



ICM Report
ULA Conference
Davis Conference Center
Layton, UT
May 4-6, 2016

Prepared by:

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Conference Facts:

Item	#	Notes
Total Registrations	405	
Thursday Attendees	374	
Friday Attendees	353	
Exhibitor Personnel	34	
Exhibits	29	Total booths
Number contracted hotels	1	
Number room nights	76	

Registration:

RegOnline was used for advance and onsite registration services. Attendees could register by credit card and check payment. A snapshot of registration (including pre-conferences) is below:

Type	Number
ULA Member Registration (2 comps UVU)	301
ULA Non-Member Registration	2
Student Full Conference	18
Student One Day Thursday	6
Student One Day Friday	3
Member; Thursday Only	42
Non Member; Thursday Only	4
Member; Friday Only	26
Non Member; Friday Only	2
Comp	1
Total Attendees:	405
Pre-Conference	
Conducting Research in Your Library	32
Everyday Ethics	46
Preventing Death by PPT and Other	51
Addressing Implicit Bias	31
Digital Accessibility and Inclusive Design	44
The Empowered Manager/Employee	39
Family Search	37
Pre-Conferences Total Attendees	280

RegOnline worked well and did a great job of capturing needed data. The mechanism to do conference blasts is very useful and is a good tool to provide information to various groups of attendees.

Exhibits:

The internet area was housed in the exhibit hall in addition to the refreshment breaks. Poster sessions were held in the exhibit hall as well.

Description	#
Total Exhibits	29
Complimentary spaces	4
Exhibit Revenue	14,415.00

There were a total of 25 10x10 paid booth spaces and four complimentary spaces given.

Exhibitor sponsorships included:

- SirsiDynix sponsored the Friday lunch.
- UNT sponsored bags.
- Emporia sponsored the lanyards.

The networking social and silent auction was a success in the exhibit area. We had good attendance. Liesl did a great job in securing all the donations and managing the auction. I don't know the final amount raised for donations. Part of the proceeds were captured on RegOnline and I have sent that information to Liesl and Javid.

Audio-Visual/Telecommunications

Each meeting room was equipped with a standard av set of projector and screen, internet line, microphones, etc. The microphones, screens, av carts and internet connections were provided by the conference facility. Data projectors were provided by UVU with Tim Rowley and one staff member providing technical support.

The AV sponsorship saved the group thousands of dollars as always.

Catering:

Plated lunches were served instead of buffets so that there was less interruption for the speakers.

The center did a good job with the meal services and special requests for attendees.

Hotel performance:

Sleeping rooms were contracted at the Hilton Garden Inn. Historical information gained from past venues was used to determine a conservative room block. ULA was contractually required to achieve 80% of its contracted 88 room nights (70.4) and did achieve this commitment by utilizing 76 paid rooms.

Session Counts:

Session counts for all programs are included in this document and are also provided in excel in the email that transmits this report.

Budget/Final Conference Costs:

Preliminary costs/budget are attached to this document. These need to be verified with Javaid.

As of right now, ULA looks to be in the black at \$11,892.94. Any final changes to this number should be minor.

ULA 2017

ULA 2017 dates are May 17-19, 2017 at the South Towne Expo Center in Sandy, Utah. A block of rooms is being held at the Hilton Garden Inn nearby. I will put together a projected budget in the next couple months for the incoming Conference Chair with all the information pertinent to South Towne and Sandy.

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It was a pleasure to manage the conference again this year and to work with Dustin, Emily and the rest of the conference committee.

We look forward to next year's conference in Sandy. Please let me know if you have any questions. Thanks for allowing us to serve ULA!

