

**American Association of Law Libraries
Local Arrangements Committee
2015-2016 Annual Report**

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LOCAL ARRANGEMENTS COMMITTEE

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The Local Arrangements Committee (LAC) Co-Chairs for the Chicago 2016 Annual Meeting and Conference were appointed in November 2014 by then-incoming Vice President, Keith Ann Stiverson. This gave the Co-Chairs plenty of time to have discussions with prior Co-Chairs, fill the committee positions, and plan for the July 2016 meeting.

We met in mid-December in Philadelphia with Keith Ann Stiverson, Pam Reisinger, and others who would be involved in the conference planning. This gave us an opportunity to walk through the hotel and convention center space and learn more about what was expected from our committee.

We filled the committee with members of the local AALL chapter, the Chicago Association of Law Libraries, shortly after our appointment. We modeled our committee structure off of the 2015 LAC Handbook, initially attempting to re-add Excursions responsibilities to the Library Tours committee. Though Excursions had just been removed from the LAC committee roster in 2015, we thought that Chicago might provide interesting opportunities for AALL members to experience group sightseeing excursions. However, we discovered that all excursions packages required AALL to guarantee minimum attendance and submit down payments, which are not included in the LAC budget.

The Subcommittees were organized so that each member would have one of the Co-Chairs as their primary contact. We had one Co-Chair as the primary contact for Registration, Exhibits and Publicity/Website and the other Co-Chair as the primary contact for Hospitality, Restaurant Guide/Dine-Arounds and Library Tours. Both Co-Chairs served as the contacts for the Volunteers subcommittee, as that committee is charged with communicating closely with all other subcommittees. This worked very well, and reduced unnecessary e-mails and other communications.

The Co-Chairs worked together to recruit volunteers and staff the Chicago Hospitality booth at the 2015 Philadelphia meeting, using SignUpGenius to schedule the volunteer shifts. Choose Chicago (the Chicago visitors' bureau) supplied maps and publications for Chicago tourists. Before the meeting, we also chose the design for a badge sticker depicting the Chicago flag, and worked with Pam to design magnets promoting the 2016 Chicago meeting to be distributed at the association luncheon. We met with the Philadelphia Co-Chairs during the conference and many of our committee members also attended the Philadelphia meeting and were able to talk to their Philadelphia counterparts. Attending the Philadelphia LAC wrap-up meeting was also invaluable (though perhaps a bit early on the Tuesday morning).

In November 2015, one of the Co-Chairs relocated from Chicago. Keith Ann Stiverson and the other Co-Chair graciously allowed the Co-Chair to remain active on the Local Arrangements Committee. The Co-Chair who remained in the city took on the additional responsibility of making and coordinating announcements at the quarterly annual CALL meetings. Aside from that local responsibility, most communications regarding the meeting or Local Arrangements planning took place over email, and as a result the relocation only slightly affected the work of the committee.

Most committee communication was conducted via e-mail or telephone. We set up a Local Arrangements 2016 Community on AALLNET but it was used infrequently as many committee members had problems with work spam filters preventing them from receiving emails. In addition several committee members changed employment during the year, and the emails on the AALLNET community were only as current as the committee members' AALL profile. The group met in person in May and June of 2016 with Pam Reisinger, Paul Graller, Heidi Letzmann, and Keith Stiverson. Our final wrap-up meeting was held on the last morning of the 2016 conference and was also attended by the LAC Chairs for the 2017 Austin meeting.

Other responsibilities for the Co-Chairs involved managing the budget, coordinating communication between committee members and AALL, soliciting recommendations for VIP guests and managing the spreadsheet and correspondence with AALL, sponsors and attendees, requesting welcome letters from Mayor Emanuel and Governor Rauner, advising on website content and design, and coordinating a committee group text messaging for easy communication during the conference.

AALL staff was always available and quick to answer our questions and give us guidance. It was a pleasure working with Pam Reisinger, Kimberly Rundle, Christopher Siwa, Heidi Letzmann, and Cara Schillinger. We were especially fortunate to be in the city where AALL is headquartered, giving us even easier access to AALL's resources.

We would especially like to thank the members of our 2015-2016 Local Arrangements Committee (also known as the “Dream Team”) for their commitment, time, support, and excellent work throughout our term.

