committee.
 - Overseen by IASL Treasurer and Executive Director.
 - Requires 45-60 minutes in the Gala Dinner program, prior to main entertainment.
 - Contact IASL Treasurer for queries about the auctions.
- **Visits**
 - To take place on the afternoon of the final day of 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.
 - Provide information about IASL & its programs to staff of schools, libraries, museums prior to visit day (request information from IASL Secretariat).

- **Conference Notice Board**
 - Display board in a central area preferably near registration desk to be used for:
 - IASL Officers' photos & helpful hints;
 - messages from the SIGs and Regional Directors;
 - message space for delegates.

- **Special IASL Programs, Displays and Poster Displays** (see also [Section 3.7](#))
 - IASL Secretariat - booth in Trade Exhibition area.

 - next year's IASL Conference Committee - booth in Trade Exhibition area.

 - GigggleIT Project - booth in Trade Exhibition area (may share with ISLM).

 - International School Library Month (ISLM) - booth in Trade Exhibition area (may share with GigggleIT).

 - International Children's Book Display - books donated by delegates for local schools (4 long tables; secure storage place during off-hours)
 - Contact VP Advocacy & Promotion and Chair of Children & Young Adult Literature SIG about International Children's Book Display.

 - Poster displays, if included in the conference.

Section 3.7

Sponsorship & Trade Exhibition



It is recommended that the Sponsorship & Trade Exhibition Committee create a floor plan for the layout of the trade exhibition booths and allocated space for the Silent Auction tables, Grand Live Auction items, and International Children's Book donations, and send this floor plan early to the Conference Chair so they can get feedback from the IASL President, Vice-President-Association Operations, and Secretariat.

Booths/tables for IASL, next Conference, GiggleIT, and ISLM

The Conference Committee will provide separate booths for the IASL Secretariat, the following year's IASL Conference Committee, the GiggleIT Project, and International School Library Month (GiggleIT and ISLM may share a booth) as part of the Trade Exhibition. The booths will require access to power, a table for display space, 1-2 chairs, and a display board.

IASL Corporate Sponsors

IASL is continuing to seek 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, per the Sponsors list obtained from IASL Secretariat 12 months before the conference;
- provide IASL's Platinum sponsor with the opportunity to present at the Conference (recommend a timeslot during the Awards ceremony and the opportunity to present awards);
- provide premium space booth in the Conference trade exhibition at no cost to IASL's Platinum Sponsor and to Libraries Unlimited for IASL-LU joint publications;
- offer a premium space booth in the Conference trade exhibition at 20% discount for IASL's Gold sponsors;
- 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) in the printed program, at Opening Ceremony and Closing Ceremony; and
- include a flyer in the conference bags as provided by each IASL sponsor.

Information about IASL's Official Sponsors can be obtained from the IASL Secretariat.
Email: jill@c2cpro.solutions

Section 3.8

Conference Finance



The Conference Committee:

- is eligible for a [seeding grant](#) 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](#)
- will refund the seeding grant by the end of the first full day of the conference;
- provide accommodation costs for the Executive Director for all preconference and conference nights; and
- provide accommodation costs for the Executive Committee (5 persons) for at least three nights. Executive committee members who agree to share a room should be allowed to stay up to six nights for no charge.

Conference registration fees:

Conference registration rates will be tied to the attendees' country of residence, with Zone C attendees having lowest cost and Zone A attendees having the highest (see [IASL Geographic Zones](#)).

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 2021); this additional Zone A amount will be paid to IASL by the local committee for each non-member registration within 90 calendar days after the conference is completed, and each registrant becomes an IASL member through the end of the next calendar year.

A minimum of ten percent (10%) of the member registration fee for every registered attendee (including complimentary registrations and conference committee members) will be paid to IASL within 90 calendar days after the conference is completed, but no later than 15 December.

As an incentive for prompt registration, the Conference Committee should offer discounted 'Early Bird' rates for attendees who register and pay at least 3 months in advance of the conference.

