



Continuing Education Committee Manual

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NASIG Continuing Education Committee Projects

1. Committee projects
 - a. Distance education
 - i. Online courses
 1. Webinars, etc.
 2. Proposal – Fill out an event planning report including the following areas:
 - a. topic
 - b. objective
 - c. description
 - d. intended audience
 - e. speakers
 - f. location
 - g. date
 - h. duration
 - i. coordination
 - j. potential co-sponsors
 - k. budget request
 - l. contact info
 - ii. Training materials on CEC website
 1. Past materials from conferences (Powerpoints, handouts, etc.)
 - iii. Electronic forums
 - b. Workshops
 - i. Can be in coordination with a conference or by itself
 - ii. Focused on special topics regarding serials issues
 - iii. Proposal - Fill out an event planning report including the following areas:
 1. topic of program
 2. intended audience
 3. location
 4. potential speakers
 5. target date
 6. duration
 7. coordination
 8. potential co-sponsors
 9. preliminary budget request
 10. contact information

- c. Presence at conferences
 - i. National conferences
 - 1. Push for serials related sessions
 - 2. Proposal - Fill out an event planning report including the following areas:
 - a. topic (Conference theme)
 - b. description of program/objectives
 - c. audience
 - d. location
 - e. speakers
 - f. dates
 - g. duration
 - h. local coordinators
 - i. co-sponsors
 - j. preliminary budget request
 - k. contact information
 - ii. State organizations
 - 1. Push for serials related sessions
 - 2. Proposal - Fill out an event planning report including the following areas:
 - a. topic (Conference theme)
 - b. description of program/objectives
 - c. audience
 - d. location
 - e. speakers
 - f. dates
 - g. duration
 - h. local coordinators
 - i. co-sponsors
 - j. preliminary budget request
 - k. contact information

iii. Unconferences

1. One day events focused on a special topic held in different regions of the country
2. Keynote speaker with breakout sessions
3. Proposal - Fill out an event planning report including the following areas:
 - a. topic (Conference theme)
 - b. description of program/objectives
 - c. audience
 - d. location
 - e. speakers
 - f. dates
 - g. duration
 - h. local coordinators
 - i. co-sponsors
 - j. preliminary budget request
 - k. contact information

d. Publications

- i. Serials related publications such as newsletters, journals, e-journals, etc.

Committee Web Liaison

- a. Each committee should have a Web liaison. Ideally, the chair will ask for a volunteer and someone on the committee will respond. If no one volunteers, the chair will appoint someone.
- b. NASIG will try to host a brief training session during each annual conference for all committee Web liaisons. If at all possible, the Web liaison should try to attend this training session, though it is not required.
- c. The duties of the Web liaison are:
 - ii. Load documents that need to be shared among the committee members to that committee's shared spaces on the NASIG website and any other spaces such as GoogleDocs, etc.
 - iii. Communicate to the ECC any changes that need to be made to the committee's Web space and elsewhere on the NASIG Web site regarding that committee.

Teleconferencing

The Telecommunications Task Force encourages committees to use Skype when possible, but will continue current service.

Regional Unconference FAQ

Q&A with Char Simser

What is an unConference?

From the folks over at Wikipedia, “An unconference is a facilitated, participant-driven conference centered around a theme or purpose. The term "unconference" has been applied, or self-applied, to a wide range of gatherings that try to avoid one or more aspects of a conventional conference, such as high fees and sponsored presentations.”

(<http://en.wikipedia.org/wiki/Unconference>)

What prompted the idea of a NASIG unconference?

I first heard about the unconference concept when Library Camp Kansas (<http://librarycampks.wetpaint.com/>) was held at K-State in March of 2008. It reminded me of the way informal discussion and user group meetings worked at NASIG’s annual conferences. Like those sessions, topics and facilitators for an unconference are identified prior to the gathering. Unlike them, the method for soliciting those ideas is via wiki posts where participation is open to everyone. The format of the unconference is informal rather than presentation style. Participants learn from each other through discussion and brainstorming.

The NASIG Executive Board charged the Continuing Education Committee (CEC) with identifying professional development programming ideas (see the 2007 Strategic Planning Update http://www.nasig.org/about_strategic_planning.cfm). An unconference appeared to be one way to address CE events that would benefit NASIG members. I presented the idea at a Board meeting and then formally to CEC last summer.

Will there be future unconferences in other parts of the country?

I certainly hope so. I would encourage NASIG members who might be interested in facilitating a regional event to contact the CEC co-chairs. I’m sure you know other

NASIG members in your region—think “within driving distance for a day-long event”—that you might grab as co-planners. I’d be glad to talk to anyone who wants details.

Your wiki (<http://nasigunconference2009.wetpaint.com/>) is rather cool.