HOSPITALITY

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We had a total of 39 volunteers staffing the Hospitality Booth for 41 shifts. Most of our volunteers were generous with their time and covered more than one shift. The prior year’s committee had a hard time filling early morning shifts and late shifts towards the end of the conference, but we had a good turnout. We were able to schedule two volunteers at each shift, minus one 7:30 AM shift. The volunteers were recruited mainly from the local AALL chapter, though it was open to all. We had a couple of out-of-towners, but they were familiar with the city. There were a few questions about whether or not someone could volunteer at the booth, if he/she did not sign up for the conference. We checked with Pam Reisinger, and yes, they could volunteer at the booth. Volunteers were scheduled in June up until the week before the conference started.

We started to put together information for our guide in November, with the launch of the website in February. Our categories included: Getting around Chicago; July Events; Landmarks; Maps; Museums; Tours; Chicago Survival Guide)
(<http://lac2016.chicagolawlib.org/lac2016/exploring/>)

Volunteers were sent a group email the week before the conference. The email included the location of the booth, the volunteer schedule, a link to our guide, information about what was included in the binder, information about the raffle prizes, hours and contact information for the AALL Staff Office, and the two hospitality co-chairs’ contact information.

The two committee chairs tried to bridge the shift changes as best we could. One or both of us were there for the opening/closing of the booth each day, as well as at the raffle drawings. During the bridge time, we reviewed answers to popular questions, passed along information to the volunteers and answered other questions.

The Hospitality Booth had a binder of print information that included the guides from the website printed out, local resources (bookstores, drug stores, fast food eats, transportation, business solutions locations like FedEx and USPS, religious services and houses of worship, banks and ATMs, eye care, dentists, Hospitals and urgent care, flowers, liquor and beer, running list of FAQs, and how to call 911 from the convention center. It is helpful to have information about family activities and food options for special diets.

The Hospitality Booth was set up next to the Registration Booth, on the way towards some conference rooms and the exhibit hall. Having the booth in a common area, with frequent foot traffic was helpful. We had a computer and printer, locking cabinets, pens and paper, some post-

it notes, a fish bowl for the raffle prize entries, Chicago flags and flag stickers, and some other city guides. The LAC made available a decent amount of local fun, events, and informational brochures for the taking.

The Booth was open the same hours as the Registration Desk and took approximately 15 minutes to set up. The locking cabinets were useful for storing extra pamphlets, the volunteers' personal items as well as raffle entries at night. Raffle prizes were stored in the locked of the Hospitality Booth. It might be helpful to have the two hospitality booths next to, or at least close to one another. That way, the next year's volunteers and committee would be able to see first-hand what activity takes place at the hospitality booth.

The Dine Arouns and Library Tours met in the hotel lobby upstairs, but we made sure to have the information about when/where to meet, and the host's information, should there be any questions. (For example, alerting them that a no-show arrived after the group's departure and was on their way to join them.) Dine Around and Library Tour information like dates, times, locations, host, and the status of it was full or had open seats, were kept at the Hospitality Booth.

Raffle prizes were donated by local businesses, library vendors and local librarians. We held raffle drawings on Saturday, Sunday and Monday (nothing on Friday or Tuesday). The raffle winners were drawn and announced at 3 PM, to give enough time to pick up the prize. (Though next year, maybe do it around Noon, or another time when no sessions are taking place.) Winners were emailed and announced on Twitter. Since not all our winners checked their emails during the conference, one person recommended that we somehow have the names visible at the booth each day. For those who preferred to keep their names private, we also offered those who entered to write "opt out" on their entry if they don't want to be announced on social media.

LIBRARY TOURS

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This year in Chicago, we made arrangements for library tours at 4 libraries. In making our selections, we made an effort to choose libraries that were diverse in terms of target patronage and geography. In doing so, we allowed our members to see differences in the way that various types of libraries operate, while also allowing registrants to see different parts of the city. Here are the tours we organized this year, along with the language we used in the registration materials.