Please contact the IASL Secretariat for an up-to-date list of the IASL Executive Committee members, IASL Regional Directors, and winners of the IASL Leadership Awards and Da Vinci Huis Award.

Complimentary (free) registration must be offered to the IASL Executive Committee (6

persons) and up to 4 Award winners (Da Vinci Huis Award and the IASL Leadership Awards). Complimentary registration may be offered to Conference Committee chairpersons and/or members, as well as keynote/plenary speakers.

IASL Regional Directors must be offered a registration discount, and session leaders/paper presenters (one per session/paper) may be offered a registration discount, which in both cases may equal the 'Early Bird' rate through the final date for conference registration.

The Conference Committee may offer an 'Accompanying Person' registration rate which covers Opening Session, Welcome Party, lunches (if included in conference registration), and Gala Dinner, but won't entitle the Accompanying Person to attend any pre-conferences, presentations, workshops, or other sessions.

Separate fees charged in addition to the conference registration include pre-conferences, tours for accompanying persons during the conference, and post-conference tours.

Please ensure that the registration process can handle Zone A, B, and C registrations, complimentary, early bird, member, non-member, and accompanying person registrations, as well as separately ticketed items such as pre-conferences and tours. If you use the free registration services offered by the IASL Secretariat, these categories will all be included.

Credit card payment must be available for all categories of conference registration.

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

Conference income will be allocated as follows:

- Zone A membership (see above) collected from non-members attending the conference will be paid to IASL as a membership fee for those attendees.
- a minimum of 10% of the member registration fee for every registered attendee (paid or complimentary) will be paid to IASL within 90 calendar days after the conference is completed.
- Please ensure [Sponsorship guidelines for the IASL sponsors](#) are met.

Grand Live Auction, Silent Auction, and Pay & Take Tables

Each year's Auction proceeds from the Pay & Take tables, 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.

A reasonable amount of 'starting cash' in small denominations of local currency will be required by the IASL Treasurer at the start of the Silent Auction, along with a cash box for

collecting Silent Auction/Pay & Take money. This 'starting cash' will be returned to the Conference Treasurer before the end of the second conference day; the cash box will be returned at the close of the conference.

All money collected for the Silent Auction/Pay & Take will be given 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 at the Gala Dinner.

Section 4.0: Guidelines and Templates

Section 4.1

Conference Chair Report



- 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, Vice-President - Association Operations, and Secretariat for transmission to the IASL Executive Committee and Board of Directors.
- The Conference Chair may request to be an active participant of the e-meetings of the IASL Executive Committee and Board of Directors at any time by contacting the IASL Secretariat.

Meeting date: _____

Report submitted by: _____

Report from Conference Chair:

-

Program Chair:

-

Presentations & Papers Chair:

-

Treasurer/Finance Coordinator:

-

Events Coordinator:

-

Facilities Coordinator:

-

Advertising Coordinator:

-

Sponsorship & Trade Exhibition Coordinator:

-

Section 4.2

IASL Copyright



Conference Proceedings will be open access following <https://creativecommons.org/about/cclicenses/> of CC BY-NC. Authors submitting papers must agree to have their papers published on the IASL Conference Proceedings Website. They will maintain the copyright on their work.

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@c2cpro.solutions

Section 4.3

Call for Proposals



This information shall be 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/preconferences and posters (depending on the location organizers can decide whether or not to have a poster session. Papers are not normally required for workshops/pre-conferences 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, or workshop/pre-conference suitable for inclusion in the conference program.

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

Demonstrates the links between <Text goes here>.

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

See the following examples for how to review proposals (using Google Forms):

1. [Research Proposals](#)
2. [Professional Proposals](#)

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 Presentations & Papers 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.

Authors must ensure:

- the paper is well written and satisfies conference themes;
- the accuracy of their papers;
- they are the copyright holders of the paper;
- the contents have been cleared for publication by any organization 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 & Copyright Agreement**; and
- 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.

