American Association of Law Libraries
Local Arrangements Committee
2014-2015 Annual Report

The Local Arrangements Committee (LAC) Co-Chairs for the Philadelphia PA 2015 Annual Meeting and Conference were appointed in November 2013 by then incoming Vice President, Holly Riccio. This gave the Co-Chairs plenty of time to have discussions with prior Co-Chairs, “shadow” the co-chairs in San Antonio, advertise and fill the committee positions, and plan for the July 2015 meeting.

We modeled our committee structure off of the 2014 LAC Handbook, with the exception of Excursions, which had just been removed from the LAC line-up. We later learned that the print Daily Paper was being eliminated after two volunteers had stepped forward. If possible, it is recommended that all LAC responsibilities be decided prior to the appointment of Co-chairs.

The Subcommittees were organized so that each member would have one of the Co-Chairs as their primary contact. This worked very well, and reduced unnecessary e-mails and other communications. We set up a Local Arrangements 2015 Community on AALLNET but it was only used for our initial communication. Most committee communication was conducted via e-mail, telephone or in-person/meeting.

We used WordPress to host and create our LAC website - http://lac2015.org/. Content for the website included information on dining/dine-arounds, library tours, sightseeing and volunteering.

We had approximately 80 volunteers, most of whom helped staff the Registration and Hospitality desks. The Volunteers Subcommittee collected the volunteers’ names, contact information, areas of interest, and scheduling conflicts in a Google Drive spreadsheet. After the conference, the overall list of volunteers was sent to AALL so that the volunteers could be thanked.

There were 39 volunteers who filled 70 slots at the Registration Desk. During the last 2 days, having 3-4 volunteers per shift was unnecessary. This is something that should be considered when staffing the registration desk at future conferences. Additionally, it would be beneficial to have Registration volunteers at a separate table for ribbon disbursement. There were times during the first 2 days of registration when it was too busy to refer to the ribbon list for each registrant.

The Hospitality booth had a total of 27 volunteers fill 53 slots. We scheduled at least 3 volunteers for Saturday shifts, as this was our busiest day of attendee arrivals. Early morning shifts and late shifts towards the end of the conference were hard to fill. There were raffle drawings at the Hospitality booth on Saturday, Sunday, and Monday. The prizes were donated by local law firms and other businesses, and library vendors. The Hospitality booth had a list of important numbers like the LAC Committee members, AALL contact and office, 911, Dine Around hosts, and Library Tour hosts.

The 6 library tours and 7 dine-arounds met their hosts at the booth before walking or taking transportation to their final destination. Initially, 100 attendees registered for the 6 Library Tours. As with previous years, there were no-shows for almost every Library Tour, but last minute
attendees made up some of the difference. The Dine-Arounds were held on Friday, Saturday and Tuesday evenings, and were very successful with most filled to capacity.

There were 9 new exhibitors for the 2015 Philadelphia meeting. The Exhibits Chair and LAC Co-Chairs, personally thanked all of the exhibitors and tried to encourage them to attend next year. Most said they already signed up or were planning to sign up.

A more detailed report has already been submitted to the Director of Meetings.

Respectfully Submitted,
Kathy Coon
Jill Poretta
Co-chairs, 2014-2105