- 1) Cook County Law Library**
50 W. Washington St. Room 2900
Chicago, IL 60602

Saturday, July 16 • 12:00 p.m. to 1:00 p.m.
Limited to 24 people

Located on the 29th floor of the Richard J. Daley Center, the Cook County Law Library sports perhaps the single best lake view of any library in the city, law or otherwise. This tour will begin 30 minutes before the library opens. A government ID and passage through security will be required to enter the building.

A library tour guide will meet registrants at the main entrance in the Hyatt Regency's East Tower lobby at 11:20 a.m., departing at 11:30 a.m. to walk to the library. The library is 0.7 miles from the Hyatt, a 14-minute walk.

On your own transportation options: The #6 CTA bus, with a bus stop just outside the Hyatt Regency, is also available - passengers can disembark one block east of the Daley Center at the northwest corner of State & Washington (Stop ID #1425). Single fares are \$2.00 with a Ventra card or \$2.25 cash, although single- and multiple-day passes are also available. A taxi will be approximately \$8 for a single rider, less with more people per cab.

2) Newberry Library
60 West Walton Street
Chicago, IL 60610

Saturday, July 16 • 1:30 p.m. to 2:30 p.m.
Limited to 24 people
\$4 per person

A world-renowned independent research library in Chicago, the Newberry offers readers an extensive non-circulating collection of rare books, maps, music, manuscripts, and other printed material spanning six centuries. Open to the public, it is dedicated to the advancement and dissemination of knowledge, especially in the humanities. The Newberry acquires and preserves a broad array of special collections research materials relating to the civilizations of Europe and the Americas. Its staff provides award-winning service and supports a rich array of programmatic opportunities.

A library tour guide will meet registrants at the main entrance in the Hyatt Regency's East Tower lobby at 12:35 p.m. to depart at 12:45 p.m. for the 1.2-mile (24-minute) walk to the library.

On your own transportation options: The library is also accessible via the CTA Red Line (with a 10-minute walk). Red Line fares are \$2.25 (Ventra card) or \$3 (Ventra ticket). Various bus routes are also accessible (see CTA options [here](#)) and fares are \$2.00 with a Ventra card or \$2.25 cash. CTA passes for multiple use are also available. A taxi cab will be approximately \$10.75 for a single rider, less with more people per cab.

- 3) **University of Chicago**
Joe and Rika Mansueto Library **D'Angelo Law Library**
1100 E. 57th St. 1121 E. 60th St.
Chicago, IL 60637 Chicago, IL 60637

Monday, July 18 • 1:00 p.m. to 3:00 p.m.
Limited to 24 people
\$18.50 bus transportation fee

Located in Chicago's Hyde Park neighborhood, the University of Chicago features a campus so beautiful and steeped in history that it would be a shame to linger in a single building. Tour participants will be treated to a double feature of history and modernity, as we highlight the D'Angelo Law Library and the Joe and Rika Mansueto Library.

On the historical side, the D'Angelo Law Library is the centerpiece of the Law School's Laird Bell Quadrangle, a group of buildings designed and built in the late 1950s. D'Angelo Law Library serves as an example of the proud tradition and history that have combined to establish the University of Chicago as one of the nation's premier institutes of higher education.

On the other end of the spectrum, Mansueto Library more closely resembles a space ship than a library. A stunning glass-domed reading room sits atop high-density stacks, where materials are retrieved by an automated storage and retrieval system (Read: robot. It's a robot library). Completed in 2011, Mansueto Library has won a number of prizes for its innovative function and design.

A library tour guide will meet registrants at the main entrance in the Hyatt Regency's East Tower lobby at 12:15 p.m. The bus will depart at 12:30 p.m. for the University of Chicago. The tour, including a scenic walk across the University's campus, will begin at 1:00 p.m. and the bus will depart campus for the Hyatt Regency at 3:00 p.m., to return around 3:30 p.m. Bus fare is factored into the registration fee for this tour.

- 4) **Harold Washington Library Center/Chicago Public Library**
400 S. State St.
Chicago, IL 60605

Tuesday, July 19 • 2:00 p.m. to 3:00 p.m.
Limited to 24 people

Harold Washington Library Center is the central library for the Chicago Public Library System. Located in the Loop, the building's iconic red brick exterior and green metal roof combine to produce one of the most recognizable facades in all

of Chicago. In addition to an overview of HWLC's impressive print collection, the tour will highlight the library's innovative Maker Lab, where patrons can utilize 3D printers, and laser and vinyl cutters, and take guests through the stunning, glass-covered Winter Garden.

