



**CANADIAN ASSOCIATION OF PROFESSIONAL ACADEMIC LIBRARIANS**  
**Association canadienne des bibliothécaires académiques professionnels**

***GUIDELINES for the SELECTION of CONFERENCE ORGANIZERS for the***  
***ANNUAL CONFERENCE***

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## PREAMBLE/INTRODUCTION

CAPAL/ACBAP's annual conference, held in conjunction with The Congress of the Humanities & Social Sciences, organized by the Federation for the Humanities and Social Sciences aims to reflect high standards and provide critical analysis concerning issues affecting academic librarians and the profession of academic librarianship. The annual conference should speak to the core ideas in CAPAL/ACBAP's Mission statement:

The Canadian Association of Professional Academic Librarians is a national non-governmental membership organization representing academic librarians and the profession of academic librarianship in Canada. Our mission is to promote, advance and support the profession of academic librarianship for the advancement of research, teaching and learning at post-secondary, degree-granting institutions, and to further the professional interests of our members.

To further the professional interests of our members, CAPAL shall take national leadership on behalf of the entire membership advocating for high standards in the profession, fostering communication which investigates and disseminates knowledge about academic librarianship, and providing critical analysis and public comment on issues affecting academic librarians and academic librarianship." (2012)

## CONFERENCE ORGANIZING COMMITTEE (COC)

### COC TERMS OF REFERENCE

The Conference Organizing Committee (COC) will:

- Organize the Annual Conference of the CAPAL/ACBAP using the CAPAL/ACBAP Conference Organizing Timeline for guidance.
- Ensure the Annual Conference is cost-recovery (i.e., that registration revenue covers the costs of the conference).
- Promote the Annual Conference of the CAPAL/ACBAP, working with Standing Committee on Communications.
- Working with the CAPAL/ACBAP Board, facilitate the arrangement and hosting of the CAPAL/ACBAP AGM, meetings of the Standing Committees (as required by the Chairs of the Standing Committees), and any other Board-sponsored events taking place in conjunction with the Conference.
- Maintain open communication with the CAPAL/ACBAP Board through regular monthly reports on plans and progress.
- Consult, as required, with the CAPAL/ACBAP Chairs of the Standing Committees.

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## REQUIREMENTS OF THE COC

- The Conference Organizing Timeline will be used to guide the conference organizing process.
- All major decisions relating to theme, format of the conference, keynote speakers, finances and any other issues anticipated to be of specific concern to the membership are required to be approved by the Board.<sup>1</sup>
- Regular contact between the Conference Organizing Committee and the CAPAL/ACBAP Board is required to ensure there are no unexpected expenses.<sup>2</sup>
- The Board will be consulted for advice and guidance on questions or issues arising that are new or unique to the conference planning process.
- All official communications concerning the conference must be in both French and English.
- All documents and communication pertaining to the organization of the annual conference are to be archived in the CAPAL/ACBAP Archives for future reference and use.
- The official CAPAL/ACBAP website will be used to update members with respect to the annual conference; no other websites are to be set up concerning the annual conference.
- The Call for Papers (CFP) will be circulated between Oct 15 and Nov 15 (at the latest).

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## COC MEMBERSHIP

Membership and responsibilities on the Conference Organizing Committee will include:

- **Conference Manager:** recruited by the board from those expressing interest in the role, this position will ensure the conference organizing remains on track according to the conference organizing timeline;
- **Program Chair:** recruited by the Board from those expressing interest in the role, this position will chair the program subcommittee and oversee development of the content of the conference;
- **Local Arrangements Coordinator:** recruited by the board from those expressing interest in the role; this position is responsible for, logistics, for coordinating the conference with Congress of the Humanities & Social Sciences and for ensuring the successful delivery of the conference;

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<sup>1</sup> See CAPAL/ACBAP Bylaw 6.1, Duties of Directors, which reads, “The board shall manage the activities and affairs of the Corporation.”

<sup>2</sup> Although the CAPAL/ACBAP Annual General Meeting is coordinated by the Conference Planning Committee and held in conjunction with the annual conference, the actual cost of hosting the AGM (e.g., room, AV, lunch, etc.) is to be excluded from the costs of hosting the annual conference. The costs of hosting the AGM is a cost directly to CAPAL/ACBAP.

As well, the costs of any translation services will be a cost directly to CAPAL/ACBAP.

- **Budget Officer:** recruited by the board from those expressing interest in the role, this position will work closely with the CAPAL/ACBAP Treasurer to create a conference budget and monitor the same to ensure the conference is cost-recovery;
- **Communications Coordinator:** recruited by the board from those expressing interest in the role, this position will work closely with the CAPAL/ACBAP Chair, Communications Coordinator to create a communications plan for the conference and ensure its execution; and
- **Board Liaison:** appointed by the Board, this position shall keep the CAPAL/ACBAP Board informed on the progress of the conference organizing.

