**IFLA Libraries Serving Persons with Print Disabilities Section**

# Guidelines
## "How to organise Conferences, Satellite Meetings & Training Seminars"

## Contents:

**Note:** all costs mentioned in the guidelines are in USD.

**March 2011**

**PREFACE**

These Guidelines are meant to be continuously updated, so that experiences from each satellite Meeting and Training seminar are added.

<u>Last Update</u>: March 2011, Minna von Zansen, Celia Library (Finland)

**Satellite Meeting and Training Seminar**

A Satellite Meeting is a seminar arranged in conjunction with an IFLA General Conference.

A Training Seminar can either be held as a Satellite Meeting or in Conjunction with the annual Midwinter Meeting of the Section Standing Committee (SC).

**Periodicity**

Satellite Meetings are held every other year. Between satellite meetings Training Seminars can be organized in conjunction with a SC Midwinter meeting.

**PLANNING OVERVIEW**

**Before you begin**

Few Satellite Meetings/Training Seminars have paid for themselves. Be aware the total cost can be large. Therefore, it is imperative that the organizers look into several important components of organization. Those are, that the organizers have a host institution through which much of the cost can be covered by utilization of current staff and/or volunteers, and that the search for underwriters, that is, commercial enterprises who can cover much of the operating expenses for the Satellite Meeting.

**Advance planning**

The IFLA General Conference venue is known some years in advance and Satellite Meetings are usually arranged in the same country and, sometimes, the same city, where there is a service to print disabled users to act as a centre of interest and expertise. An offer to organize or host a meeting should come to the Section Standing Committee two years before the date of the proposed meeting, for approval in principle.

The Standing Committee is responsible for the content of the Satellite Meeting. The hosting institution is responsible for the administrative organisation. The Standing Committee should form an organizing committee (OC) responsible for the content. This committee should also contain a person(s) representing the hosting institution.

A formal proposal must be submitted to the Standing Committee at the meeting in conjunction with the IFLA World Library and Information Congress. After approval of the SC the proposal is submitted to the responsible bodies of IFLA HQ. Once the proposal has been accepted, you are committed to the meeting - with all the work and worry that will entail.

**How to proceed**

The hosting institution has to deal with:

- Budget
- Sponsorship
- Facility arrangements including meeting rooms, catering, and conference technology
- Hotel rooms
- Local/Social program
- Exhibition
- Accessibility and support for persons with an impairment
- Logistics e.g. travel between various venues
- Administrative matters, e.g. preparation documentation, registration, web access, etc.

It is recommended that the hosting institution form a local organizing committee (LOC)

The OC must present a detailed plan to the Standing Committee at the mid-winter meeting. Within a very short time of this meeting details of the Satellite Meeting and Registration Forms must be sent out or made available on the ILFA Website. Also, announcements regarding the Satellite Meeting should appear in the first edition of the Section's newsletter and on the LPD website (www.ifla.org.)

**PLANNING THE PROGRAMME**

The Standing Committee chooses a theme of Satellite Meeting regarding the theme of the IFLA World Library and Information Congress and then delegates

the realisation of the programme to the OC. Depending on the location the conference language has to be determined.

The programme can then be segmented into sub themes.

**Speakers and Convenors**

A chairperson should be appointed to the conference. This person provides the consistency and direction for the momentum of the conference programme. The chair is responsible for keeping the programme on time, making announcements, and should be able to adapt quickly to last minute changes.

Speakers should be requested at an early stage. Speakers have to fill in a form where they give their permission for IFLA LPD to publish their presentation. In the same form will be the title of the presentation and an abstract (see Appendix 4).

The OC should also gives the speakers a deadline for sending in their papers.

For speakers coming from developing countries it is possible to apply for travel grants from IFLA HQ. Application can be sent in at the same time as the programme is sent to the Governing Board for approval.

A convenor should be assigned to each session. The convenor introduces the theme of the session, and provides brief introductory remarks about the speakers. The convenor is also responsible for managing the time allotted to each speaker and discussion time. The Organizing Committee can choose to have the convenors take complete responsibility for their session and speakers right at the beginning of the planning process, or have convenors manage the speaker and session just for the duration of the conference.

An alternative to arranging presentation sessions is to have workshops and break out sessions.