Pia Jones
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ULA 2016 Budget

ULA 2016 Budget					
updated:		6/1/2016			
Category	Subcategory	Amount	Qty.	Total	Notes
Registration	PreConference Registrations (WED)	55.00	4	220.00	For individuals not attending conf.
Member	ULA Member; Early	170.00	273	46,410.00	
Member	ULA Member; Regular Reg. Comp	0	1	0.00	
Member	ULA Member; Regular Reg.	200.00	28	5,200.00	
NonMember	Non-ULA Member; Early Comp	0.00	0	0.00	
NonMember	Non-ULA Member; Early	250.00	1	250.00	
NonMember	Non-ULA Member; Regular Reg.	295.00	1	295.00	
One Day	Member/Thursday	100.00	42	4,200.00	
One Day	Member/Friday	100.00	26	2,600.00	
One Day	Non-Member /Thursday	170.00	4	680.00	
One Day	Non-Member/ Friday	170.00	2	340.00	
Student	Student Full Conference	100.00	18	1,800.00	
Student	One day Student/Thursday	75.00	6	450.00	
Student	One day Student/Friday	75.00	3	225.00	
Tickets	Guest Lunch tickets	25.00	6	150.00	4 are in RegOnline, 2 are check payments not in system. From Stoddart and Patrick. Mailed to Javid.
	Total registration			62,820.00	
Exhibits	Exhibit rental	600.00	23	13,800.00	
Exhibits	Exhibit rental/discounted	540.00	1	540.00	
Exhibits	Exhibit rental/discounted	75.00	1	75.00	
Exhibits	Exhibits comped	0.00	4	0.00	
Exhibits	Meals for additional staff	4.00	65	260.00	
	Total exhibit revenue:			14,675.00	
Program	Advertising	1907.50	1	1907.50	
Program	Exhibit, Local Sponsorships & Grants	11800.00	1	11800.00	
	Total Revenue/Registrations:			\$91,202.50	
Expenses	Space/Food/Lodging/AV				
Davis Conf Ctr	Total charges (breakout below)	46,750.43	1	46750.43	3k deposit paid at signing.
Davis Conf Ctr	AV & Internet from center	5,000.00			Includes internet buyout for group.
Davis Conf Ctr	Catering at Center	23,050.00			
Davis Conf Ctr	Catering for Networking reception	0.00			Included in catering total.
Davis Conf Ctr	Catering for Past Presidents	0.00			Included in catering total.
Davis Conf Ctr	Space Rental; cleaning, security, etc.	18,700.00			14,750 rental plus 20% gratuity. And service chg on some av.
Hilton	Charges/rooms for speakers and staff.	1,622.05	1	1,622.05	Billed amount 1684.79 less personal of 62.74 for Dustin - he is paying ULA for that.
GES/Decorator	Pipe and drape; aisle carpet, etc.	3,140.11	1	3,140.11	
K&K	Required Liability Insurance	398.00	1	398.00	
	Total space/food/lodging/av			\$51,910.59	
Expenses	Supplies				
Liz Burnett	Sign Design	350.00	1	350.00	
Signs	Sign Printing/Alexander's	735.25	1	735.25	
PC Nametag	Registration supplies; badges/lanyards	618.66	1	618.66	
PC Nametag	Credit for bad badges	-54.12	1	-54.12	
Program	Program printing	2299.39	1	2,299.39	
Program	Program design	2,000.00	1	2,000.00	
	Gifts for speakers	62.98	1	62.98	
RegOnline	Reg service and credit card fees	4,666.30	1	4666.30	
	Supplies			\$10,678.46	
Keynote	Speaker fees/honoraria/travel	9,942.47	1	9,942.47	Nights covered in housing above. Garner contract up to 4328 inclusive of fee/per diem/travel. Bahram contract up to 5328 etc per Dustin. Final numbers are 6,199.77 for Sina and 3,742.70 for Martin.
Conference Planner	Event Management Fee				
ICM	Event Planning	5,750.00	1	5,750.00	
ICM	Travel and onsite expense	932.67	1	932.67	
ICM	Commission on ads (5% per contract)	1,907.50	0	95.38	
ICM	Commission on booths over 30 sold-10% of booth fee for one booth.	0.00	0	0.00	
	Total Event Management Fee			\$6,778.05	
	Total Income			91,202.50	
	Expenses			79,309.57	
	Total Profit:			\$11,892.94	

All numbers shown here are gathered by ICM and subject to Javid Lal (ULA's treasurer) review.