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## COC MEETINGS

The first meeting of the Conference Organizing Committee will be called by the Board Liaison and will ideally take place in July of the year preceding the conference being organized (i.e., July 2016 in the case of organizing the CAPAL17 conference). This meeting will have three purposes:

- 1) Orientation to the CAPAL/ACBAP Conference Organizing Timeline.
- 2) Establishment of the Conference Manager as Chair for the COC.
- 3) Establishment of regular meeting times to ensure the maximum involvement of the COC members.

## COC PROGRAM SUBCOMMITTEE

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### RESPONSIBILITIES OF THE COC PROGRAM SUBCOMMITTEE

The COC Program Subcommittee develops the content of the CAPAL/ACBAP Conference and is responsible for the work done to:

- Propose the conference theme;
- Propose the conference format in terms of length, number of sessions, number of tracks, etc.;
- Propose keynote speakers;
- Issue the Call for Papers;
- Review of the papers proposed;
- Communicate with interested parties (e.g., both successful and unsuccessful authors of proposals), both during and after the conference;
- Organize the conference schedule, including AGM and meetings of the CAPAL/ACBAP Standing Committees;
- Work with the Publications Committee to organize the publication of Conference Proceedings.

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## MEMBERSHIP AND RESPONSIBILITIES OF THE COC PROGRAM SUBCOMMITTEE

- Chair, Program Subcommittee (a.k.a., Program Chair)
- Delegate from the CAPAL/ACBAP Standing Committee on Diversity and Equity (to ensure this perspective informs the content of the conference);
- Four to six regular CAPAL/ACBAP members as invited or as they have expressed interest in volunteering.

## RESPONSIBILITIES & SELECTION CRITERIA

### CONFERENCE MANAGER

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#### SPECIFIC RESPONSIBILITIES OF THE CONFERENCE MANAGER

Accountable to the CAPAL/ACBAP Board of Directors, the Conference Manager has responsibility for:

- Chairing the Conference Organizing Committee.
- Reviewing and monitoring the Conference Organizing Timeline.
- Working closely with the members of the COC to ensure the conference organizing process is on schedule.

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#### SELECTION CRITERIA FOR THE CONFERENCE MANAGER

##### **Required:**

- Regular Member of CAPAL/ACBAP.
- Knowledge of CAPAL/ACBAP's goals, mission statement and purpose.
- Experience in professional academic librarianship.
- Knowledge of current issues in the profession of academic librarianship.
- Experience and flexibility to coordinate and collegially work with colleagues

##### **Preferred:**

- Experience in project management, and/or
- Experience in conference planning.

### SPECIFIC RESPONSIBILITIES OF THE PROGRAM CHAIR

Accountable to the CAPAL/ACBAP Board of Directors, the Program Chair is a key member of the Conference Organizing Committee and has responsibility for:

- Leading the work of the COC Program Subcommittee.
- Working closely with the COC Local Arrangements Coordinator and COC Conference Manager.
- Reporting to the Conference Organizing Committee.
- In consultation with the Program Committee, proposing the conference theme.
- In consultation with the Program Committee, issuing the Call for Papers.<sup>3</sup>
- In consultation with the Program Committee, proposing the format of the conference.
- In consultation with the Program Committee, nominating appropriate Keynote Speaker(s).
- In consultation with the Program Committee, organizing publicity for the Annual Conference.<sup>4</sup>
- Organizing review of the paper proposals by the Program Committee.<sup>5</sup>
- Contacting and liaising with selected participants<sup>6</sup>
- Informing unsuccessful applicants<sup>7</sup>
- Writing final thank you letter to Keynote Speaker(s) to be co-signed by the Chair, CAPAL/ACBAP Board.<sup>8</sup>
- Organizing and scheduling the conference program (time slots, placement of participants, keynote speaker(s), committee meetings to be held, annual meeting, sessions, coffee breaks, etc.) in consultation with LOCAL ARRANGEMENTS COORDINATOR
- Contact and consultation with the Chairs of the following standing committees is to be initiated from the start and maintained throughout the planning process concerning any issues related to their portfolios and areas of expertise. The current standing committees are: Advocacy, Communications, Publications, Education & Professional Development, Equity & Diversity and Membership, Student Liaison.

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<sup>3</sup> See template guideline for points to be included in the Call for Papers.

<sup>4</sup> See template guideline for points to be included in the publicity of the conference.

<sup>5</sup> See template criteria for review of paper proposals.

<sup>6</sup> See template guideline for points to be included in the selection acknowledgements.

<sup>7</sup> See template guideline for points to be included in the rejection acknowledgements.

<sup>8</sup> See template guideline for points to be included in the thank-you letters.

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## SELECTION CRITERIA FOR THE PROGRAM CHAIR

### **Required:**

- Regular Member of CAPAL/ACBAP.
- Knowledge of CAPAL/ACBAP's goals, mission statement and purpose.
- Has attended a previous CAPAL/ACBAP Conference.
- Experience in professional academic librarianship.
- Evidence of academic scholarship.
- Knowledge of current issues in the profession of academic librarianship.
- Experience in project/conference coordination and administration.
- Experience and flexibility to coordinate and collegially work with colleagues.