Before submitting your final copy of conference paper, please ensure the following:

- Paper includes a 100-word abstract for the paper
- 12-point Times New Roman with one-inch margins, double-spaced
- Headings for Research Papers should include (as appropriate):
- Introduction
 - Statement of the Research Problem
 - Literature review
 - Methodology
 - Findings
 - Discussion
 - Implications and Conclusions
 - References
- Contact information for each author is included (name, affiliation, city, country, email)
- Paper is no more than 5000 words, not including references
- Use APA (7th Edition) for in-text citations and references
- Provide the DOI or the URL of the journal for all articles in the reference list, when available
- Lists 3-5 keywords associated to topic of paper
- 25-word biographies for each author are at the end of the document
- Submit your final submission as a .doc or .docx file (please do not submit a pdf document) to link([XXXX](#)) no later than [XXXXXX](#).

Author Responsibilities and Copyright

Authors must ensure:

- the accuracy of their papers;
- that they are the copyright holders of the paper;
- that the contents have been cleared for publication by any organization having the capacity to preclude publication of the paper;
- that they accept full responsibility for statements made both in written papers and in presentations and sign a statement of originality; and
- 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 Organizers accept no responsibility for statements made by authors either in written papers or presentations.

See [IASL copyright](#)

Paper Presentations

Research paper presentations and professional paper presentations at the conference are normally twenty (20) minutes with 5-minute question and answer time.

Workshops during the conference (not as pre-conference) are usually fifty-five (55) minutes.

Conference Organizers may schedule two thematically related papers in a 1-hour time block or three papers in a 90-minute time slot in a meeting room (See [Section 4.12](#) IASL Program Template). Don't mix research and professional papers in the same room during a time block!

Presenters shall be contacted about equipment requirements before the conference.

Presenters may supply print copies of their paper or handouts for delegates.

Section 4.4

Sample Conference Announcement



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 organization 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
- Transforming schools with proactive libraries

Proposals

Proposals for professional papers, research papers, workshops, pre-conference sessions, and poster sessions are invited for presentation at the conference. Research proposals will be double-blind, peer-reviewed. Authors of accepted proposals (research, professional, workshops, and posters) may choose to submit final papers **to be 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>
---------------	-------------

Proposal Acceptance notification	<Date 20XX>
Papers due	<Date 20XX>

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

Section 4.5

Statement of Originality



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 **XXXX** 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

Author Responsibilities and Copyright:

Authors who have papers accepted for presentation at the IASL 20XX Annual Conference:

- **Must be registered** participants of the conference;
- **Must have paid all registration fees in advance**, before publication of the conference proceedings;
- **Will attend the conference and present their paper** or arrange for a proxy to present for them;
- Will have their papers published in the IASL 20XX conference proceedings;

Authors must ensure:

- the paper is well written and satisfies conference themes;
- the accuracy of their papers;
- they are the copyright holders of the paper;
- the contents have been cleared for publication by any organization 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 & Copyright Agreement**; and
- 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.

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

Before submitting your final copy of conference paper, please ensure the following:

- Paper includes a 100-word abstract for the paper
- 12-point Times New Roman with one-inch margins, double-spaced
- Headings (as appropriate):
- Introduction
 - Statement of the Research Problem
 - Literature review
 - Methodology
 - Findings
 - Discussion

o Implications and Conclusions

o References

- Contact information for each author is included (name, affiliation, city, country, email)
- Paper is no more than 5000 words, not including references
- Use APA (7th Edition) for in-text citations and references
- Provide the DOI or the URL of the journal for all articles in the reference list, when available
- Lists 3-5 keywords associated to topic of paper
- 25-word biographies for each author are at the end of the document
- Submit your final submission as a .doc or .docx file (please do not submit a pdf document) to provided link no later than **XXXXXX** [60 days before conference begins].

All proceedings will be published on the IASL Conference Proceedings Website - see <https://journals.library.ualberta.ca/slw/index.php/iasl>

Conference Organizers are responsible for formatting papers for publication with the support of IASL members. Please see examples of formatted proceedings on the website <https://journals.library.ualberta.ca/slw/index.php/iasl>

Section 4.7

IASL Referencing Guideline



Referencing

All IASL papers 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.

