Thank you for agreeing to speak at the American Association of Law Libraries 107th Annual Meeting and Conference in San Antonio, July 12-15, 2014. We welcome your expertise and want to make your participation in the Annual Meeting and Conference a successful one. This handbook provides important information that will assist you in preparing and delivering your presentation. Included are administrative details and a description of the audience you will be addressing, as well as some pointers on preparing written materials and using audiovisuals. The Annual Meeting Program Committee thanks you for participating in the Annual Meeting and Conference.

The AMPC
The Annual Meeting Program Committee (AMPC) is responsible for the educational programming at the AALL Annual Meeting and Conference. AMPC members work throughout the year to guarantee quality and successful educational programs and to set the tone for the Annual Meeting’s programming. They advise AALL members in the development of educational program proposals, select the programs for presentation at the Annual Meeting, and serve as liaisons to coordinators of accepted programs and pre-conference workshops. They are also available to speakers if there are problems, concerns, or issues that need to be resolved. AMPC members come from a variety of backgrounds, representing the various constituencies of AALL, and work as a team to ensure that the educational programming as a whole meets the needs of the membership. Please contact any member of the Annual Meeting Program Committee should you have any questions or need any additional information.

Your program coordinator
Your program’s coordinator is your link to the Annual Meeting Program Committee and AALL. If you have questions or problems, please contact him or her. If the program coordinator does not have the answers to your questions, or if you cannot reach your coordinator for some reason, please contact Heidi Letzmann (312/205-8014).

AALL staff
In addition to your program coordinator and the members of the Annual Meeting Program Committee, the following members of the AALL staff are available to answer your questions.

- Heidi Letzmann, Education and Programs Manager: program and speaker management, and Annual Meeting online and printed content; works with AALL’s travel and housing agents. (312/205-8014, fax 312/205-8015)
- Pam Reisinger, CMP, Director of Meetings: questions relating to room set-up and audiovisual equipment needed for your program. (312/205-8026; fax 312/205-8027)
- Vanessa Castillo, Education and Meetings Assistant: tracks the receipt of Equipment Request Forms and is responsible for managing all equipment orders and other database entries. (312/205-8010, fax 312/205-8011)

Speaker Listserv
To facilitate communication between AALL headquarters and the dozens of program speakers, we have established a forum (listserv) for the 2014 Annual Meeting and Conference. As a speaker, you are automatically subscribed to this forum (am-spkr), where you will receive notices and information to help you meet your deadlines and prepare for our meeting. Reminders of deadlines will be posted to this listserv, and any person who is subscribed may post questions or comments that may benefit the group as a whole.

In addition to the forum for speakers, your coordinator has been subscribed to a separate forum (am-coor) since the beginning of the Annual Meeting planning process. Reminders of deadlines and other important coordinator information are posted there as well.
Important Deadlines

Many administrative details need to be completed prior to your presentation in Seattle to help make this experience pleasant and successful for everyone.

- April 15 - Equipment Request Form (for Speakers) due to your coordinator
- June 1 - Speaking Commitment & Copyright Release deadline
- June 16 - Speaker Handout Materials due electronically

Equipment Request Form

Educational program rooms are used for multiple sessions throughout the day. For this reason, the room is set up to accommodate the maximum number of people. Most program rooms will be set in the standard theatre style (rows of chairs), with a riser at the front of the room featuring a podium with a panel table for (4) four people. Other program rooms will be set with round tables for the audience. The riser with podium will still be there, but the chairs will be set in a semicircle in front of the table. Aisle microphones (for audience questions and recording purposes) will also be provided. (Setups for pre-conference workshops vary, based on their formats.)

When completing the Equipment Request Form, please be sure to select equipment that is appropriate for your presentation. Confer with your program coordinator to determine if multiple presenters on the program can share the same computer. This is usually more efficient. Please indicate if you are requesting a type of microphone other than the lectern microphone and wireless lavalier microphone already provided. All speakers must submit an Equipment Request Form to their program’s coordinator even if no equipment other than standard set-up is required. The coordinator will compile the individual requests from all speakers and will submit one separate Equipment Request Form for the program to AALL.

Both wired and wireless Internet connections will be available in each program room. However, please be prepared to use screen captures and temporary Internet files (to be available off-line) as a backup should problems arise with the live Internet connection. While Internet connections are usually reliable and instantaneous, this cannot be guaranteed. Presenters who rely entirely on a live Internet connection may find their program in jeopardy should this connection suddenly fail.

Speaking Commitment & Copyright Release Form

All program participants (speakers, moderators and coordinators) must submit this form (available online later this spring) even if there are no handouts. If you decline to allow the Association to audio-record your presentation and publish your handouts, there is a space to indicate this on the release form. It is very important that this form be submitted to headquarters by June 1. A form must be on file for all program participants.

Handout Materials Submission

Speakers should upload their handout materials to the educational program materials collection site by the June 16 deadline and format them according to the posted guidelines in order to ensure inclusion of their handouts in the 2014 conference materials collection. (Preconference workshop materials are produced separately and are not included in this collection.) If you have any questions regarding the formatting guidelines, please contact Heidi Letzmann (312/205-8014). If you do not submit materials online, you may either ship your materials to yourself at the Annual Meeting or arrange to have them printed locally. Speakers will not be reimbursed for the cost of producing or shipping materials if they choose not to upload their materials online.

About AALL

The American Association of Law Libraries exists to promote and enhance the value of law libraries to the public, the legal community, and the world, to foster the profession of law librarianship, and to provide leadership in the field of legal information and information policy, in recognition that the availability of legal information to all people is a necessary requirement for a just and democratic society. (Bylaws, Article II)

AALL has over 5,000 members working in the full spectrum of legal, information, and library communities. Because of this diverse membership, it is important to understand and identify the particular audience that you will address. Here are some demographics you might find useful.

Organizational Demographics

- 39% of AALL members work in academic (law school) settings; 34% work in private (law firm) settings, and 12% work in court or government libraries.
- More than 40% of AALL members have job titles that indicate some management responsibilities (such as Director, Dean, Associate, CIO, Solo Librarian, Department Head, etc.).
- The average of firm librarian works with more than 100 attorneys. The average of law school librarian works with more than 700 law students.

Personal Demographics (based on a recent survey)

- 48% have more than 16 years of library experience.
- Majority (64%) is in mid-career age range (31-55).
- More than three-fourths are female.
- 79% have an MLS/MLIS degree; 35% have a JD/LLB degree.
Conference Overview

This year's Annual Meeting and Conference in San Antonio will be the 107th Annual Meeting. The world of legal information is constantly changing, and education is the key to keeping ahead of the curve. A wide variety of programs will be presented over the course of three days in the following programming tracks:

- Library Administration and Management
- Research, Reference, and Client Services
- Information Technology
- Collection Development and Cataloging
- Teaching
- General or Core Programs

There will also be four preconference workshops and an opening general session featuring a keynote speaker.

Who attends the Annual Meeting? (based on recent attendee surveys)

- 58% are from law schools; 22% from law firms; 15% from state, court, county, or federal libraries.
- Most AALL members report that their employers pay their conference registration and related expenses.
- Membership attendance at the Annual Meeting is high – 38% of the AALL membership attends every year, 20% every other year, and nearly 80% attended an Annual Meeting in the last five years.

What do Annual Meeting program attendees want?

The Annual Meeting is consistently ranked as the most valuable service to AALL members, and as a top educational resource. Unless you have been told that the program for which you are speaking is geared specifically toward beginning law librarians, and depending, of course, on your topic, the majority of our members are looking for:

- In-depth coverage of the material
- Good, strong programming with practical application to their day-to-day jobs
- Since the majority of members receive funding from their institution to attend the Annual Meeting, employers are also looking for concrete ways in which the programming will contribute to their librarian’s ability to do his or her job.

Preparing for Your Program

In addition to the information below, you are strongly encouraged to review our guidelines for Delivering a Better Learning Experience.

1. Defining the Topic

You have been asked to speak on a particular topic because you have demonstrated knowledge or expertise in that particular subject area. The challenge in any presentation is to define the topic properly to ensure that it meets a perceived need and that it can be dealt with in the allotted amount of time. Discuss the program's content with your coordinator and fellow speakers, and ask the following questions:

- Who is the audience? In what types of environments do they work and how will this presentation help them in that environment?
- What has been the audience’s previous exposure to this topic? Are they up to date on the latest issues? What does the audience hope to hear in the presentation?
- Given the amount of time set aside for this program, how can you and your fellow panelists use it most effectively?
- What written materials or audiovisual materials will help present this information more effectively? If you are uncertain of the answers to these questions, consult your program coordinator. He or she might be able to give you a better idea of who your audience will be for the particular topic.

2. Takeaways

Imagine your program as a road trip. What’s the attendees’ final destination? What practical, relevant, and applicable solutions or tools will you deliver to them? Those would be the takeaways, and they’re what most learners use to decide whether they’ll attend a program. By choosing to attend your program, they are investing time and resources, and they expect a healthy return on that investment.

Specific learner takeaways are part of your program's description. Takeaways specify what program attendees should know or be able to do as a result of the learning activity. Please keep these in mind as you prepare your presentation.

3. Adult Learning Styles

Once you have a clear understanding of your program's takeaways, you need to think about the best ways to deliver them, and that involves understanding how adults learn.

Andragogy as a study of adult learning originated in Europe in the 1950s and was then pioneered as a theory and model of adult learning from the 1970s by Malcolm Knowles (an American practitioner and theorist of adult education who defined andragogy as “the art and science of helping adults learn”). Speakers are strongly encouraged to review the six principles of adult learning as identified by Knowles, within the context of association learning.
4. Working with Other Panelists or Presenters

If you are working with other panelists or presenters, please be in contact with them early in the planning process to identify the various components of your presentation and to avoid duplication of material covered. Be sure to include your program coordinator in all of these discussions. Remember to check in with each other frequently as you prepare. It also is valuable to share copies of any written materials. Your program coordinator can share the names of the other speakers on the program.

5. Format of Presentation

The AMPC encourages the creative presentation of educational programming and approved the format suggested by your program coordinator. It is important to discuss this format with your coordinator because the logistics, such as microphones and room arrangements, must be set relatively early in the planning process and changing them can be prohibitively expensive. Please be sure to complete the Equipment Request Form and submit it to your program coordinator by the April 15 deadline.

6. Supplemental Materials

Because adult education takes place on many different levels, it is important to provide attendees with written material to accompany your presentation. Our members expect and value written materials. This need is reflected in comments included in the speaker evaluations each year. Specific, detailed handouts enable audience members to fully focus on the presentation, rather than any lengthy notes they might be trying to jot down. Handout materials submitted by the deadline will be included in the conference materials collection, which will be made available online to all Annual Meeting registrants prior to the Annual Meeting via AALL2go, AALL’s online learning center.

Speakers should submit their handout materials online, and in an appropriate format, by June 16. Please review the instructions for the preparation and submission of handouts for the conference materials collection. Following these instructions will help to insure inclusion of all pertinent speaker information, as well as uniformity of materials. If you have any questions regarding formatting guidelines, please contact Heidi Letzmann (312/205-9014). Preconference workshop materials are produced separately and are not included in the conference materials collection.

Housing and Travel

In accordance with AALL policy, complimentary housing and/or travel can be provided for non-members of AALL who are speaking on AMPC-selected programs at the Annual Meeting, when these arrangements are requested by their program’s coordinator. These speakers will receive detailed information from AALL in the spring, and should not make these arrangements on their own.

Nonmember speakers will receive housing at one of the conference hotels for one night (unless speaking schedules or available flights/trains necessitate an extra night). Nonmember speakers are assigned to conference hotels based upon the availability of rooms and will be contacted by onPeak (AALL’s housing agency) to make housing arrangements. Room and tax will be direct-billed to AALL’s master account. Upon check-in, be prepared to present a credit card to cover incidental charges. Incidental charges will be reimbursed according to the AALL Expense Reimbursement Policy and as requested and approved as part of the speaking commitment. Should a speaker book his/her accommodations independent of onPeak, he/she will not be reimbursed by AALL.

Travel arrangements (when requested by the coordinator) for nonmember speakers will be coordinated through AALL’s travel agency, Innovative Travel. Coach airline and train reservations must be made through Innovative Travel and in conformity with AALL’s Expense Reimbursement Policy. Nonmember speakers will receive detailed instructions for making travel arrangements that are direct-billed to AALL. Should a speaker choose to make his/her own air travel arrangements, he/she will not be reimbursed by AALL.

At the Annual Meeting

Here are some things to keep in mind about the Annual Meeting:

- You should contact your program coordinator ahead of time and pre-arrange a meeting with him or her and any other panelists or presenters after arriving in San Antonio. Keep in mind that it is sometimes difficult to locate people who are spread throughout several hotels, so planning and scheduling ahead of time is helpful. It’s best to meet your co-presenters before the time of the actual session.

- Nonmember speakers will be automatically registered for the conference and should pick up their name badges and the official program at the onsite registration desk in the Henry B. Gonzalez Convention Center. The desk is open from late Friday afternoon (July 11) through Tuesday afternoon (July 15). If your approved stay coincides with our Opening Reception on Saturday evening, you will receive a ticket to this event in your registration packet. AALL member speakers should pre-register and check in as usual. All speakers should ask for a yellow speaker ribbon, so that they may be so identified.

After the Annual Meeting

Expense Reimbursement

Shortly after the Annual Meeting, non-member speakers are encouraged to submit expense reports to AALL Headquarters. (Speakers designated to receive reimbursement and/or honoraria will receive a personalized expense reimbursement form via
email, shortly before the Annual Meeting.) They are due within 30 days of the conclusion of the Annual Meeting. Only expenses approved by the AMPC prior to the meeting and indicated on the Speaker Control Forms (submitted by the program coordinator) will be reimbursed. Please remember that AALL members cannot be reimbursed for expenses, in accordance with the Association's Expense Reimbursement Policy.

**Evaluations**

Finally, evaluation summaries will be sent to you after the meeting (usually by September 1st). We encourage you to review this information with your coordinator.

The Annual Meeting Program Committee and AALL staff thank you for participating in the American Association of Law Libraries 107th Annual Meeting and Conference. We hope that you will enjoy your experience as a speaker at the Annual Meeting. We also hope that this handbook will be a helpful source of information for you as you prepare your presentation. Do not hesitate to contact the AMPC chair or any AMPC member, AALL staff, or your program coordinator with any issues or concerns. Your own successful experience will translate directly into a successful experience for our attendees.