### **Preferred**

- Prior experience as a member of a CAPAL/ACBAP Conference Organizing Committee or COC Program Subcommittee or other involvement in CAPAL/ACBAP Standing Committees



## LOCAL ARRANGEMENTS COORDINATOR

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### SPECIFIC RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COORDINATOR

Accountable to the CAPAL/ACBAP Board of Directors, the Local Arrangements Coordinator has responsibility for:

- Serving on the Conference Organizing Committee.
- Working closely with the COC Program Chair and COC Conference Manager.
- Attending the organizing meetings of The Congress of the Humanities & Social Sciences.
- In consultation with the COC Budget Officer, oversee the budget and costs associated with the Annual Conference.<sup>9</sup>
- Selecting appropriate rooms, equipment, and refreshments as per conference program needs.
- Recruiting a Volunteer Coordinator.
- In consultation with the Volunteer Coordinator, arranging for and liaising with volunteers.
- In consultation with the Volunteer Coordinator, ensuring appropriate directional signage and other navigational aids are created and placed, student helpers are in place, etc.
- Working with PROGRAM CHAIR, organizing any required pre-conference information (e.g., maps, restaurant recommendations, etc.)

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### SELECTION CRITERIA FOR THE LOCAL ARRANGEMENTS COORDINATOR

#### **Required:**

- Regular Member of CAPAL/ACBAP.
- Knowledge of CAPAL/ACBAP's goals, mission statement and purpose.
- Experience in professional academic librarianship.
- Knowledge of current issues in the profession of academic librarianship.
- Experience in project/conference coordination and administration.
- Experience and flexibility to coordinate and collegially work with colleagues

#### **Preferred:**

- Affiliated (or familiar with) with the campus host of the Congress of the Humanities & Social Sciences.

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<sup>9</sup> See conference budget template.

### SPECIFIC RESPONSIBILITIES OF THE BUDGET OFFICER

The CAPAL/ACBAP Conference is cost-recovery: conference registrations must cover the cost of the conference.

Accountable to the CAPAL/ACBAP Board of Directors and with the guidance of the Board Treasurer, the Budget Officer has responsibility for:

- Serving on the Conference Organizing Committee.
- Creating a conference budget to guide the planning process. It is expected that such a budget will provide a fair estimation of costs and will project the number and breakdown of registrations required to have the conference break-even and be cost recovery.
- In consultation with the LOCAL ARRANGEMENTS COORDINATOR, monitoring the conference budget and costs associated with the Annual Conference.<sup>10</sup>
- Reporting on the status of the conference budget to the COC.

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### SELECTION CRITERIA FOR THE BUDGET OFFICER

#### **Required:**

- Regular Member of CAPAL/ACBAP.
- Knowledge of CAPAL/ACBAP's goals, mission statement and purpose.
- Experience in professional academic librarianship.
- Knowledge of current issues in the profession of academic librarianship.
- Experience and flexibility to coordinate and collegially work with colleagues

#### **Preferred:**

- Experience managing project/conference budgets, and/or
- Experience in conference planning.

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<sup>10</sup> See conference budget template.

## COMMUNICATIONS COORDINATOR

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### SPECIFIC RESPONSIBILITIES OF THE COMMUNICATIONS COORDINATOR

Accountable to the CAPAL/ACBAP Board of Directors and with the guidance of the Chair, CAPAL/ACBAP Communications Committee and with the assistance of the CAPAL/ACBAP Coordinator for Information Technology, the COC Communications Coordinator has responsibility for:

- Serving on the Conference Organizing Committee.
- Creating a conference communications plan and timeline to guide the promotion of the Conference. This communication plan will include reference to all forms of traditional and emerging forms of communication.
- Creating messaging to be used to promote the Conference.
- Facilitate the translation of the program so that it is available in both official languages.
- Ensuring the Conference program is accessible via the conference website.
- With the help of the COC, executing the communications plan.
- Reporting on the status of the communications plan to the COC.

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### SELECTION CRITERIA FOR THE COMMUNICATIONS COORDINATOR

#### **Required:**

- Regular Member of CAPAL/ACBAP.
- Knowledge of CAPAL/ACBAP's goals, mission statement and purpose.
- Experience in professional academic librarianship.
- Knowledge of current issues in the profession of academic librarianship.
- Experience and flexibility to coordinate and collegially work with colleagues

#### **Preferred:**

- Experience in promotion and communications, and/or.
- Experience in conference planning.

## SELECTION PROCESS

- A Call is placed to the general membership.
- Applications, including cover letter and CV, are requested to be submitted to the CAPAL/ACBAP Board by a June 30 (or by a given date).
- CAPAL/ACBAP board reviews CVs and makes a decision by July 15 (or by a given date).
- At the discretion of the CAPAL/ACBAP Board, the positions of Program Chair and Local Arrangements Coordinator may be shared by more than one individual.