A library tour guide will meet registrants at the main entrance in the Hyatt Regency's East Tower lobby at 1:05 p.m. to depart at 1:15 p.m. to walk 1.1 miles to the library (22-minute walk).

On your own transportation options: The #6 and #146 CTA buses, which both depart from the NW corner of Michigan and Wacker, are also available, and will deliver passengers to the NW corner of State and Van Buren, across the street from Harold Washington Library Center (see bus maps [here](#)). Single fares are \$2.00 with a Ventra card or \$2.25 cash. Single and multiple day passes are also available. A taxi cab will be approximately \$10.50 for a single rider, less with more people per cab.

Library Open Houses

In addition to the four libraries we identified as official AALL tour sites, we also arranged for a system of open houses at other law libraries in Chicago. The thought process behind this idea was that there are a good number of AALL attendees who either aren't able to register for one of the official tours for one reason or another, or who simply prefer to explore libraries on their own, as opposed to as a member of a structured group. We hoped to accommodate these members as much as possible by asking area libraries to simply make their staff aware that there might be AALL attendees who might stop by, and if it was a library with a restricted access policy, to make an exception for AALL attendees. In addition, we requested (but of course did not require) libraries to have some sort of literature (pamphlet, brochure, etc.) on hand to give librarians that would provide basic information about the library. In doing so, this would allow any visitors to conduct their own self-guided tours of these libraries.

This was an informal initiative on our part, but one that we thought would be an extra way to provide "tours" to those who wouldn't otherwise be able to attend the official tours. The feedback that we received on this initiative was all positive. If possible, we would recommend that this idea be continued in future years.

Notes on each tour

Cook County Law Library

- Guides: Megan Butman & Maribel Nash
- 13 of the 24 registrants were present for this tour. An additional 2 individuals who were not previously registered accompanied the group on the tour. Megan and Maribel walked with them to Cook County, where Jean Wenger and her staff gave an hour long tour including a tour of a courtroom.

Newberry Library

- Guide: Tom Gaylord
- 16 of the 24 registrants were present for this tour. All were able to walk the 1.2-mile distance from the hotel to the library and back without incident. Tom pointed out places of interest on the way. After arriving at Newberry, the tour itself was led by Will Hansen, the library's Curator of Americana. Tom received a lot of feedback from tour members that they were very happy with the tour. None of the tour members who cancelled in advance complained about the fact that their \$4 would not be refunded.

University of Chicago

- Guide: Scott Vanderlin
- 18 of the 24 registrants were present for this tour. While this tour was the only one of the four that required chartered transportation, those details were worked out in the background by Pam Reisinger at AALL. In the week leading up to the conference, Scott was provided contact information for the driver, and provided his in turn. On the day of the tour, a quick phone call confirmed that the driver was en route, and there were no issues with parking or getting everyone on the bus. In addition to Scott and the tour registrants, Sheri Lewis, Director of the D'Angelo Law Library, accompanied the group on the bus to U of C's campus. Once there, Sheri broke the group in half, leading one group herself and passing the other group off to Margaret Schilt, Head of Reference at D'Angelo. The Law Library portion of the tour lasted roughly 45 minutes, and was followed by a brief 10-15 minute walk across campus to Mansueto. Upon arriving at Mansueto, we were passed off to staff of that library, who showed us the reading room, tech services department, and famous underground storage and retrieval system. After concluding our tour of Mansueto, we were met at the prearranged meeting spot by our bus, which took us back to the conference hotel. Scott received extremely enthusiastic feedback about the entire tour, with specific emphasis on the Mansueto portion of the tour.

Harold Washington Library Center

- Guide: Scott Vanderlin
- Only 8 of the 24 registrants showed up for this tour. Scott walked with the group to the library without incident, where we were met by Susan Smith, who was a volunteer at the Chicago Public Library who frequently gives tours of the library. The tour itself lasted an hour and 15 minutes, after which we all returned to the conference hotel. Aside from being a particularly hot and sunny day, there were no issues to report.

