

Conference Planning Committee Meeting (via teleconference) Minutes

October 7, 2016

ICM Update (see attached):

- Pia briefly discussed the layout of the South Towne Center.
- **AV Support:**
 - Programs/Conference Committee: Please remind presenters several times of what will/will not be provided by BYU's AV team.
 - Available in each presentation room:
 - Data Projector and Screen
 - Lectern and microphone
 - Hard-wired internet connection
 - VGA and/or HDMI cable to projector
 - **LAPTOPS WILL NOT BE PROVIDED**
 - It is suggested that presenters bring their own remote slide advancer tools and any other special equipment.
 - *Note:* Reasonable accommodations will be made for AV requests ONLY if requests are submitted ahead of time to Pia Jones at pia@icmevents.com
- **Registration:**
 - Registration will be opened first week of January (instead of last week of December, as previously planned). Most people will be back in the office then instead of out for the holidays.
 - Testing of registration system will occur in mid-December, after pre-conferences will be decided.
- Jessica reviewed **upcoming committee meetings:**
 - In-person meetings will occur on December 2nd and March 3rd at the Viridian Center.
 - Everyone is encouraged to attend the December meeting to decide which programs will be selected for the conference. Lunch will be provided but it will likely be a long meeting.
 - Before the December meeting, Tommy and Patrick will send out a survey and some feedback about program rankings.
 - Call-in meetings will occur on: Nov. 4, Jan. 6, Feb. 3, Apr. 7 at 11am. Agenda and call-in information will precede each meeting via email.
- **Date of conference** will be May 17th-19th, 2017 at the South Towne Expo Center in Sandy, UT. Unfortunately this will conflict with the CIMA Conference this year.
- **Proposals are being accepted through 10/31!** Spread the word! Twitter, Facebook, in-person encouragement to colleagues
- **There were some questions about roles of committee members.** The Publicity Chair is a crossover role with the Programs Committee (Tommy Hamby and Patrick Hoecherl). The Chair will work with both them, the Silent Auction chairs, and the Networking Social Chair to spread the word about events and programs.



ICM Update for ULA 2017 – October Meeting

Registration

Registration is set to open December 31st. We spoke about opening it the first week of January as no one will be around to receive the email blast to open on the last day of the year. I suggest we open on January 4th with an email blast to the attendee list in RegOnline as well as through the ULA channels.

Setup of the RegOnline site by ICM will be finished and a test link sent out to committee members prior to opening. We will need the pre-conference programs by the end of November or mid December at the very latest to be able to load those in to RegOnline. Once that has happened, the test link will be sent to committee members.

Exhibits

Exhibit sales are open. Please see the list of exhibitors which follows this page. By November, we should have a larger number of applicants.

Hotel

The Hilton Garden Inn is Sandy is accepting reservations now. The hotel information page follows this. The room rate will be \$135 for a single or double.

Space

As an update to last month's report, we have secured space for the blood drive on Friday.

Other

- I've attached information for the posters so that the person coordinating those can share with their participants.
- When presenters are confirmed, please let them know that the following av setup is in each room:
 - Data projector and screen
 - Lecturn and microphone
 - hard wired internet connection
 - vga and/or HDMI cable to projector (for those using a Mac, there will be a few cables, but if in doubt, bring your own connector.Laptops are not provided.

If presenters indicate additional *reasonable* needs, it is best to keep a running list of those next to the presentation name. As we get closer to the conference, we will add those to our AV order.

Pia Jones | ULA Conference Planner

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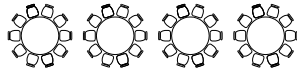
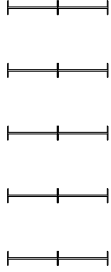
ULA 2017

Brief Exhibitor List

Exhibitor	Booth	Website	Sponsorship
Bound to Stay Bound Books, Inc.	# 102	www.btsb.com	
EBSCO Information Services	# 101	www.ebsco.com	
Innovative Interfaces, Inc.	# 301	www.iii.com	
MPLA	# 106	www.mpla.us	
SirsiDynix	# 201	www.sirsidynix.com	Possibly lunch..
UALC	# 207	www.ualc.net	
Utah Library Association	# 103	www.ula.org	
Utah State Library	# 105	www.library.utah.gov	

Hall 5

Poster Sessions

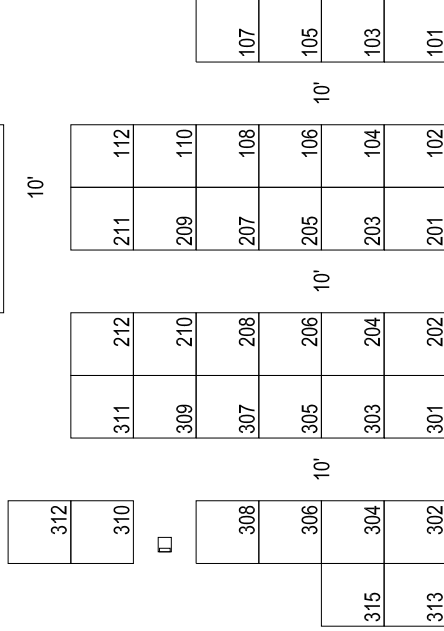


Silent Auction Area

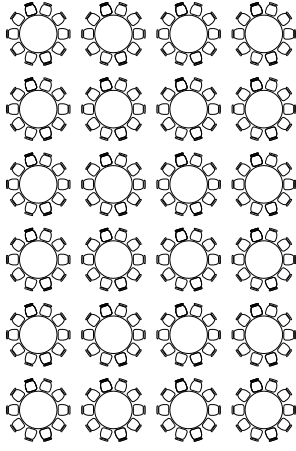
Internet Cafe



Book Sales

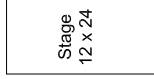


Hall 4



Seating for 450

Stage
12 x 24



CONCESSION

Registration

Inventory as of 09/21/2016

Dimension	Size	Qty	SqFt
10'x10'	100	36	3,600
Totals:		36	3,600



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Utah Library Association

May 17-19, 2017

South Towne Exposition Center - Hall 4-5

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ULA 2017 Hotel Information



You may call either number above to make reservations and reference the group code of **ULA**. Online reservations may be made by using the link below and the same group code.

[Click here to book your group rate for Utah Library Association-- HGI SANDY May 2017](#)

King room \$135
Queen/Queen room \$135

Tax is 12.67% per night.

The Garden Inn is a couple blocks from the South Towne Expo Center. They will provide transportation to and from the center.

Airport Transportation

The best option for travel from the SLC airport to Sandy is one of the shuttle services. Express Shuttle runs shuttles all day from the baggage area at the Salt Lake International Airport. Click on the link below for more information or call directly.

<http://expressshuttleutah.com/>

800-397-0773

Check Utah Transit Authority for light rail (TRAX) options.

<http://www.rideuta.com/>