I agree! The Library Camp Kansas planners told us to copy as much of the basics from their wiki as we needed. No need to re-invent the wheel! All you need is sharp eyes to ensure you don’t leave up information related to the earlier unconference. The basics are all there, including planning information for the facilitators. It certainly has allowed us to keep ourselves organized.

Would every unconference be run the same?

That would be up to the facilitators. The Kansas event is breaking the true unconference mold: we won’t decide the actual discussion topics during the first hour of the event. We will finalize the topics about a week prior to the meeting. Future unconferences might want to include more formal sessions with speakers. I see no reason why we can’t experiment and determine what might be of most value for members.

Why are non-members charged more to attend?

NASIG members need to see value in their membership dues! We hope that we get heavy participation from NASIG members in this region. They definitely should get a price break. We also hope to entice non-members to join NASIG.

For an example please see <http://nasigunconference2009.wetpaint.com/>

Recommended Websites for Setting Up an Unconference:

LIS wiki Library Camp

http://liswiki.org/wiki/Library_Camp

Welcome to the Library Unconference How To Wiki

<http://libunconfhowto.pbwiki.com/>

Resources on unconferences

<http://libunconfhowto.pbwiki.com/Resources+on+unconferences>

Event Planning Guidelines

Theme:

An overriding consideration in developing an event is its potential relevance to the needs of library personnel involved in serials work. In summary, this purpose can be described as the commitment to "foster communication and education among all members of the serials information chain." Thus there is wide latitude within which to create a purposeful context for an event to be solely organized or to identify existing programs to assist in the presentation of programs. More concretely, our committee is charged with bringing a NASIG presence to the membership and the general library community. For example, this means that we should explore venues throughout the year which might be suitable to take bits and pieces of previous years' annual programs to sites for "encore" performances or utilize other means, such as various speakers, to present programs to library staff across the country.

Speakers:

If "location, location, location" is the catchword in real estate, then "speakers, speakers, speakers" would be its counterpart in the planning of continuing educational mini-conferences, unconferences, seminars, workshops, etc. The persons selected for bringing the event to life are the chief gauge by which an event's success can be predicted and its audience scope defined. A good source for speaker identification is the professional program abstracts, including, of course, those of NASIG annual conference. The Continuing Education Committee is prepared to assist in seeking out speakers and/or other presentation methods in consideration for a share of the fees assessed attendees.

The format of an event will determine whether a "keynote" speaker is recommended. Keep in mind that, if such a speaker is to be sought, it is often wise to pin that person down prior completing the rest of the program work. Often other speakers will base their reply to your invitation based upon this factor, and, just as often, the identification of other speakers will be to some extent influenced by who the "keynote" speaker is to be.

Time is of critical concern! Potential speakers' calendars need to be schedule well in advance (often eight months up to one year) of the event date. Their ability to participate will be the first true test of a program's feasibility. Fitting the event to their schedules may also be necessary and impact upon the facilities employed as well as prospective event date.

It is well to follow up immediately after having had secured a speaker with a brief letter confirming their acceptance of your offer to participate in the event. The letter should contain as much information regarding the program as is known at the time, is should also promise to follow-up with details of the event at a later date, and should mention any honorarium that is to be granted. The follow up letter should contain:

- a close-up final program draft, contact information for other speakers
- area map (including detailed directions to event site)
- mass transit information (plane, train, etc)
- car rental information
- suggested overnight accommodations
- reminder to save original receipts for expenses to be reimbursed
- an invitation to dinner the night prior to the event
- details of pick up or drop off on the day of an event
- request for brief vita for use in introduction
- request for AV needs detailed

Budget:

NASIG is highly receptive to supporting continuing education activities and has encouraged the CEC to assist in the development of events. NASIG has a calendar budget year, necessitating a timetable of budget requests which requires budget estimates to be completed by October 1, if possible, of the preceding calendar year. Events being planned with support from NASIG should be outline as to its potential benefits to NASIG. The information should be provided to the co-chair of the CEC to which you have been assigned. The budget amount should take into consideration any contributed

support that may be forthcoming from a co-sponsoring organization. Charges assessed to attendees should give NASIG members a price break. A portion of those charges should be contributed to NASIG and will be negotiated with the CEC and the NASIG board.

Format:

Plan to develop the event's format in outline form as part of the initial process of determining the program's theme and identifying speakers. One of the easiest ways to do this is simply to begin to draft (and redraft as often as is needed) the program announcement itself. The event should be diversified as possible without appearing to be forced. Ample time should be left for breaks and lunch. The program should also permit some degree of audience participation normally taking the form of interaction with the speakers.