Publication Manual of the American Psychological Association, Seventh Edition (2020)

Quick Reference Guide, APA Style 7th Edition

<https://apastyle.apa.org/instructional-aids/reference-guide.pdf>

Section 4.8

Finding Reviewers



A list of potential reviewers for research paper proposals and professional paper proposals may be requested from the IASL Secretariat via email: jill@c2cpro.solutions

Suggestions for reviewers for research paper proposals may also be sought from:

- Chair of the School Library Research SIG
- Members of the School Library Research SIG
- Chair of the School Library Education SIG
- Members of the School Library Education SIG
- School Libraries Worldwide 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 paper proposals or research paper proposals (not both). This reduces the complexity of the reviewer's task and increases the quality and consistency of the assessment of both kinds of proposals.

Section 4.9

Instructions for Reviewing Conference Proposals (Abstracts)



The Presentations & Papers Chair is responsible for choosing a reviewing system for assessing conference proposals, such as this one used for past IASL conferences.

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, etc

Remember that you only have a certain number of time blocks available, based on the conference master schedule. A 1-hour time block in one meeting room can hold two research papers, two professional papers, or one workshop.

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

Committee Chair Report to Conference Chair



Note: You can cut and paste from your Committee meeting reports and use form/bullet points 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 **monthly**.

Meeting date: _____

Report submitted by: _____

Activities so far:

-

Discussion:

-

Action required:

-

Future activities:

-

Discussion:

-

Action required:

-

Summary:

-

Recommendations:

-

Other:

Section 4.11

Proceedings & Papers Chair Report to Program Chair



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 **monthly**

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 4.12

IASL Conference Program Template



Your Conference Committee will decide on the length of your conference and its calendar dates. This sample Conference program template shows a six (6) day program:

Day 0	IASL Executive & Board meeting; Pre-conference Program; Visits; Registration, Welcome Reception
Day 1	Conference begins; First Timers' Gathering/Orientation; Opening Ceremony; Trade Exhibition Opening; Awards ceremony; Windows on the World meeting; Regional meetings
Day 2	Conference continues; SIG meetings #1
Day 3	Conference continues; SIG meetings #2; IASL AGM; Gala Dinner
Day 4	Conference close; half-day tours; IASL Board & Executive meeting
Day 5	Post-conference sessions/tours

The program template shown 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 attendees have opportunities to interact with the presenters.

The exact number of concurrent sessions depends on how many time slots remain in each conference day after keynotes, required meetings, lunch, and coffee/tea breaks are placed into your schedule, multiplied by the number of suitable meeting rooms.

Each time slot shall include a selection of research forum presentation(s) and professional presentation(s). A 1-hour time slot is actually 55 minutes long to allow time for the next session to set up; likewise a 90-minute time slot is 85 minutes on the schedule.

- Research forum presentations - each presenter has 20 minutes plus 5 minutes question & answer (25 min. total). Group two (2) similarly themed research papers together in a 1-hour time slot or three (3) per 90-minute time slot (both include 5

minutes between presenters). No more than 2 research meeting rooms may be scheduled simultaneously.

- Professional presentations - each presenter has 20 minutes plus 5 minutes question & answer (25 min. total). Group two (2) similarly themed professional papers together in a 1-hour time slot or three (3) per 90-minute time slot (both include 5 minutes between presenters). Workshops - one (1) per 1-hour time slot. No more than 3 professional presentation/ workshop meeting rooms may be scheduled simultaneously.
- Conference Organizers may wish to use one of the concurrent session time slots to provide sponsors with time for presentations

IASL EVENTS IN THE PROGRAM (See [Conference Program](#))

In the printed conference program, please include the explanation for each IASL event listed below:

FIRST TIMERS' GATHERING

This informal orientation session led by IASL officers will provide attendees with helpful hints for a successful conference experience.