The OC should plan to build approximately 30 minutes of "hidden" time into a daily programme to accommodate a late start, technical problems, or other unforeseen difficulties. The chair should keep the programme on schedule but it is better to accommodate some delay than reduce the scheduled time of a speaker who may have travelled some distance to present at the conference.

The following is a **list of possible programme items**:

1. Conference opening. Includes remarks from IFLA LPD, host organization(s), other related officials.
2. Introduction of the delegates.
3. Housekeeping notes (before breaks, etc.)
4. Sessions – may include discussion time
5. Workshops
6. Break Out discussion groups
7. Exhibitor presentations
8. Social event
9. Excursion/tour
10. Conference closing including recognition

## FUNDING/SPONSORSHIP

### Budget

When making a budget for a Satellite Meeting or Training Seminar the costs of the following items have to be considered:
- Venue
- Technical equipment
- Hotel accommodations
- Meals
- Social events
- Tours
- Transportation required during the Conference not travelling to the Conference
- Overhead (postage, printing, transcription, recording, translating, photocopying, bank transfer costs, conference bags, folders, etc.)
- Allowance for emergencies
- Accompanying guest program

Once the costs are known, add them up and divide them by the minimum number of expected delegates. The sum will be the base for the registration fee.

For your information: Registration fees in the past have ranged from approximately 250 USD to 750 USD. The number of delegates has ranged from 40 to 150.

The local host will have to pay most of the costs of the conference in advance, i.e. to ensure block bookings for accommodation and for the venue and any other payments required by suppliers in advance for the production or securing

of material or services. The LOC should not expect reimbursement until nearly the start of the meeting itself.

**Banking fees & currency rates**

The LOC should ensure that the Registration fee of the Conference is payable in the currency of the host country. This is necessary to ensure that the host organisation receive the exact amount budgeted for. It should also be noted that banks from one country charge a certain amount to pay the registration fee payable to another country. If provision is not made for this banking fee banks subtract their fee from the Registration amount payable. The implication is then that the full registration fee is not received by the host organisation and the delegate then still owes the host organisation money. To address this inconvenience it is suggested to that these two costs are indicated separately on the Registration form.

**Sponsorship**

To keep the registration fee at a reasonable level sponsorship is necessary. Sponsors must be contacted in an early stage (e.g. 2-3 years in advance).

Commitments from the sponsoring organizations are needed one year before the conference in order to set the registration fee. In order to attract sponsors you have to arrange the appropriate publicity.

On a smaller scale, banks, suppliers of library equipment, etc., which will often provide briefcases, folders, pens, memo pads, etc. which seem to be a feature of these occasions. Social events are usually sponsored by organisations e.g. governmental bodies, organisations of the blind, companies.

For the attendance of delegates from developing countries it is possible to apply for travelling grants from ALP (Action for Development through Libraries Programme Core Activities) or IFLA HQ.

By arranging a Training Seminar for developing countries it is also possible to apply for money from ALP. Application for a Training Seminar should be made approximately two years in advance. Support and approval of the IFLA Regional Section is sometimes needed. It is also possible to ask for project money from the IFLA Governing Board a year in advance.

When arranging an exhibition in conjunction with the conference the exhibitors' fee should not only cover the exhibition area but also give some surplus.

## FACILITY PLANNING

It is recommended that the conference rooms, the hotel rooms and the exhibition area are located in the same premises or within easy walking distance. A different solution mainly for minor conferences is to have it in a library for the print disabled. Transport should be arranged if accommodation and the conference venue can not be at the same place. Note: this adds logistical pressure on the LOC which should rather be avoided. Standby transport should be arranged and available during the conference in any case.

### Conference Rooms

The meeting rooms should be **spacious**, have good acoustics, have daylight (if possible) and air conditioning / ventilation. Classroom distribution is recommended with enough space to move without inconvenience.

Technical equipment is needed for speakers: computer equipment, overhead projectors, sound equipment, microphones (wireless) etc. Availability of such equipment must be secured early. Technical staff for the support must be available.

Sometimes simultaneous interpretation is necessary; however such services are very expensive. They also have to be part of the early planning as interpreters many times have to be booked a year ahead.

Often a hotel will waive the meeting and/or exhibit space cost as they can generate significant revenue from catering and technical equipment costs. You will need to specifically ask for this to clarify.