Dates:

Selection of the date of the event is crucial to maximizing potential attendance. Events should not conflict with local, regional or even major national conferences, etc. It is also necessary to bear in mind any specific calendars of the host institution or other groups planning meetings (the latter if one is employing a commercial location such as a hotel conference hall).

Publicity:

A program brochure containing pertinent information including date, exact location, travel directions and map (if the event is held on a campus), parking or other transportation specifics, program, meal and break details, and registration form (including deadlines and fees) is the basic vehicle for announcing the event. Mailing labels for the regional area NASIG membership are obtainable by requesting same from NASIG's Database and Directory Committee. This request should be structured by zip code parameters if entire states/provinces are not the definitive scales.

A notice of the event should be posted to NASIG-L as well as a copy being sent to the NASIG Newsletter. The NASIG CEC also maintains a section on NASIGWeb where the event can be publicized. External announcements (e.g., postings to ACQNet, Serialist, etc. must be made only through the office of the NASIG Publicist).

Refreshments:

If the program will last for a full day, breaks should be inserted at opportune times. They will help refresh audience attention as well as provide time for interaction. Depending upon the length of the program, refreshments can range from the simple coffee/tea/soda with a sampling of light "munchies" to a more substantial spread, the latter especially being appreciated if no lunch is included in the event.

Lunch:

The lunch break can be seen as an integral part of the program if it is planned to reinforce what has preceded. Some success has been recorded for the concept of "speakers' tables." By reserving separate tables for each speaker to share lunch with a handful of registrants on a first come, first serve basis, the lunch period also becomes a contributing part of the program. If a commercial restaurant is to be used, its management should also be notified of the potential number of diners so that ample servers will be on hand to facilitate the meal. Finally, an event's fee can be reduced if lunch is labeled as being "on your own." This also avoids the need to provide for vegetarian and other special dietary needs as well as eliminating dissatisfaction with menu selection or expense.

Synopsis:

The event should be summarized for various publications including the NASIG Newsletter. An evaluation questionnaire should be designed and distributed to attendees.

Returned questionnaires should be cumulated and the results provided to the assigned CEC co-chair.

Checklist for Continuing Education events

Theme:

- relevant to NASIG mission
- approval of a CEC co-chairs

Speakers:

- potential speakers' credentials informally verified
- speakers' acceptance confirmed in writing
- speakers' vita for introduction requested in writing
- speakers' AV requirements requested in writing
- speakers' event overview letter sent

Budget:

- estimated budget shared with CEC co-chairs
- event fees agreed upon by a CEC co-chairs and NASIG Board
 - reduced fee for NASIG members will be provided

Format:

- * program drafted
- ample time for arrival/registration/refreshment
- ample time for each speaker
- ample time for break
- ample time for audience interaction
- ample time for lunch

Dates:

- date is free of conflict with other local, regional and national activities, unless the event is associated with one of these activities

Location:

- facilities can accommodate potential audience
- AV support available for speakers
- facility can accommodate parking

Refreshments:

- reserved sufficient type/quantity for arrival period and breaks

Lunch:

- reserved sufficient accommodations, if lunch is to be included

Publicity:

- * brochure drafted/printed, including
 - event title approved by a CEC co-chairs
 - directions to event location included
 - program included, with NASIG information
 - registration form included
- * Event announced
 - brochure (e)mailed to potential regional audience
 - event synopsis (date/time/location/theme/contact) sent to/posted to distribution lists
 - event synopsis (date/time/location/theme/contact) sent for printing in appropriate periodicals
- * Attendee to serve as "recorder" confirmed in writing
 - ensure the event is recorded for the benefit of attendees

Synopsis:

- * evaluation questionnaire
 - designed/printed
 - cumulated for CEC co-chair
- * event summary is posted/published
 - sent to appropriate distribution lists, periodicals and NASIG Newsletter

Jointly Sponsored Event Requirements

Partnering with a parent organization

The NASIG Board has decided that when the CEC partners with a parent organization at that organization's event, then all NASIG members must receive the same registration discount as the members of the organization. For example, if the CEC partners with the ALA's ALCTS Committee at the ALA Annual Conference, then all NASIG members must receive the same registration discount as ALA ALCTS members.

Partnering with a non-parent organization

When the CEC partners with a non-parent organization to jointly hold an event (i.e. the e-book workshop at Mississippi State), NASIG members should receive a 20% discount on the event registration cost. If the 20% discount is problematic, we can negotiate to achieve other benefits to NASIG members. However, the 20% discount should be our starting point.

Other requirements regardless of the partner

1. The NASIG banner should be displayed at the event.
2. Brochures about joining NASIG should be distributed or at least be made available at the event.
3. The NASIG logo should be included in publicity material and on the website for the event.