WINDOWS ON THE WORLD

An all-conference meeting that provides a global picture of school libraries through short reports given by IASL Regional Directors about the past year's highlights, challenges, and activities. All conference attendees are encouraged to attend and may share perspectives from their country if time permits.

IASL REGIONAL MEETINGS

All conference attendees are welcome to attend the IASL regional meeting of their region: Africa, Asia, North America, Latin America & Caribbean, East Asia, Europe, North Africa & Middle East, 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) which provide an opportunity to share issues, developments, ideas and projects within their specialized focus area:

- 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 IASL members and are encouraged to attend the IASL Annual General Meeting; student members may observe, but not vote. During this meeting several items of business 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 PAY & TAKE, SILENT AUCTION, AND GRAND AUCTION

Conference attendees are asked to bring an easily packable item from their country to donate for the IASL auctions.

1. Pay & Take – Smaller 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 day wins 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

Sample 4-day conference schedule



<XX>th IASL Conference
<Name of host organization>
<Place and date of conference>

DAY 0	DAY 1	DAY 2
Preconference Workshops/ Tours IASL Board & Executive Meeting	7.30-8.45 Registration/Coffee 8:00-8:45 Windows on the World meeting	8.00-8.45 Registration/Coffee 8:00-8:45 First timers' gathering
	8.45-9.00 Housekeeping	8.45-9.00 Housekeeping
	9.00-11.00 Opening Ceremony; Welcomes; Roll call of Nations; Keynote	9.00-10.00 Keynote
		10.00 – 11.00 Concurrent Sessions
	11-11.30 Morning Tea Opening of Trade Exhibition & Silent Auction	11-11.30 Morning Tea Poster sessions; Trade Exhibition & Silent Auction open
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 & Silent Auction open	Lunch 12.30-1.30 Poster sessions; Trade Exhibition & Silent Auction open
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 & Silent Auction close at 3:30	3.00-3.30 Afternoon Tea Poster sessions; Trade Exhibition & Silent Auction close at 3:30
	3.30 – 4.30 Concurrent Sessions	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 #1	8.00-8.45 Registration/Coffee 8.00-8.45 SIG Meetings #2	Post conference full day tours, half-day tours, and/or school library visits
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 & Silent Auction open	11-11.30 Morning Tea final pick up for Silent Auction	
11.30-12.30 Keynote or Concurrent Sessions	11.30-12.30 Closing Keynote	
12.30-1.30 Lunch Poster sessions; Trade Exhibition & Silent Auction	12.30-1.00 Closing Ceremony; Handover; Evaluations	
1.30 – 3.00 Concurrent sessions	Post School Library visits	
3.00-3.30 Afternoon Tea Poster sessions; Trade Exhibition & Silent Auction end	IASL Board & Executive Meeting	
3.30 – 5.00 Concurrent Sessions		
7.00-11.00 Conference Gala Dinner & Grand Auction		

Section 4.13

IASL Conference Timeline Checklist



Manual section	TASK	WHO	WHEN	DONE
2 – 3 Years prior to the conference				
1.0	Attend several IASL conferences	Interested parties	2-3 years prior	
1.0	Propose idea of hosting a conference locally	Interested parties	2-3 years prior	
1.0	Gauge support from other library & education groups	Interested parties	2-3 years prior	
1.0	Develop bid proposal	Interested parties	2-3 years prior	
1.0	Submit <i>Application for Hosting an IASL Conference</i>	Interested parties	2-3 years prior	
2 Years prior to the conference				
1.0	Finalize <i>Partnership Agreement</i> with IASL	Conference Chair	2+ years prior	
2.0	Organize conference committee:		2 years prior	
2.1	Conference Chair – ongoing oversight of sub-committees, monthly meetings/reports to IASL President / VP-Assoc.Operations/Secretariat	CC	2 years prior	
2.2	Program Chair – program & coordination	PC	2 years prior	
2.3	Proceedings & Papers Chair – review panels, conf. proceedings	PPC	2 years prior	
2.4	Treasurer/Finance Coordinator – ongoing oversight of the budget	TFC	2 years prior	
2.5, 3.6	Events Coordinator – auction, dinner, visits	EC	2 years prior	
2.6	Facilities Coordinator – venue, accommodation, transportation	FC	2 years prior	
2.7	Advertising Coordinator – publicity, web	AC	2 years prior	
2.8	Sponsorship & Trade Exhibition Coordinator – exhibitors, conf. bags	STC	2 years prior	
2.9	Registration Coordinator	RC	2 years prior	
2.1	Develop schedule of meetings for conference committee	CC	2 years prior	