A Note on Cancellations and No-Shows

In spite of being warned that there would be a fair amount of no-shows, we found it surprising just how many people failed to show up. The tour of Harold Washington Library Center was particularly poorly attended. One possible explanation for the Harold Washington tour was that it was on Tuesday afternoon, after many attendees had already left for the airport. In the future, it might be wise to avoid doing tours this late in the conference. This factor, combined with a particularly hot few days in Chicago, and the usual conflicts with programs, can all be pointed to as possible reasons for no-shows.

The truly frustrating part of no-shows and cancellations is that there is really no good mechanism for filling those slots. Even when individuals gave us notice in advance that they would not be able to attend the tour they had signed up for, the only thing that could be done was to open the registration back up for those registering late to the conference. The obvious problem with this is that in the weeks and months in between when the original registrant had signed up and when they cancelled, anyone wanting to register for that tour would have seen that the tour was full, and would therefore not be allowed to register. We were told in no uncertain terms that it would not be feasible to create and maintain a waiting list for these tours. We understand the complications that this would cause, but, like we said, it was frustrating. Basically, be prepared for no-shows and cancellations.

Selecting and contacting host libraries

In the fall, we made a short list of libraries that we were hoping would agree to host tours. As noted above, we placed an emphasis on selecting a variety of different types of libraries, so any of these should be considered: law firms, courts, public libraries, law schools, and possibly a special library or another destination unique to your city. You can either hand-pick them or solicit volunteers via a broadcast email. But if you ask for volunteers you may get libraries requiring difficult logistics, and have no way of gracefully declining. There is no budget for Library Tours, so if chartered buses or taxis are required you'll need to work with AALL to get price information right away. Keep track of contact information for each of the host libraries, as you'll need to check in with them closer to the conference.

Deadline for AALLNET

This year's deadline for AALLNET was in early January, so all Library Tours information had to be ready by that date: names of libraries and a paragraph about each tour, specific dates and times, maximum number of participants, and transportation details. Once you have selected libraries, try to give your host librarians their pick of tour times, with the caveat that Library Tours can only be scheduled during "no conflict" times specified by AALL.] One potential problem here is that some hosts are also speaking at programs during the "no conflict" times, but they don't actually have their own program's details by the time your Library Tours copy has to be ready for AALLNET. Either draft language yourself to be approved by hosts, or ask the host librarians themselves to draft blurbs about their libraries and decide on the maximum number of participants for their tours. Show them examples from previous years to give them an idea of what and how much to say. Try to keep tour group sizes small, e.g., 19 is a much more

manageable size than 25 for a law firm tour. It works well to have all Library Tours leave from the same spot, and to mark that spot prominently with a sign.

Registration and notification

Registration is handled online by AALL, but it's your job to draft emails to all of the registrants for each tour. Someone at AALL will provide you with a list of registrants a month or two in advance. We sent out one email roughly a month before the conference, and the same email again one week before the conference. Our email stressed the meeting spot for the tours, and that we would not be able to accommodate latecomers.

Recruiting guides

A representative will be needed to guide each tour group to and from the destination library. It is therefore crucial that you select someone (preferably local) who knows the area and the destination library well. This year, we found it easiest as Library Tours Subcommittee chairs to guide these tours ourselves (and enlisted LAC Chairs Megan and Maribel to take one), but in the future I'm not sure if we could fully recommend doing it yourself, or if you do, certainly not more than one tour. Acting as a guide for more than one tour takes you away from the conference for an awfully long time, and it would probably be better to divide the work between more individuals. Walking tour guides will need to walk the route a week or so before the conference in order to be aware of any construction or traffic changes that affect the route. If the group is larger than 10 or 12, it might be helpful to have two guides, though this is not strictly necessary. Keep track of contact information for each of your guides, too, as you'll need to check in with them closer to the conference.

One week before the conference

Contact all of your volunteer hosts and guides again to: (1) Remind them about the timing of the tours (both beginning and ending time of the tours); (2) Suggest that guides do a dry run of their routes so there won't be any surprises on the day of the tour; (3) Include the spreadsheet from AALL showing the names of tour participants; and (4) Give the guides and hosts each other's contact information. It's a good thing for guides to communicate with host librarians so they know exactly where to take their groups.

