Call for expressions of interest for the ALIA National Library and Information Technicians' Symposium 2023

The Australian Library and Information Association is seeking expressions of interest for the ALIA National Library and Information Technicians' Symposium, taking place in 2023.

The Libtech Symposium aims to provide a low cost and high value event specifically geared towards library and information technicians from around the country.

We want Libtech 2023 to be amazing and need your help to make it happen. We are seeking expressions of interest from ALIA Groups and Committees who would like to contribute their enthusiasm and build this event from the ground up.

Background information about the event and the information required in your EOI can be viewed below.

Are you interested? Contact Christina Granata, Director Conferences and Events on 02 6215 8214 or events@alia.org.au for further information.

Expressions of interest should be submitted to events@alia.org.au by 28 March 2022.

Preparing your expression of interest

Expressions of Interest will be called for groups who wish to run the New Librarians' Symposium and National Library and Information Technicians Symposium.

The ALIA Events team can provide you with assistance in preparing your expression of Interest. We also encourage you to seek advice and assistance from previous symposium committees and/or regional tourism and convention bureaus.

Your Expression of Interest should include as much information as possible about your proposed event including –

- Committee – proposed members and structure
- Objectives
- Dates
- Location
- Venue
- Theme
- Logo and branding
- Program format
- Draft budget

COMMITTEE

Provide full details of your committee members and any experience organising events. Please include their contact details and whether they are current ALIA members.
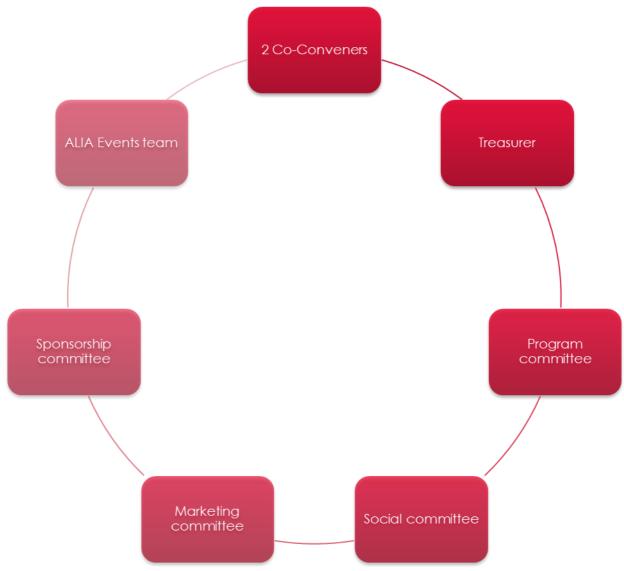
ROLES AND RESPONSIBILITIES OF THE COMMITTEE

- Plan a symposium that meets the aims of ALIA conferences and events

- Create a diverse, interesting, and innovative symposium program including social functions
- Plan an affordable event that attracts a wide audience from across Australia
- Promote the symposium to an international, national, and regional audience
- Set up communication between your audience/delegates through social media, websites, and other relevant networks
- Coordinate the call for papers, abstract review, and selection of papers
- Ensure any peer-review processes follow relevant guidelines
- Develop a sponsorship prospectus and approach potential sponsors
- Maintain professional and strong relationship with sponsors to ensure they are happy with the coverage they are getting from sponsoring your event
- Develop, monitor, and implement a budget that ensures a financially viable result for the Symposium.

The ALIA Events team are available to assist with every stage of the event planning. They will form a part of the organising committee, providing organisational and logistic services which enable the committee to focus their energies in those areas which require their industry expertise such as developing the program, identifying sponsorship partners and marketing through their individual networks. You will also have the support of other ALIA teams including finance, graphic design and communications.

COMMITTEE STRUCTURE

In our experience the structure below is the one that works best. If you have another structure you'd like to try that's fine but please make sure there are two Co-Conveners and more than one person on any subcommittee.