1 ½ - 2 Years prior to the conference				
2.6	Find suitable venue	CC / FC	1 ½ - 2 years prior	
2.4	Set up the conference bank account; bank IASL seeding grant	TFC	1 ½ - 2 years prior	
2.4	Carry out preliminary cost estimates	TFC	20 months prior	
4.4	Develop theme of conference – finalize with IASL President/Secretariat	All	20 months prior	
4.4	Finalize dates for conference	All	20 months prior	
2.7	Develop conference logo	AC / All	20 months prior	
1 – 1 1/2 Years prior to the conference				
3.2, 4.1	Monthly reports to IASL VP- Association Operations / President / Secretariat	CC	Month-end	
4.10,4.1 2	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 editor	CC, AC	Each quarter	
2.5, 3.6	Contract with the venue for the Gala dinner	EC	1 ½ years prior	
2.6	Arrange accommodation options	FC	1-1 ½ years prior	
2.4	Update the conference budget	TFC	18 months prior	
2.2, 2.3	Approach keynote speakers	PC	18 months prior	
2.8, 3.7	Seek sponsors	STC	18 months prior	
2.8	Get IASL sponsor list from IASL Secretariat	STC	18 months 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 months prior	
2.9	Provide links to visa requirements on conference website	RC	12-18 months prior	
2.2	Invite opening ceremony speakers	PC	12-18 months prior	
2.2, 3.3	Plan opening ceremony performance/ cultural event	PC	12-18 months prior	

6 – 12 months prior to the conference				
3.2, 4.1	Monthly reports to IASL VP- Assoc Operations / President / Secretariat	CC	Month-end	
4.10, 4.11	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 by quarterly article deadline	CC, AC	Each quarter	
4.4	Advertising / information updates – local, listservs, conference website, sponsors, trade fair	AC, STC, All	Ongoing	
2.9	Have invitation letter with signatures of CC & IASL President	RC	12 months prior	
2.9	Verify current visa requirements	RC	12 months prior	
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	PPC	10-12 months prior	
2.3	Find coordinator to collate and distribute material for reviewers	PPC	10 months prior	
2.5, 3.6	Organize tours, if any	EC	8-10 months prior	
2.9	Request IASL member list from IASL Secretariat	RC	mid-January	
3.3	Organize pre-conference workshops	PC	7-8 months prior	
2.5, 3.6	Organize school visits	EC	7-8 months prior	
4.3	Proposals(abstracts) due to PPC	PPC	7-8 months prior	
4.9	Double blind review of abstracts begins	PPC	6-7 months prior	
2.7, 2.9	Post registration form and letter of invitation to website	RC, AC	6+ months prior	
2.2, 3.3, 4.12	Develop draft program – skeleton with keynotes, events & post on website	PC	6 months prior	
4.9	Notify presenters of acceptance/rejection	PPC	6 months prior	
4.5, 4.6	Email Statement of Originality, publishing & referencing guidelines to presenters	PPC	6 months prior	

