

3.2 CONTINUING EDUCATION/PROGRAM COMMITTEE

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A. Committee Charge

The Committee is responsible for all aspects of planning and follow-up for all MLGSCA programs and continuing education courses offered, except those at the Joint meeting. It coordinates course offerings with those of MLA, PSRML, and other library organizations. The Continuing Education/Program Committee consists of the President-Elect, who chairs the committee with a Co-Chair; and other committee members appointed by the two Co-Chairs. The President-Elect chooses a Continuing Education Committee Co-Chair. The Co-Chairs decide between them who will be responsible for program planning and for the coordination of

Continuing Education courses. The President-Elect reports on the Committee's activities to the Advisory Council, and requests their input to take back to the Committee.

B. Committee Members

- The Continuing Education/Program Committee should consist of four or more members. At least one member should be from Arizona, and at least one member from California. First consideration should be given to those who indicate interest on the "Committee Interest" forms". MLGSCA members who have served on MLA's Continuing Education Committee should also be considered.
- A CE Committee Roster is prepared by the President-Elect. The roster includes verified name, address, e-mail, telephone, and fax data and is sent to committee members and to the MLGSCA President.

C. Responsibilities

- The committee is responsible for planning the Fall and Spring programs and the Winter and Spring/Summer CE Courses. It coordinates these with the Joint Meeting offerings so that the membership is given a variety of opportunities to choose from. The committee also works with the staff of the PSRML regarding possible offerings (including venues other than in person, e.g. teleconferences, webcasts). It considers joint programming with other library or education-related organizations (e.g. SLA, LACASIS, etc.), and coordinates dates with these organizations to avoid conflicts.
- The Committee works with the MLA Continuing Education Coordinator in selecting courses and verifying CE contact hours approval. The Committee liaises with other groups, such as NCNMLG, San Jose State University, SLA Sierra Nevada Chapter, SLA SF Bay Region, SLA San Andreas Chapter, and SLA Southern California Chapter to publicize programs and courses.
- The Committee serves as the MLA liaison for Journal Club activities, and is encouraged to distribute MLA's *Chapter Uniform Needs Assessment CE Survey* to assist MLA in planning. A copy of this survey is available on MLANET at www.mlanet.org/education/needs.html. The survey can be customized to meet chapter needs. Completed surveys are sent to the MLA Continuing Education Coordinator.

D. Meetings

It is desirable to hold an initial face-to-face meeting as soon as possible after the transition meeting, to brainstorm possible topics, speakers and locations for Fall and Spring Programs and the two CE Courses. With the advent of e-mail, subsequent meetings of the entire CE/Program Committee are not essential. If the Committee wants to meet at the Joint Meeting, the Joint Meeting planning committee should be contacted to make room and date arrangements.

E. Calendar and Timeline

| | | |
|---|---|---|
| <p>May</p> <ul style="list-style-type: none"> •1st MLA News deadline for June/July issue •Appoint committee members •CE Committee roster •MLA Annual Meeting: <ul style="list-style-type: none"> -- Chapter Continuing Education Chair Committee Meeting --Chapters Sharing Roundtable on Continuing Education •Subscribe to MLA Listserv for CE Chairs •Weed files •Prepare final manual revisions & appendix | <p>June</p> <ul style="list-style-type: none"> •Thank you letters to committee members •Send materials to Archives •Outstanding reimbursement or check request to Treasurer •Annual report •"MLA Chapter-Sponsored Continuing Education Courses" form for January-June period to MLA CE Chair •Transition Advisory Council Meeting (year-end transfer of files) •Close of FY | <p>July</p> <ul style="list-style-type: none"> •1st MLA News deadline for August issue •Goals/Objectives •Budget Request •Review Directory of Chapter-Sponsored CE Courses for ideas |
| <p>August</p> <ul style="list-style-type: none"> •1st MLA News deadline for September issue •Advisory Council Budget Meeting | <p>September</p> <ul style="list-style-type: none"> •1st MLA News deadline for October issue •Review MLGSCA Directory pages describing CE/Program Committee & submit revisions to Membership chair | <p>October</p> <ul style="list-style-type: none"> •1st MLA News deadline for November/December issue •Schedule date and time for committee meeting with the Joint Meeting planners |
| <p>November</p> <ul style="list-style-type: none"> •Midyear report due | <p>December</p> <ul style="list-style-type: none"> •Submit "MLA Chapter-Sponsored Education Courses" form | <p>January</p> <ul style="list-style-type: none"> •1st MLA News deadline for February issue |
| <p>February</p> <ul style="list-style-type: none"> •1st MLA News deadline for March issue •Joint Meeting: Advisory Council Meeting Business Meeting Committee meeting | <p>March</p> <ul style="list-style-type: none"> •1st MLA News deadline for April issue •Committee Interest Form (see President-Elect section) | <p>April</p> <ul style="list-style-type: none"> •1st MLA News deadline for May issue |