Hospitality Desk

One week before the conference is also a good time to send detailed Library Tours information to the Hospitality chair, including times, numbers of participants allowed, names and contact information for hosts and guides, etc. You'll want to let them know what Hospitality Desk volunteers should say to people who ask if it's possible to get on a Library Tour even if they haven't preregistered: "Although preregistration was required and Library Tours filled up fast, every year there are no-shows. This year will be no exception, so anyone who's interested can drop by to see if there's room. As long as we don't exceed the maximum number specified by the host library, last-minute participants are welcome." If a tour is particularly popular, the Hospitality Desk may want to start a waiting list 15 or 30 minutes before the tour time.

During the conference

AALL will arrange to have a sign in the hotel or convention center: LIBRARY TOURS MEET HERE. Tour guides should arrive there at least 10-15 minutes before the stated departure time.

After the conference

Send follow-up emails to the volunteer hosts and guides a day or two after the conference and you'll probably get a lot of positive comments.

REGISTRATION

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Scheduling

We created a SignUpGenius calendar. (See Calendar attached to report). The time slots were based on the 2015 Annual Meeting's bag stuff and registration schedule. In mid-to-late June, we received a list of registration volunteers from the Volunteer Committee Co-Chairs (Carolyn Hersch & Claire Durkin). During the last week of June, we emailed the SignUpGenius link to all the interested registration volunteers. Then, the registration volunteers selected and signed up for their preferred times. We received feedback that this was a simple and a user friendly way to schedule the volunteers.

There were 22 scheduled shifts over the course of the five day meeting and nearly all shifts were fully staffed with volunteers. As was anticipated, more volunteers were needed on the earlier days of the Annual Meeting (Friday night, all day Saturday, and Sunday morning) than were needed toward the end. It appeared that on Monday and Tuesday while actual registration had dwindled, meeting attendees enjoyed stopping by the desk to chat or to ask for directions. Therefore, we would recommend continuing to have a few registration volunteers staff the desk even after actual registration has dwindled down.

Bag Stuffing

There were 22 total volunteers (including the co-chairs) for this task, and it went smoothly, without any problems. All the materials were ready to go when the volunteers arrived and the set-up made it easy to create an assembly line of bag stuffers. Bag stuffing was scheduled from 9:00am-12:00pm, but the project was finished in a much shorter period of time (approximately 1 hour 45 minutes). Shortening the scheduled time is recommended.

Registration Desk

Based upon feedback from the previous year's report, we ensured that a registration committee co-chair was at the desk throughout the duration of the Annual Meeting. This provided a nice continuity to the operation.

In their opinion, during the five days of the AALL Annual Meeting in Chicago, the Registration Desk operated without too many problems or issues. The only major problems occurred on Saturday with late registrants for the PLLIP Summit and with PLLIP registrants assuming the

registration fee included tickets to the opening reception. However, it is our understanding that those issues were resolved and should not occur in the future.

Ribbons

Based upon feedback from the previous year's report, a volunteer was assigned to the "ribbon station" during the shifts that had more than three volunteers. The volunteer was provided a roster listing the names of people eligible for specific ribbons. This seemed to flow well and to their knowledge there were not any problems with ribbons this year.

Conclusion

On the whole, the entire registration process from volunteer sign-ups through the end of the Annual Meeting worked out well. As for 2017, Matt Steinke, the chair of the Registration Committee for the Austin LAC, helped to staff the desk on Friday and Saturday and therefore has already experienced how the desk operates. However, we would be happy to answer any questions Matt might encounter between now and the 2017 Annual Meeting.

VOLUNTEERS

Claire Toomey Durkin and Carolyn Hersch

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We began working together with the entire Local Arrangements Committee in October 2015 to determine which subcommittees would need volunteers and roughly how many they needed. Those needing volunteers were: Registration/Bag Stuffing, Hospitality, Dine-Arounds, Association Luncheon, and Opening Reception.

We first started putting out the call for volunteers in the winter CALL newsletter. Additional announcements were made at CALL business meetings in November, February and May. Chris Siwa, the AALL Director of Information Technology, created a form for volunteers. This was posted on the LAC website in February 2016. Additionally, when people registered for the conference, they had the option of volunteering, and a link in the registration would direct them to the form. There were six options that they could choose from: Registration/Bag Stuffing, Hospitality, Dine-Arounds (with a note that they should be local), Library Tours (with a note that they should be local), Association Luncheon, and Opening Reception. A Gmail email account was created to collect volunteer responses, and a Google Drive spreadsheet was also created where the information on the form was captured. Information requested from volunteers consisted of names, contact info, area of interest, and scheduling preferences. Each volunteer who e-mailed their information to our account received a response from one of the co-chairs usually within 24 hours confirming receipt of their volunteer sign-up, thanking them, and promising that details would be sent closer to date of conference. Additionally, local volunteers contacted the committee chairs to volunteer, and these people were also noted in the spreadsheet.

Six weeks before the start of the conference the chairs for Hospitality and Registration created SignUpGenius sites with the hourly schedules they made for their booths. We sent the names and contact info of those who had selected either Hospitality or Registration to the chairs of these

committees and they handled their own scheduling. We also sent an email to the volunteers, indicating that they would receive an email directly from the Hospitality and Registration Committee heads. Other committees required fewer volunteers and communicated directly with their volunteers regarding schedules.

No financial expenses were incurred during our term as Volunteers' co-chairs.

Overall the turnout of volunteers was impressive. Enthusiasm for Chicago was strong particularly from local librarians who made up the majority of volunteers. And, as has been reported in past years, many volunteers did multiple shifts and "no-shows" were negligible.

After the conference ended all names and contact info for volunteers was sent to AALL headquarters so that thank you messages could be sent to each volunteer.

WEBSITE

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The 2016 Local Arrangements website (<http://lac2016.chicagolawlib.org/lac2016/>) was created using the WordPress platform and was housed on the Chicago Association of Law Libraries domain (CALL) (chicagolawlib.org). Because of this arrangement, no costs were incurred in creating or hosting the site. Moreover, Debbie Ginsberg, the webmaster for CALL, graciously provided me with assistance in setting up the site and troubleshooting any issues that arose. In terms of issues, the only one that arose related to certain IP addresses being blocked from viewing the site. However, Debbie was able to quickly fix this problem each time it occurred.

In deciding on pages and content for the site, I had two strategies. First, I planned to create sections relating to the responsibilities of the various LAC subcommittees (e.g., hospitality, volunteering, dinner dine-arounds, library tours, etc.). Second, I reviewed the LAC websites for the past several annual meetings to get an idea of the types of information typically included. Here are the URLs for a few of the more recent LAC websites (other years' sites seem to be inactive at the moment):

- Seattle 2013: <http://lac2013.llops.org/>
- Philadelphia 2015: <https://lac2015.org/>

I was fortunate to work with extremely diligent LAC co-members who sent me content for the website throughout the winter months prior to the conference. After receiving the content, I would add it to the website promptly. I worked with AALL to create a banner for the site and also added a link for the Choose Chicago microsite, which was created by an outside firm at the request of AALL. For social media, I provided links to the AALL Facebook and Twitter pages on the LAC site.

Overall, I found the experience to be very enjoyable. I believe some experience with WordPress and web design would be a helpful attribute for individuals tasked with building the LAC site in

future years. The time commitment is in no way substantial and building the site is a fun way to contribute to the success of the annual meeting.

See below for a screenshot of the 2016 LAC website:



Sunday, July 17: Trivia Night with CALL!

Posted on May 17, 2016

Search

CONFERENCE SOCIAL MEDIA



PUBLICITY

Jesse Bowman

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Initially, I planned to use the very helpful 2015 LAC report as a guide for publicizing the meeting. However, by the time my attention turned to my LAC responsibilities in the Fall of 2015, I realized that I had missed many of the AALL Spectrum publication deadlines. As such, I decided to focus on the LAC website as a means of promotion and let AALL handle publicity of the event. Also, I promptly posted publicity-related materials to the LAC website, such as the “Chicago Survival Guide.” Overall, it seems that the publicity for the meeting was successful, as the attendance was higher than that of the previous several meetings.