3 – 4 months prior to the conference				
3.2, 4.1	Monthly reports to IASL VP- Assoc Operations / President / Secretariat	CC	Month-end	
4.10, 4.11	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 by quarterly article deadline	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	
3.4	Submission of full papers for publication in the Conference Proceedings	PPC	2 months prior	
3.9	Early bird registration to 4 months prior (can be extended to 3 months)	RC	4 months prior	
2.8	Organize conference bags, nametags	STC	3-4 months prior	
2.5	Organize 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 (contact IASL Secretariat about set of national 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 VP- Assoc Operations / President / Secretariat	CC	Month-end	
4.10, 4.11	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	
2.7	Organize the conference banner for the opening ceremony	AC	2-3 months prior	
2.2, 3.3	Organize times for SIG meetings (#1 & #2)	PC	2 months prior	
2.2, 3.3	Organize times for Windows on World & Regional meetings	PC	2 months prior	
2.2, 3.3	Organize time for IASL AGM	PC	2 months prior	
4.12	Draw together elements of program – keynotes, meetings, concurrent sessions, ceremonies, events, tours	PC	2 months prior	
3.3	Organize welcome reception	EC	2 months prior	
2.2	Organize awards ceremony	PC	2 months prior	
3.3	Ensure a separate research strand for each concurrent session	PC	2 months prior	
2.6	Organize breakout spaces for concurrent sessions	FC	2 months prior	
2.2, 3.3, 4.12	Assemble final program; make available online	PC	2 months prior	
2.5	Organize lunch, morning and afternoon tea/coffee for delegates	EC	2 months prior	
2.6	Organize spaces for posters, if required	FC	2 months prior	
2.5	Organize transport	FC, EC	1-3 months prior	

4 - 6 weeks prior to the conference				
3.2, 4.1	Weekly reports to IASL VP- Assoc Operations / President / Secretariat	CC	Weekly	
4.10, 4.11	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, 4.12	Finalize program booklet	PC	6 weeks prior	
2.8, 3.7	Organize booths or tables for the trade exhibition	STC, FC	4-6 weeks prior	
2.8, 3.7	Organize booths or tables for Silent Auction and Pay & Take	STC, FC	4-6 weeks prior	
2.8	Organize food and drink for trade exhibitors	STC, EC	4-6 weeks prior	
2.2	Organize printing of final program	PC	4-6 weeks prior	
3.7	Develop a floorplan for the trade exhibition; submit to IASL for feedback	STC	4 weeks prior	
3.6	Organize noticeboard for conference	FC	4 weeks prior	
2.9	Organize people and space for conference registration	RC	2-3 weeks prior	
2.6	Organize tables for auction items at Gala Dinner	FC	2 weeks prior	
2.6	Organize secure space for silent auction & book display	FC	2 weeks prior	
2.6	Organize booth space for IASL and GiggleIT/ISLM	FC, STC	2 weeks prior	
2.8	Pack conference bags, prepare nametags	STC	1-2 weeks prior	

<i>During and after the conference</i>				
2.1	Make status report on conference preparations to IASL Board	CC	At preconference Board meeting	
4.12	Maintain oversight of the conference & participation in official events	CC	Ongoing during conference	
2.9	Maintain oversight of registration before & during the conference	RC	Ongoing; open for days 0-3	
3.3	Organize the handover to the next conference committee	CC	End of conference	
2.1	Provide feedback, and de-brief at the post-conference Board meeting	CC	Post conference	
2.9	Send spreadsheet with all attendees' contact info to IASL Secretariat	RC	by 30 days post conference	
2.1, 3.2, 4.1	Prepare and deliver a final report to the IASL Executive	CC	by 60 days post conference	
2.1, 2.4	Arrange distribution to IASL of funds owing	TFC	by 90 days post conference	

REPORTS TO IASL EXECUTIVE:

Include information related to progress on Program, Finances, Events, Facilities, Advertising, Registration, and Sponsorship & Trade Exhibition

Section 4.14

Evaluation of the Conference



Ask attendees to evaluate their conference experiences at the conclusion of the conference.

Include evaluations for the venue, catering, keynote addresses, concurrent sessions, tours, activities – example below.

Consider using an online survey, with link emailed to conference attendees on the day after the conference.

Share the results with the IASL President and Secretariat within 30 calendar days after the conference closes.

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

Comments:

Recommended themes for future IASL conferences: