The co-chairs for the committee were selected by then President-Elect Steve Anderson in June 2012. Most sub-committee chairs were not in place by the time of the 2013 annual meeting in Seattle; this should have been done earlier in order to allow committee chairs to meet with those who held the same role in Seattle.

Committee members primarily communicated in person as most of the committee chairs work at the same place. We also had periodic in-person meetings with AALL staff. Generally, both chairs were involved in and copied on most committee communications.

AALL decided to keep the daily paper going for at least one more year. I assumed there would be plenty of copy for each issue, and this turned out to be accurate. AALL staff and I coordinated several times in order to make sure everything was taken care of. The most important thing to remember is that you are not alone – there are plenty of people to support this endeavor, so do not stress yourself out too much.

We had a fairly active website populated with content from our Restaurant Guide, Family Entertainment Guide, library tours, and hospitality items. We also utilized Facebook and Twitter to some extent. As for the Daily Paper, while there was discussion of discontinuing it the two years prior to our meeting, we ended up producing a daily paper that received a lot of positive feedback.

For the restaurant guide, the final product was a 10-page PDF file that could be downloaded or printed. It was available from our LAC website. In addition, the person who assembled the restaurant guide tweeted during the conference and told people about the guide and good dining options. She also compiled a survival guide that was published in electronic format on the AALL website.

Regarding vendor relations, many commented on the lack of traffic and the cost of internet and the cost of renting trash cans and incidentals. Traffic in the exhibit hall seemed slow after the first day. Perhaps AALL could put a counter on the door of the exhibit hall to count traffic.

Seventy-six people registered for the four library tours we offered which showcased a variety of San Antonio area libraries. Advance registration was required for all tours by and was on a first-come/first-served basis; the tours sold out early during the registration period. Due to limited availability, we asked the attendees to sign up for only one tour. In preparation for the tours, local librarians provided lots of very interesting information that they could cover and let me select the information that I thought would be most interesting to the attendees.

For bag stuffing, we had enough volunteers that we finished with time to spare, but because of a few no-shows, we had fewer people than we anticipated. AALL recommends 25-30 people, but we only had fifteen. Perhaps a confirmation email a week or so ahead of time would have helped. Also, it might be good to reach out to bag-stuffing volunteers as early as possible since a few people contacted us to say they would like to have participated but would not be there in time. It was very helpful that AALL staff had the materials already laid out on tables when the volunteers arrived, so the stuffing was able to begin right on time.
Registration and bag-stuffing sign ups were both done through Doodle, which was easy to set up and use. Our only advice would be to make it very clear that people are signing up for actual shifts at the desk, not just indicating potential availability. We thought we were clear in our initial email, but it must have been ambiguous because people were not sure whether they were actually scheduled for the times they indicated. We sent a follow-up email to the group to clarify things, but if we could do it again, we would make things much more clear.

The Hospitality Booth ran very efficiently this year, thanks to the great volunteers and the Chamber of Commerce. Keeping a running FAQ list as conventioneers ask the same categories of questions was a useful source for the volunteers in the booth and kept the information given relevant and consistent. We could have expanded the opportunities for dining and cultural experiences by having more information at the desk about public transportation (i.e. the VIA bus system, trolleys, and river taxis in San Antonio) in order to educate people on how to explore the city beyond downtown. I would encourage the vendors who put on events, such as Westlaw, Lexis, and FastCase to share information with the Hospitality Booth, so that the volunteers could better assist in directing people to those major events. Finally, connecting the Hospitality Booth with the Local Arrangements Booth for next year’s conference would be beneficial. It would build community among like-minded volunteers and allow the people who will have to run a Hospitality Booth next year to observe the flow of information from local volunteers to conventioneers in action.

Respectfully Submitted,
Mike Martinez, Jr.
Stacy Fowler
Co-chairs, 2013-2014 Local Arrangement Committee