RESTAURANT GUIDE AND DINE-AROUND

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The Restaurant Guide was compiled with the help of Susan Retzer, Kathy Bruner, Bridget MacMillan, Beth Schubert, Carolyn Hersch and Susie Seibert. We had a fairly recent restaurant guide that was created for the SLA Conference held in Chicago and decided there was no need to

reinvent the wheel so we updated it, removing restaurants no longer in business and adding some newer ones. Because the SLA guide was large in geographic scope, we pared it down by eliminating restaurants in some of the furthest neighborhoods. We concluded that as librarians, we all know how to do research so only kept basic information in the spreadsheet (name, address, phone, website, neighborhood and a price guide using \$\$ signs). There were 112 restaurants listed in the spreadsheet and committee members all contributed two or three of their favorites, which may have fallen outside our geographic scope. These were highlighted in yellow at the end of the spreadsheet.

We had been told by other LACs that the Hospitality Desk would be inundated with questions about where to find the closest deep dish pizza and other Chicago culinary delights, so decided to compile a 2 sided handout that included headings for: Breakfast and Lunch options near the conference site, Food & Liquor near the conference site, Pizza near the conference site, Pizza worth the trip, and Italian Beef and Chicago Style Hotdogs. This handout was so well-received at our LAC planning meeting the decision was made to include a copy in everyone's registration bag. A stack was also kept at the Hospitality Desk.

It was recommended that we schedule seven dine-arounds to be held on nights that did not already have other large events scheduled. The committee came up with a list that included a variety of cuisines and price ranges, and after determining these places would take reservations (in most cases for 10) and separate checks, a request went out to CALL for hosts. When the dine-arounds were publicized on the Local Arrangements website, the hosts' name and contact information was included and hosts were responsible for signing people up, making the reservation, coordinating travel and meet-ups. We scheduled 2 for Friday night, 3 for Saturday and 2 for Tuesday. Two ended up being cancelled completely because no one signed up. Most had 4-6 people. Several had people registered who were no-shows.

Our committee's conclusion was that the days of large dine-around participation are over. With so many ways now to find restaurants, make reservations, read reviews, etc, the need to provide people with dining options seems a bit obsolete. Perhaps last minute signup sheets at the hospitality desk or one dine-around scheduled on Saturday night would meet the needs of attendees.

EXHIBITS

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I identified potential exhibitors through some online research and by brainstorming with a colleague who works for a consulting firm. I recommend also checking the SLA and ALA annual meeting programs for vendor ideas. If I could do this again, I would have polled a more wide ranging group for ideas including at least one representative from each of academic, law firm, government, and corporate/consulting libraries.

I forwarded a list to Paul, and I did not receive confirmation that it was received. It would be helpful for the exhibits chair to receive confirmation as well as feedback on any leads that did or didn't pan out. Perhaps Pam and Paul can add commentary to this, including information about

industries or resource types that were lacking in the hall in the prior year, to benefit next year's exhibits chair.

At the conference, I introduced myself to many exhibitors, thanking them for attending and asking if the conference was working favorably for them. I did not make it to every booth, but I was able to welcome each first time exhibitor. This was a great opportunity for me to become acquainted with new resources and concepts, and I will make a point of visiting first time exhibitors at future conferences. I wish I had been able to enter the hall for 15-30 minutes before the opening reception to begin welcoming and thanking exhibitors.

Most provided positive feedback and seemed pleased with the range of conference attendees and the interest in their products. For some, returning seemed unlikely, but they still mentioned that they learned a lot from conversations with attendees. I mentioned at the closing LAC meeting that a vendor commented that the wifi pricing (6 or 24 hour increments, when the exhibits hall hours were longer than 6 hours/day but far less than 24) was irritating. It seems that free wifi was available, but apparently this vendor was not aware.

This was a really informative and enjoyable experience, and the LAC was a smart and energetic group. To close, I recommend:

- Informally polling a range of AALL members for ideas on specific vendors or types of resources of interest to potential attendees
- Communication between the exhibits professionals and the exhibits chair, especially during the early process of identifying potential vendors
- Allowing the exhibits chair to access the hall before the ribbon cutting to get a jump start on welcoming exhibitors