The diagram shows a circular arrangement of committee roles: 2 Co-Conveners, Treasurer, Program committee, Social committee, Marketing committee, Sponsorship committee, ALIA Events team.

CONVENERS

Two Co-Conveners will lead the group through the planning of your event. This puts less pressure on one person and allows for other commitments. Conveners are responsible for ensuring the success of the event as well as risk management and legal adherence. The main responsibilities are:

- Lead the committee and chair committee meetings

- Be the primary liaison with ALIA Events team

- Ensure that the ALIA Events team are included in all committee communications

- Set up regular committee meetings as needed

- Advise the ALIA Events team of any changes to the committee membership or structure

- Advise the ALIA Events team of any major changes to the event plan

- Be responsible for providing regular progress reports to the Board of Directors through the ALIA Events team

- Be responsible for providing a post event report to the Board of Directors through the ALIA Events team within one month of the event

- Ensure that minutes of meetings record all significant decisions and are true and correct records of the meetings and that minutes are circulated post-meeting

- Ensure all legal and compliance responsibilities are met

- Set up and manage sub-committees to ensure that planning deadlines are met

- Monitor the critical path and ensure deadlines are met

- Works with the treasurer and ALIA Director Conference and Events to develop a budget for Board endorsement

- Monitor the event budget and expenditure to ensure that the budgeted result is achieved

When you're structuring the committee, we recommend creating subcommittees for different elements of your event, while still working as a team. Our recommendation for your subcommittee structure is;

PROGRAM

- Co-ordinates the program sub-committee

- Leads the development of conference themes

- Develops the program structure

- Develop a workshop program (if required)

- Selects keynote speakers in collaboration with the convenors, sub-committee, and ALIA events team and with reference to the budget

- Liaises with keynote speakers in the lead up to the event and onsite

- Liaises with speakers in the lead up to the event and onsite

- Coordinates the call for papers, abstract review, and selection of papers

- Co-ordinates the appointment of session chairs

- Coordinates AV requirements

- In coordination with the ALIA Events team and organising committee, prepare run sheets for the event

- Ensures that peer reviews processes follow relevant guidelines

- Works with ALIA Events staff to ensure that papers are uploaded to event websites/digital repository within one month of the event conclusion

SPONSORSHIP

- Works with the convenor and ALIA Events team to develop a sponsorship offer

- Approaches potential sponsors

- Liaises with ALIA Events and Finance teams to ensure invoices are issued in a timely manner and to follow up outstanding debts

- Ensures that all sponsor entitlements are fulfilled

- Liaises with sponsors onsite

SOCIAL

- Develops a social program

- Develops library tour ideas and liaises with local host libraries (if included in the program)

- Promotes the networking events

- Coordinates transport, catering, and logistic requirements for tours

- Develop and provide local accommodation, transport, and tourism information for delegates

- Liaises with the venue where necessary

- Liaises with entertainers

- Coordinates volunteers

BUDGET

- The treasurer is responsible for working with the convenor and ALIA Director Conferences and Events to develop a budget for Board endorsement

- Liaises with the ALIA Events and Finance teams to ensure payment of invoices

- Liaises with the ALIA Events and Finance teams on outstanding debts

- Monitors the budget and ensures that all expenditure is within budget

- Provides a monthly budget report to committee convenors

MARKETING

- Develops a marketing plan

- Works with ALIA Events staff to promote the event through ALIA Weekly, INCITE etc

- Identifies other channels of promotion

- Manages the administration and content of social media, blogs and conference website

- Coordinates the conference evaluation/feedback from delegates

- Ensures that all branding complies with the current ALIA branding guidelines

- Liaises with ALIA Events team to determine signage requirements, design and printing

COMMITTEE CHARTER AND REQUIREMENTS

As a committee, you are taking responsibility for an established ALIA brand and for its excellent reputation in the sector. You are also taking on responsibility for a $100,000 plus event, with the financial risks/opportunities that entails. By choosing your committee, the ALIA Board is trusting you with the Association's brand, reputation, and safe financial management.