Review the facility for accessibility. The following is a suggested checklist:
- Has staff had training including sighted guide and table service?
- Wheelchair accessible?
- Confirm the facility will not object to guide dogs.
- Do they have Braille on elevators and room numbering?
- Can they supply marked key cards for the hotel room?
- Does the facility have an elevator?
- Are taxi's readily available?
- Is all information (i.e. menus) accessible for the blind (Braille, tactile, large print)?
- Do the menu cards have the text in the conference language?
- Will you be allowed to mark areas (stairs, pillars, etc.) with identification tape if needed?

**Hotel rooms**

When you have chosen your hotel and agreed upon rates, make a provisional block booking of rooms, meeting, and exhibit space and be sure you know the date by which you must confirm it.

The demand is always for good, moderately-priced rooms, close to the meeting place. In practice, most delegates book the hotel in which all members can stay. The LOC will need to decide if the hotel cost is part of the registration fee (as mentioned in the budget section) or if the hotel and conference fees are two separate charges to the delegate. Two fees likely to be identified: 1) the room and registration fee (for those staying at the official conference hotel), and 2) the registration fee (for those staying offsite).

1. Negotiate a reasonable hotel rate. You will need to provide the hotel with an estimated number of guests.

2. Negotiate a hotel contract. Some will offer a free suite or room with a group booking over a certain number. Ensure that you are not financially responsible for rooms once the reservation deadline has arrived. Make arrangement to release certain number of rooms after certain dates to avoid any financial liability.

3. Ensure that the process for booking is **clearly** explained on the conference registration form.

4. Determine a procedure for communicating with the hotel once delegates start to register. Identify a designated hotel contact staff person. Ensure that hotel staff receives the conference material. You will need registered guest lists from the hotel for cross checking with your records once the registration deadline has passed.

**EXHIBITS**

In addition to being a valuable conference attraction for delegates, the exhibit can be a significant source of conference funding. At the 2003, 2005 and 2007 IFLA Pre-conferences, the exhibitor fee was app. 250 USD per table with additional charges for Internet connection. The LOC will have to decide whether an exhibitor will pay one charge for the area alone and then add on additional charges or whether an exhibitor will pay one inclusive price. Exhibitor requirements have to be determined. Connectivity to electricity IT is important.

It is recommended to offer the exhibitors the following:

- Uncontested exhibit time. This should be a minimum of two uncontested hours per day.
- If possible events such as breaks and meals should be in the exhibit area.
- Exhibit space in close proximity to the meeting room.
- Advertising the exhibit and exhibitor names once they have registered in all subsequent communications.
- Offer the exhibitors to sponsor a lunch or coffee break etc.
- Presentation "spots" on the programme if possible.

Exhibitors should receive all of the above information in their exhibitor registration package and should also be informed of the estimated number of delegates expected. See **Appendix 1** for example of an exhibitor registration form.

The exhibition space should provide skirted tables, chairs, access to power outlets, access to an Internet connection, and extension cords.

You will need to provide instructions to exhibitors for shipping exhibit materials to the conference facility. Include your exhibitors on any delegate e-mail lists so that they are informed of any updates as the conference approaches.

**SOCIAL PROGRAMME**

It is usually a good idea to have a reception, not too formal, on the evening before the first day's meetings. This helps strangers to meet everyone else, and since some delegates will arrive at the last minute, they can join the party when they get there. For this reason, the hotel is generally the best place for this "Welcome" reception."

During the meeting there may be a visit (study tour) at which some form of reception or lunch takes place, often to meet those working in the facility visited, and there can perhaps be another evening function. Local circumstances will govern these plans.

The last evening has always been set aside for a "Farewell" reception or dinner, and because everyone is already present, it can be in almost anywhere a creative planner can suggest. Any pleasant, accessible and safe location will do.

## COMMUNICATION MATERIAL

The official IFLA languages are English, French, German, Russian and Spanish. However, most meetings or conferences have been conducted in English. Choice of conference language depends on the location.

**Communication pieces**. Note: the preliminary communication pieces must be available electronically and in 14 point font (minimum). All onsite communication pieces should be available electronically, and in Braille, audio, and print. The following is a list of possible communication items:

- **Call for papers.** The OC consults with the IFLA LBS Standing Committee if a call for papers should be made.

- **Conference announcement flyer.** This can be mailed or e-mailed to the IFLA membership and other interested organisations.

- **Pre-registration package:** this can include: Preliminary program, Registration form, Hotel brochure, Notice of special events, announcements, request for delegate feedback. Send to the IFLA LBS membership (mailing list can be requested from IFLA headquarters), key stakeholders in the hosting countries, etc.

- **Exhibitor package** including: Exhibitor registration, exhibitor brochure. Send to potential exhibitors (vendors of access technology, content producers, associations and organisations)

- **Reminder to register notice.** Send to e-mail lists, web pages.

- **Final Programme package** including: Programme, Special event information, Keynote speaker information, Exhibitor/sponsor list, List of delegates by country or organisation. Evaluation form (Appendix 6) Distribute onsite to registered delegates.

## Meeting Papers

On the registration form, ask those registering to specify the format and language (if you are able to translate) in which they require papers. Then, when the papers are received from the speakers, the organizers can set to work on their preparation, translation, production in various media, copying, and sorting into each delegate's pack. Every delegate's folder should contain copies of all the papers as well as a disk or CD.

**PUBLICITY**

The best means by which to publicise the Satellite Meeting is through the IFLA website [www.ifla.org](www.ifla.org) and the hosting institution's own website, professional journals and directly through sponsors and attending vendors. The IFLA website and library journals throughout the world will be contacted through the Section Information Coordinator, who will issue a standard press release regarding the meeting. Also, through the sponsors who will be sponsoring certain items and activities during the meeting, publicizing it will offer them opportunity to present their company in the best possible public light. See **Appendix 3** for a sample media advisory.

Check the topics and speakers: some of them may be of real interest to press, radio or television. But unless you contact them well in advance, and write a clear and coherent press release, the item will not receive the coverage it deserves. The hosting organisation will have the best knowledge of local press and TV and are therefore best suited to contact them. Satellite meetings have been featured in print and in the various broadcast media in host countries. Also, if a celebrity attends the opening of the meeting, it is more likely to receive additional coverage.

**Distribution Lists:**
IFLA LPD Mailing list
IFLA LBS Newsletter

IFLA Libraries Serving Persons with Special Needs Section

IFLA website
IFLA Mailing list

Host Organisation Web page
Library Mailing lists/ e-mail discussion groups
Print disability related organisations (WBU HQ, ICEVI HQ etc.)
UNESCO, Paris

**ON SITE CHECKLIST (SAMPLE)**

Registration:

- Registration signs at the hotel entrance: "Registration Welcome desk is located …"

- Plan for extra materials in all formats and languages to accommodate on site registration.
- Blank name tags and black marker for late comers.
- Conference Receipt (if not already issued)
- Receipt Book for on site registration
- Registration Binder/list of delegates and exhibitors
- Registration signs for table
- Special event tickets (if applicable)
- Hotel courtesy phone at registration desk (if possible)
- List of OC members and local host
- Box for evaluation forms

Conference Bag:

- Conference folder
- Programme
- List of delegates
- List of exhibitors/sponsors
- Conference Papers, CD
- Evaluation form. (Ask the delegates to fill in the form and leave it **during** the conference at the registration desk.)
- List of IFLA LPD officers and SC members
- Stationary and Pencil
- IFLA LPD leaflet
- Keynote speaker
- Special event insert (tickets, invitations etc.)
- Brochures – host organisation, exhibitor material, etc.
- Gift/Memento
- Name tags

Other Items:

- Exhibit Hall Poster listing thanks to exhibitors
- Recognition gifts/certificates for organizing committee, hotel staff, key participants.
- Laptop
- Perkins Brailler with braille paper
- Tape Writer for Deaf Blind
- Slate and Stylus
- Menus, hotel info, etc. in Braille
- Information board
- Miscellaneous business supplies

## Appendix 1: RECOMMENDED TIMELINE

Based on two years

**Year 1**:

1. Discuss the theme at one of the SC meetings during the World Library and Information Congress.

2. At the same meeting delegate to one or more members, preferable one person from the country where the IFLA World Library and Information Congress will be held in two years time. This person/group should come with a suggestion to the next midwinter meeting

3. At the Midyear Meeting theme and location of the satellite meeting has to be decided and a Organising Committee has to be formed. The SC also has to make a decision on official conference language(s).

4. The Organising Committee contacts the host institution, which forms a local organising committee. Preferable the SC member from the hosting country is a part or chair of the local organising committee.

5. The Organising Committee identifies keynote speakers, speakers and convenors and starts drafting the programme. The host institution/ the local organising committee contacts hotels and conference centres.

6. Investigate sponsorship/funding opportunities.

7. A draft programme for approval is presented to the SC at one o the meetings during the World Library and Information Congress.

**Year 2**

**Months 1 - 2:**

8. After approval of the programme and venue the officers of the SC send in an application to IFLA HQ for approval of the Satellite Meeting. Together with the application the officers send in an application for travel grants for delegates or speakers from developing countries.

9. After approval the Organising Committee divides the work between them and also assigns responsibilities.

10. The Organising Committee contacts keynote speakers, speakers and convenors.

11. Identify translators and equipment if applicable (significant budget item).

12. The hosting institution confirms the conference facility.

13. Further investigation of sponsorship/funding opportunities.

14. Confirm special event location (if applicable).

15. The hosting institution reserves hotel room block and conference facility area.

16. Hotel/conference centre provides the host organisation with a contract.

17. Draft a budget.

18. Create a second programme draft that can be published in IFLA LPD Newsletter (issue number 2).

19. Make arrangements for site visits.

## Months 3 - 4:

20. The Organising Committee and the hosting institution or local organisation committee meet.

21. Send speakers and convenors confirming letters of invitation to speak at the conference and the speakers a form with deadlines and guidelines for speaker papers.

22. Create a list of communication distribution avenues including mailing lists, e-mail groups, newsletters and web pages.

23. Send formal invitation to vendors to exhibit.

24. Submit further sponsorship/funding proposals.

25. Develop the Pre-registration package including preliminary programme, registration form, and conference facility brochure.

26. Confirm speakers and convenors attendance.

**Months 5 – 6:**

27. The Organising Committee and the host institution meet.

28. Send out conference announcement.

**Month 7:**

29. Send out Pre-registration package using mailing lists. Set month 10 as the registration deadline (6 weeks - two months before conference date most of the registrations should be received). Include travel information, such as going from the airport to the hotel.

30. Announce to e-mail lists, newsletters and web pages that you have distributed the pre-registration package.

**Months 8 – 9:**

31. Send reminder to speakers requesting papers and biographies (for convenor use). Provide them with speaker paper guidelines.

32. Send reminder to e-mail lists, etc. of the registration deadline.

33. The hosting organisation contact hotel/conference centre and confirm facility arrangements.

34. The hosting organisation contact hotel and request preliminary guest list.

35. The hosting organisation arrange for transportation during the conference if applicable (for example bus for special event, or airport pick up).

**Months 10 – 11:**

36. Registrations due.

37. Speaker papers due.

38. Create an e-mail distribution list of registered delegates for announcing conference changes, reminders, and updates.

39. Transcribe speaker papers and final registration package into print, Braille and e-text and if necessary in audio.

40. The hosting organisation confirms technical equipment requirements with hotel/conference centre.

41. The hosting organisation confirms accessibility arrangements with hotel. For example, braille menus, hotel information, etc.

**Month 12**

42. Contact delegates with any changes, reminders, and updates via e-mail list.

43. Match hotel guest list with delegate registration.

44. Print delegate badges/tags

45. Print all signage required for hotel, registration desk, and exhibit area.

46. Distribute on-site task list to the hosting organisation and the SC.

47. Assemble registration bags.

48. Set up registration desk.

49. Arrival of delegates.

**Just before and during the conference:**

1. Create "housekeeping notes" to be announced by the Chair of the Conference or/and convenors. Notes include practical items that delegates will need to be reminded of throughout the conference.

2. Confirm any catering arrangements (coffee break times, etc.)

3. Organise the registration desk. Ensure one person is available at all times at the registration desk for delegate questions, concerns, etc.

4. Check exhibit area for set up

5. Review technical equipment set up.

6. Ensure hotel staff is informed of the conference (location of meeting room, etc.).

7. Collect the electronic file of any late speaker papers for distribution after or during the conference.

**After the conference:**

1. Finalise payment of the hotel. This includes receipt of all facility arrangement bills and a final guest list for cross checking.

2. If necessary distribute conference material or further correspondence to delegates via e-mail list.

3. Develop conference report including registration numbers, highlights, resolutions, etc. for IFLA LPD.

4. Officers send thank you letters to those who helped planning the conference, sponsors, exhibitors, and speakers and convenors.

5. Make evaluation report.

6. Update these guidelines.

**APPENDIX 2: Example of an exhibitor registration form (double sided)**

# ACURIL/ IFLA SLB

Welcome          Bienvenue                 Recepción

**Invitation to Exhibit** at The Association of Caribbean University Research and Institutional Libraries (ACURIL) and The International Federation of Library Associations Section of Libraries for the Blind (IFLA SLB) 2002 Pre-Conference, "Accommodating All: Libraries And Education in the Digital Age: Serving People Who Are Blind And Print Disabled in the Caribbean and Latin America"

**Date:** May 25 – 26, 2002

**Place:** Jamaica Grande Resort, Ocho Rios, Jamaica

**Audience:** Consumers, Library directors, librarians, and government representatives serving people who are blind in the Caribbean, Latin America, and all over the world.

**Conferees attending:** 150

Exhibit Tables Available: 15

**Exhibit Cost:** $250.00 US per table plus $40 per day if phone line needed. Exhibit tables are 6 feet long and skirted, with no backdrop.

**Hotel:** Exhibitors may book rooms at ACURIL rates at the Renaissance Jamaica Grande resort (single occupancy US $160 per night, double $100 per person per night, triple $87 per person per night). Meals are included for those staying at the Renaissance Jamaica Grande. **Reservations: (800) 223-6388**

**Deadline for Exhibitor Registration:** March 15, 2002
Exhibit area will be located in the conference session room. **Exhibitors who register before February 15, 2002 will have the option of delivering a presentation as part of the conference program.**
**Contact for Exhibitors:**
Shelagh Paterson, ACURIL/IFLA SLB Exhibit Coordinator
CNIB Library for the Blind, Toronto, ON, Canada M4G 3E8
paterss@lib.cnib.ca Telephone: (416) 480-7670  Fax: (416) 480-7700

**ACURIL/IFLA SLB Pre-Conference 2002, Jamaica Grande Resort, Ocho Rios, Jamaica, May 25 – 26, 2002**

EXHIBITOR REGISTRATION FORM

Company Name: _____
Contact Person: _____
Phone Number: _____
E-mail:        _____
Address:      _____
City: _____        State/Province: _____
Zip/Postal Code: _____        Country: _____

ORDER REQUEST:  All prices are in US funds.
Tables Needed
_____        at $250                Total _____
Phone Lines Needed
_____        at $40 for one day        Total _____
_____        at $80 for two days        Total _____

GRAND TOTAL: _____

Special Requests? Please describe:

Vendors will have uncontested time for exhibits. Presentation time in the conference programme is available for exhibitors who register early.

PAYMENT:
π US Money Order payable to CNIB Library – ACURIL/IFLA SLB Pre-Conference 2002

π Credit Card
π Visa        π Master Card                π American Express
Account number:
__ __ __ __ __ __ __ __ __ __ __ __ __ Expiry Date:        _____
Cardholder Signature: _____
Cardholder Name (please print):    _____

**Mail or fax payment to**
Shelagh Paterson, ACURIL/IFLA SLB Pre-Conference 2002, CNIB Library for the Blind, 1929 Bayview Avenue, Toronto, ON, M4G 3E8 CANADA, Fax: (416) 480-7700

**APPENDIX 3: Example of a media advisory**

# Media Advisory

**Minister Morris to give keynote address at first Caribbean conference about access to information for people who are blind or print-disabled**

**[Date], Ocho Rios** – The media are invited to attend the official opening of the Association of Caribbean University Research and Institutional Libraries (ACURIL) / International Federation of Library Associations Section of Libraries for the Blind (IFLA SLB) Pre-Conference, "Accommodating All: Libraries and Education in the Digital Age," the first ever conference in the Caribbean focusing on access to information for people who are blind or otherwise print disabled.

**Who:**    Special guest the Honorable Floyd Morris, Minister of State, Ministry of Labour and Social Security will give the keynote address.
Other guests include chief executives, directors, and key decision makers in libraries and education, and consumers of all ages who are blind or print disabled.

**What:**    Official Opening of the ACURIL/IFLA SLB Pre-Conference, "Accommodating All: Libraries and Education in the Digital Age, Serving People Who Are Blind and Print Disabled in the Caribbean and Latin America"

**Where:**    Renaissance Jamaica Grande Resort, Portland Ballroom, North Tower, Ocho Rios, St. Ann

**When:**    Saturday May 25, 2002, 9 – 11 am

**Why:**    Because access to information, a fundamental human right, is the most important challenge facing students, children, working-age adults, and seniors who are blind or unable to read print.