Session	Date	Time	Room	Count
Preventing Death by PowerPoint and Other Calamitous Design Failures	5/4/2016	8:30 AM	Twilight 3&4	34
Conducting Research In Your Library: Find Answers to Your Questions!	5/4/2016	8:30 AM	Twilight 1&2	28
Speaker)	5/4/2016	8:30 AM	Meridian A&E	51
What's New at Family Search	5/4/2016	1:00 PM	Zephyr	32
The Empowered Manager/Employee	5/4/2016	1:00 PM	Twilight 3&4	27
Addressing Implicit Bias in Ourselves and in Our Profession	5/4/2016	1:00 PM	Twilight 1&2	32
Digital Accessibility and Inclusive Design, from Demos to Contracts (Keynote Speaker)	5/4/2016	1:00 PM	Meridian A&E	37
ULA Business Meeting	5/5/2016	9:00 AM	Meridan B	86
Sina Bahram Keynote	5/5/2016	9:30 AM	Meridian B	312
3-D Printing: Can I do it? How do I do it? Should I do it?	5/5/2016	11:00 AM	Twilight 3&4	52
Library	5/5/2016	11:00 AM	Twilight 1&2	31
Information	5/5/2016	11:00 AM	Stratus 7-9	21
Self-Directed Achievement: If you give library staff an hour...	5/5/2016	11:00 AM	Stratus 5&6	86
Student Worker on Co-Teaching (20 minutes) / Unlock Your Creativity: How to Build	5/5/2016	11:00 AM	Meridian D&H	48
Making a Photobooth a Fundraiser: How you can make READ posters of the public pay	5/5/2016	11:00 AM	Meridian C&G	9
Avengers.	5/5/2016	11:00 AM	Meridan B	36
Experience	5/5/2016	1:30 PM	Twilight 3&4	38
Meeting Utah's Diverse Needs Through Programming	5/5/2016	1:30 PM	Twilight 1&2	34
Health and wellness information for librarians	5/5/2016	1:30 PM	Stratus 7-9	41
Who helps the help desk? Evidence-based troubleshooting support for desk staff	5/5/2016	1:30 PM	Stratus 5&6	33
Principles of Design	5/5/2016	1:30 PM	Meridian D&H	66
0-60 in Two Months: The Fast Track to Teen Programming	5/5/2016	1:30 PM	Meridian C&G	45
Afterthought: Planning for Physical Exhibits in a Digital Space (20 minutes)	5/5/2016	1:30 PM	Meridian B	28
How to be a rural library rockstar	5/5/2016	2:30 PM	Twilight 3&4	32
Materials for Utah Students	5/5/2016	2:30 PM	Twilight 1&2	26
important connections and allies for your library, even if you hate talking to people.	5/5/2016	2:30 PM	Stratus 7-9	63
Adult Author Panel	5/5/2016	2:30 PM	Stratus 5&6	26
Principles of Social Media	5/5/2016	2:30 PM	Meridian D&H	69
Beehive Book Bash with a New Spin	5/5/2016	2:30 PM	Meridian C&G	52
Queer Community Library-Utah Pride Center Library	5/5/2016	2:30 PM	Meridian B	23
Improving Access to Special Collections by Automating Descriptive Metadata Creation	5/5/2016	4:00 PM	Twilight 3&4	42
Putting Your Personality to Work	5/5/2016	4:00 PM	Twilight 1&2	67
Libraries Helping New Americans: Information Literacy for Immigrants	5/5/2016	4:00 PM	Stratus 7-9	19
employees	5/5/2016	4:00 PM	Stratus 5&6	29
iPad Lending Program	5/5/2016	4:00 PM	Meridian D&H	8
The Opposite of Outreach? Using Your Library to Connect Services to the Community	5/5/2016	4:00 PM	Meridian C&G	50
Exhibitions to Engage Your Community	5/5/2016	4:00 PM	Meridan B	15
Review Board Business Meeting	5/6/2016	8:00 AM	Zephyr	0
Blood Drive	5/6/2016	8:00 AM	Twilight 3&4	
Intellectual Freedom Committee Business Meeting	5/6/2016	8:00 AM	Twilight 1&2	0
Outreach Committee & Diversity Services Round Table Business Meeting	5/6/2016	8:00 AM	Stratus 9	7
Technical Services Round Table Business Meeting	5/6/2016	8:00 AM	Stratus 8	3
Business Round Table Business Meeting	5/6/2016	8:00 AM	Stratus 7	4
Academic Section Business Meeting	5/6/2016	8:00 AM	Stratus 6	10
Reference and Adult Services Round Table (RASRT) Business Meeting	5/6/2016	8:00 AM	Stratus 5	6
Youth Services Round Table Business Meeting	5/6/2016	8:00 AM	Meridian D&H	12
Century Library	5/6/2016	8:30 AM	Meridan B	215
Everything I Know About Change Management I Learned in Yoga Class	5/6/2016	10:00 AM	Zephyr	58
Emergency Preparedness: It is not a matter of if but when	5/6/2016	10:00 AM	Twilight 1&2	48
Fractured Fairytale fun--A Readers' Theater for Kids	5/6/2016	10:00 AM	Stratus 7-9	30
outreach and collections	5/6/2016	10:00 AM	Stratus 5&6	17
Special Collections Outreach via Library Instruction to First Year Engineering Students	5/6/2016	10:00 AM	Meridian D&H	24
Special Collections	5/6/2016	10:00 AM	Meridian C&G	36
Books and Babies	5/6/2016	10:00 AM	Meridian B	33
EXTRA: Examining AV Enterprise at a Regional Academic Archive	5/6/2016	11:00 AM	Zephyr	18

