

ChLA Successful Conference Criteria

Timing

There really are no standard dates during which the Association always meets, although the conference usually starts on a Thursday and ends on a Saturday in June. The past several conferences have met during the second week of June, but also the first and third week of June could be considered. Early July may also be an option. Attention should be given to avoiding an overlap with the American Library Association summer conference.

Conference Chair

A ChLA member with an institutional connection for support is preferred to host the conference annually.

Paper Selection Committee

A ChLA member should chair this committee. Members of the committee need not be at the same institution but should be available during the months of January – March to review and select papers for the conference.

Conference Venue

No matter what type of facility is used, there are certain minimum requirements that are needed to hold a successful conference.

- the venue should be within 30 minutes, and ideally within 10-15 minutes, by ground transportation to a major airport (one that can accommodate 150-200 people arriving on the same day and has international flights). For past conferences, both shuttle and taxi service, or a combination of both, have been used. ChLA members should not be expected to rent cars to drive from the airport to the hotel, since most universities will not support that cost. Many ChLA members will choose not to attend a conference if traveling to the conference is too complicated/expensive.

- space on the Wednesday before the conference for the day-long ChLA Board meeting and a place for the lunch-time Board meeting on Saturday during the conference
- at least seven meeting rooms (sometimes called break-out rooms) that can seat 50-60 people each (rooms do not have to be all the same size; some can be a little smaller and some a little larger)
- an auditorium or a room large enough to hold a general membership meeting and plenary sessions (such as the Francelia Butler lecture). This should seat at least 175-200.
- a large banquet hall for a Saturday evening awards banquet. The space should seat at least 225-250.
- access to technology in these rooms (overhead and PowerPoint projectors, internet access, computers). Also recommend hiring IT support to assist attendees during the conference.
- an exhibit room for the book sale. This will need electrical outlets and internet access.
- general internet access (for members to check email, etc.)

Accommodations

Venues with ample sleeping room space either at the venue or nearby (prefer walking distance) is a necessity. Past conferences have sometimes offered dorm rooms to attendees but the preference the last several years is for hotel room accommodations only. A variety of eating establishments within walking distance of the conference site will also be needed.