All committee members will need to agree to:

- Act with honesty and integrity

- Maintain a professional level of courtesy and respect to all conference planning participants

- Abide by the ALIA Association's policies, Constitution and By-Laws

- Be a current financial member of the Association

- Agree to abide by the confidentiality conditions outlined below and to exercise good judgment and discretion when discussing committee issues outside meetings

- Promote the Association and act professionally and in the best interests of the Association during their term as a committee member

- Not profit individually from being a committee member

- Declare any conflicts of interest

- Ensure the continued support of their employer to participate in committee activities

- Advise the convenor and ALIA events team of any change to employment or personal circumstances that may impact on their ability to participate in committee activities.

All information discussed at committee meetings and via email, including but not limited to, business processes, financial transactions, personal and institutional members and their representatives, and Board decisions, shall be regarded as confidential between committee members, Board members and ALIA staff contacts.

Planning a symposium takes a great deal of time and resources for several months and years in the lead up to the event. We know that you are volunteering your time and do have other commitments, but you may be asked to attend meetings or answer phone calls or emails during work hours. It is strongly recommended that you gauge the level of support from your workplace prior to volunteering to be on a committee.

Committee members need to be personal financial members of ALIA or be their nominated institutional representatives as part of ALIA's institutional membership.

OBJECTIVES

Provide a clear statement of the objectives for the conference. What goals do you hope to achieve? Who is your proposed audience?

PROPOSED DATES

Provide proposed dates (it is suggested the event not coincide with other major ALIA events or LIS conferences).

LOCATION

What city are you proposing to host the event? What are the advantages to ALIA members of holding the event in your nominated location? You may want to consider and include

information about the city which make it attractive to delegates like tourist attractions, easy accessibility of transport, climate etc.

You should also give a short overview of the accessibility of your nominated location for national visitors and considering the convenience and affordability of travel and accommodation.

VENUE

Please include your proposed venue. We would recommend sourcing a no or low-cost venue as this allows you to keep the registration cost affordable.

Things to consider when sourcing venues include:

- A written request for a quote should be sent identifying as many details as possible about the event. Ask that a complete information package be sent, including room plans, menus and an audio-visual price list.
- Ask about any concessions eg complimentary rooms, food and beverage discounts, audio-visual discounts, and complimentary parking. Site inspections should be conducted before any decision or preliminary booking is made.
- Ensure all hidden costs are known such as set-up and break down charges, weekend loadings, compulsory use of in-house AV resources, minimum number requirements and any effect this may have on room and conference rates etc.
- Delegate numbers expected - the venue must have a room for plenary sessions that can hold the total number of delegates. Appropriate breakout, workshop and meeting rooms must also be available to suit your proposed event format.
- Consider the special purpose rooms that are also required eg speakers' preparation rooms, prayer rooms, parent rooms, cloakroom and secretariat space.

- Audio-visual requirements - ensure the venue can provide everything needed, including power outlets, projectors, sound equipment, etc. Find out if these facilities are included in the price quoted for hiring the venue. Ask if the venue has an in-house company that has an exclusive contract or if outside companies can be brought in at no penalty cost.

- Catering – catering should be of good quality but affordable. If morning/afternoon teas, lunches, a welcome reception, cocktail party or dinner are to be provided on-site ensure that the venue can cater for these in terms of space and experience or provide options for external catering.

- Accessibility facilities – e.g., ramps, elevators, hearing loops.

- Accommodation for delegates – affordable accommodation options need to be available on-site or close to the venue. Keep in mind that many of the delegates will have to travel to the event so you should also consider public transport and parking availability.

- Referees – ask for names and contacts of organisations that have recently held events there.

- Experience and attitude of staff - take into consideration the experience and attitude of management and staff, their willingness to work with you and the degree of flexibility and professionalism.

SYMPOSIUM THEME

The committee should develop a conference theme and topics, and this should be identified in your EOI.

LOGO AND BRANDING

Think about what you want your symposium to look like and what it is represents. The ALIA logo should also be incorporated into your symposium logo. The ALIA Graphic designer will develop a

logo for the symposium if your EOI is successful but please provide a brief about your vision of the "look and feel" of the event with as much detail as possible.

PROGRAM FORMAT

Please include information about the number of days, expected format of the program, potential keynote speakers, networking and social events and any satellite events like tours or workshops.

BUDGET

Financial and legal liability for all ALIA events rests with the Association, which underwrites all events. The ALIA CEO. The ALIA CEO is required to sign all contracts and agreements.

A realistic budget is essential in planning any event. It will give your committee clear guidelines about how much money you can spend on your event and how much money you should have at the end. All expected income and expenditure should be included in your draft budget. Once the budget has been approved by the ALIA Board there can be no deviations, so we recommend you budget as accurately as possible and include all potential items.

Firstly, write up the expense portion of your budget including detailed information about your event such as food, beverages, rental of facilities, speakers' gifts, travel, etc. Determine the approximate cost of your event. Once you have estimated all of the costs, work out the income from delegate registrations. The ALIA Events team can give you numbers from previous events as a guide.

The event should be as affordable as possible to maximise the number of attendees. We suggest the following delegate registration categories:

- o Early Bird Member
- o Early Bird Non-member
- o Member
- o Non-member
- o Concession
- o Speaker rate

A differential in registration fees for members and non-members rates of at least thirty-three per cent (33%) should be applied to indicate a clear benefit to members and to provide an incentive for non-members to join.

It is recommended that a discounted registration fee be given for speakers. The discount can be decided by each conference committee. It is suggested that speakers receive a 25% discount.

A symposium budget template is attached in the appendix. Please contact the Director Conferences and Events for guidance in formulating your draft budget.

APPENDIX: BUDGET TEMPLATE

EVENT NAME				
Income	**Cost**	**#'s**	**$ - GST inclusive**	**Total**
Full Registration				
Early bird member				
Early bird non-member				
Standard member				
Standard non-member				
Concession Member				
Day Member				
Day Non-member				
Speaker Member				
Speaker Non-member				
Keynote Speaker Full Registration	**Complimentary**			
ALIA President & CEO	**Complimentary**			
ALIA staff	**Complimentary**			
Sponsors	**Complimentary**			
Volunteers				
Committee Full Registration				
Social Function Tickets				
Workshops				
Tour Registrations				
TOTAL INCOME				$ -

Expenditure	$	Total
Venue		
Conference Venue		
Audio Visual		
Audio Visual		
Marketing		
Prizes and Incentives		
Advertising		
Printing		
Signage		
Speakers		
Speaker Fees		
Speakers Conference Registration		
Speaker travel costs		
Social Functions		
Function name	Venue	
	Audio Visual	
	Entertainment	
	Theming	
Function name	Venue	
	Audio Visual	
	Entertainment	
	Theming	
Function name	Venue	
	Audio Visual	
	Entertainment	
	Theming	
Administration		
Stationery		
Postage		
Courier & Freight		
Printing		
Planning Expenses		
Committee Meetings		
Committee/volunteer Uniforms		
Committee gifts or thank you dinner		
TOTAL FIXED COSTS		

Variable costs	Cost	#'s	$	Total
Conference Accessories				
Smartphone Application				
Satchels				
Wi-fi				
Name badges				
Speaker Gift				
Food & Beverage				
Social function one				
Social function two				
Daily catering				
TOTAL VARIABLE COSTS				**$ -**

Final Costs	
Total Fixed Costs	
Total Variable Costs	
TOTAL COSTS	
TOTAL INCOME	
Gross Surplus — (Total Income minus Total Expenditure)	
Minus 10% GST on net income — (GST collected minus GST paid)	
NET SURPLUS	