

SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION

Host Library Responsibilities for Conferences, Plenary Meetings, and Workshops

Contact person:

A contact person should be identified by the host library to communicate with the Executive Committee and presenters for detailed arrangements and all equipment needs.

Equipment needs:

Typical equipment needs include a computer, Internet access, projector and screen, and audio / video capabilities (VCR, DVD, etc.).

Schedule:

The SEPTLA Executive Committee will work with the host library in planning the final schedule.

The general schedule will be:

9:15 Refreshments
9:30-10:10 Interest Group meeting
10:10-10:50 Interest Group meeting
11:00-11:55 Business meeting
11:55. Greeting from host President (or designee), who gives blessing for the lunch
12:00-1:00 Lunch
1:00-3:00 Tour and Continuing Education

Lunch:

The host institution will make arrangements for lunch including any special needs noted by attendees in pre-registration. The host library has the option to charge for the lunch.

Invitations:

The host library will send a written invitation to each library giving details of the final schedule, lunch arrangements, and any special travel directions. The invitation will be provided to the editor of Teamwork for publication before the meeting. The invitation should also be sent to the SEPTLA listserv at SEPTLA@LBC.EDU and emailed to the SEPTLA Webmaster for posting to the SEPTLA Website. The host library should provide a deadline for an RSVP for their planning purposes.

Meeting places:

SEPTLA meetings generally have 25-40 in attendance at the business meeting. Make arrangements for enough small rooms for all Interest Group(s). The meeting places and restroom facilities need to be ADA compliant for access.

Tours:

The host library may provide a tour of their facilities or other subject that would be of interest to SEPTLA attendees. Please limit tours to a maximum of 30 minutes.