To Connect and To Serve: Building Community with Law Enforcement	5/6/2016	11:00 AM	Twilight 1&2	36
Making it Work!	5/6/2016	11:00 AM	Stratus 7-9	31
ILEAD	5/6/2016	11:00 AM	Stratus 5&6	38
literacy instruction	5/6/2016	11:00 AM	Meridian D&H	64
Young Reader Author Panel	5/6/2016	11:00 AM	Meridian C&G	37
Your Windows are a Billboard; or Painting Your Way to a Public Presence	5/6/2016	11:00 AM	Meridan B	31
E.L.F. Can Help	5/6/2016	1:30 PM	Zephyr	24
The Comeback: A Library Celebration of Faculty Achievement	5/6/2016	1:30 PM	Twilight 1&2	40
Bringing in fresh faces: Creating a diversity residency program (20 minutes)	5/6/2016	1:30 PM	Stratus 7-9	18
Teen Programming 'Unconference'	5/6/2016	1:30 PM	Stratus 5&6	26
POWERful Partnerships	5/6/2016	1:30 PM	Meridian D&H	31
EPOCH Obituary and Tribute - A Nationwide Initiative	5/6/2016	1:30 PM	Meridian C&G	26
LDS Fiction in the 21st Century: Where do we go from here?	5/6/2016	1:30 PM	Meridian B	53
Genealogy Un-meeting	5/6/2016	2:30 PM	Zephyr	11
Libraries and Afterschool Programs- A match made in ?	5/6/2016	2:30 PM	Twilight 1&2	24
Valley University Library	5/6/2016	2:30 PM	Stratus 7-9	66
Digital Literacy a service? Yes! You can help bridge the digital divide	5/6/2016	2:30 PM	Stratus 5&6	22
Research Companion	5/6/2016	2:30 PM	Meridian D&H	17
Telling Stories with Data	5/6/2016	2:30 PM	Meridian C&G	37
Achievements	5/6/2016	2:30 PM	Meridian B	24