For more information, please contact:
Mrs. Gloria Salmon, Chair, Local Organizing Committee
ACURIL IFLA SLB Pre-Conference Tel: 928-6454

## APPENDIX 4:    Registration form example

### IFLA LBS 2003 Pre-Conference, Marburg -  Registration Form
Please complete this form and send it to Blista.  -  Registration Deadline: June 1st, 2003
Note: One registration form per person. Accompanying Persons must fill in a separate form.


Mr. / Ms. Last Name: _____  First Name: _____

Organization / Company: _____ Title: _____

Street: _____ City: _____

Postal/Zip Code: _____ Country: _____

Fax: _____ _____Telephone: _____
_____

e-mail: _____ Accompanying Person (if applicable):
_____

I require my conference materials in the following format(s). (Please check as appropriate):
☐ Print              ☐ Braille              ☐ Audio              ☐ Electronic Text

☐  I need a personalized invitation

☐  I am staying only for the Pre-Conference (€650 )

☐  I attend the "Francophone Workshop" (€120
plus)_____

☐  I need extra nights (€87 each, give the date/s)
_____

☐  I am attending the IFLA 69th Council and General Conference, Aug. 1st – 9th , 2003 in Berlin

☐  I am using the train 31st of July to Berlin     ☐  I fly/ organize the travel by  myself

☐  I have the following requirements for the meals_____

☐  Any other needs
_____

☐  My payment of  **€**_____  is made by: money order in  € , payable to Deutsche
      Blindenstudienanstalt, Marburg /Lahn (Germany), RE: IFLA LBS Pre-Conference 2003
(enclosed)

☐ My payment of **€**_____ is made by cheque (enclosed), payable to Deutsche Blindenstudienanstalt Marburg/Lahn (Germany), RE: IFLA LBS Pre-Conference 2003.

Mail or fax this Registration Form to Deutsche Blindenstudienanstalt; keep a copy for your records.

I accept all conditions mentioned in this AGENDA and registration form.

.
_____        _____

         (signature)                                 (date of application)

**APPENDIX 5: Author's form example**

**International Federation of Library Associations**
**and Institutions**

**Libraries for the Blind Section**

# Author's form

Please return this form to
December 15, 2002, the latest:

## Re: Presentation at IFLA/LBS in Marburg, 27-30 July, 2003

**Name**:

**Institutional affiliation:**

**Professional title and brief biographical information (for correct introduction at the conference):**

I agree to send you my presentation/paper for publication after the conference as a digital file, by e-mail or floppy disk by the requested date (October 1, 2003).

I am aware that IFLA Has the right of first publication of this paper, as proceedings of the conference etc, and on IFLANET. This applies to the original language version and to any translation that may be made.

Date:              Name/signature of the author

**APPENDIX 6: Evaluation form**

Accessible Libraries
Satellite Meeting, 2005 Gothenburg, Sweden
Evaluation form
1. Is this your first IFLA satellite meeting?
! Yes
! No, it´s my _____ meeting

2. Where did you learn about this meeting?

3. Did the conference programme meet your expectations?
scale 1 = bad
1 ! 2 ! 3 ! 4 ! 5 !

4. Did you miss anything in the programme?
No !
Yes: _____
5. Which was the most interesting presentation/session?
! Session 1. Accessible Cultural Institutions in Sweden and Norway
! Session 2. Accessible Libraries in Västra Götaland
! Session 3. IFLA Guidelines
! Session 4. DAISY
! Session 5. Copyright and Licensing
! Session 6. Accessible OPAC´s and Net Services
! Session 7. Concluding Speech
5 =very good

6. How did you find the exhibition?
scale 1 = bad 5 =very good
1 ! 2 ! 3 ! 4 ! 5 !

7. Where you satisfied with
" the organisation of the conference?
_____
" the conference site?
_____

" the accomodations? Hotel?

_____

" with social programme /excursions?

_____

" the conference as a whole?

_____

8. Interesting issues for future IFLA satellite meetings (LBS or LSDPS):

_____

_____

_____

_____

9. Other comments

_____

_____

_____

_____

Thank you!

Please send the filled-in form to pernilla.m.johansson@vgregion.se