MAY - Incoming President-Elect

- At the MLA Annual Meeting the Chair should attend the Chapter Continuing Education Chair Committee meeting or send a committee member in their place. At the meeting information will be distributed and questions answered. The MLA Continuing Education Coordinator, the outgoing MLA Continuing Education Chapter Council Liaison, and the incoming Chapter Council Liaison generally attend. Also at the MLA Annual Meeting, the Chapter Council sponsors the Chapters Sharing Roundtable on Continuing Education. This is a ticketed luncheon with advanced registration required through MLA's annual meeting registration form. The roundtable serves as a chance for members to share ideas, ask questions, get answers, talk to CE committee members, and to Kathleen Gaydos Combs, MLA Continuing Education Coordinator.
- MLA Chapter Council Continuing Education Liaison documents:
List of Chapter CE Committee Chairs - <http://www.mlanet.org/pdf/ce/cecha_irsdir04.pdf>
Continuing Education Issues for MLA Chapters (Newsletter)
Directory of CE Courses <<http://www.mlanet.org/education/localce.html>>
- Subscribe to the MLA Listserv for Chapter CE Chairs
To subscribe to the listserv, send e-mail to majordomo@mlahq.org
In the body of the e-mail type: subscribe mla-cechair your@email.address

To send or submit message to the list:
Send e-mail to: mla-cechair@mlahq.org

JUNE/JULY

- Outgoing President-Elect/Chair/Co-Chair - End-of-Year Duties
 1. Send thank you letters to Committee members
 2. Make sure Committee records are complete for the year. Weed notebooks and files; make copies of useful materials (including current year's records) for the incoming Co-Chairs.
 3. Send appropriate materials to the Archivist.
 4. Make needed revisions to this Manual. Revisions are to be made throughout the year and distributed to the Advisory Council.
 5. Submit any outstanding reimbursement/check requests to the Treasurer. A few expenses come up after July 1, but the Treasurer likes to make the budget vs. actual figures as accurate as possible for the incoming committee chairs as they base next year's budgets on them. The Treasurer generally presents an Annual Report (the narrative), but does not close out the books for the FY until the end of the quarter on 6/30, so that part of the report is not ready until July.
 6. Write the annual report. The report is a statement of what your committee accomplished. If you didn't get everything accomplished that you wanted to, then state that. It helps the incoming chair formulate goals for the new year.

Format and items to include:

- Top Margin: Annual Report. Committee Name, Fiscal Year
- Committee members
- # Programs
- # CE
- Program or CE Name
- Speaker
- Date
- Location
- Attendance
- Credit (e.g. MLA contact hours, AHIP hours, certificate)
- Expenses, Income, Profit/Loss

Bring your Annual Report to the Transition Advisory Council Meeting or e-mail to the incoming President (1 copy to President, 1 copy to Secretary, 1 copy to CE Committee files).

7. Transition Advisory Council Meeting - Outgoing President-Elect becomes Incoming President-Elect. The President-Elect and co-chair should attend the transition Advisory Council meeting which is generally held in June. The year-end transfer of files occurs at this meeting.
8. The outgoing President-Elect should provide the incoming President-Elect with the "MLA Chapter-Sponsored Continuing Education Courses" form for the period January through June. Include details regarding the rate for speaker's fees and speaker expenses

- Incoming President-Elect- Getting Started

1. Goals/Objectives - usually due by mid-July to Incoming President
2. Budget/ Budget Requests
Submit budget request form to the incoming Treasurer-Elect. The deadline for budget requests is usually by mid-July. The categories include:

Expenses:

- 6035 CE Filing Fees
- 6050 Facility usage fees/charges
- 6060 Food Services
- 6100 Mailings
- 6110 Mailing service
- 6120 Postage
- 6300 Reproduction

6304 Photocopying
6306 Printing
6310 Speaker fees
6315 Speaker expenses (i.e. airfare, ground transportation, lodging, meals)
6320 Supplies (i.e. name tags)
6340 Telephone
6999 Uncategorized expenses

Income:
5020 CE/Program Income

AUGUST

Advisory Council Meeting - Budget Meeting
The main agenda item is the budget, but as usual, committee reports are in order.

SEPTEMBER/OCTOBER

Review the preliminary pages of the MLGSCA Directory describing CE Program Committee. Send corrections and revisions to the Membership Chair.

DECEMBER

Send the completed "MLA Chapter-Sponsored Continuing Education Courses" form, one for each CE course offered from January to December to the MLA Chapter Council Continuing Education Liaison.

F. CE Courses/Programs

1. General information

- Business Meeting/Program/Advisory Council Meeting
Before a final date selection is made for a Program meeting, confirm that the President can attend. The Arizona coordinator should poll the Arizona members.
- CE courses
When possible, each CE course should be offered both in Arizona and in California. The Spring CE course should be offered only in California when the Joint Meeting is to be held in Arizona, and only in Arizona when the Joint Meeting will be held in Southern California.
- See "Help! I'm Hosting a CE Course"
<<http://www.mlanet.org/education/cech/cehelp.html>>
- Committee responsibilities should be divided up among members.

2. Topic selection

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- Check with the Professional Issues Committee for their latest survey results for Program and CE topics and locations and review the "Chapter Uniform Needs Assessment CE Survey" form(s).
- See previous years' CE/Program records, including the suggestions from recent program and CE evaluations for desired topics. Ask the Arizona Coordinator to provide ideas for CE topics from CABL and SABL. Check the listings of CE courses held at recent Joint Meetings, as well as what is planned for the upcoming Joint Meeting.
- The "Directory of Chapter-Sponsored CE Courses", published yearly by the MLA Chapter Council CE Issues Committee, provides information about other Chapters' meetings which can be helpful for program planning.
<<http://www.mlanet.org/education/localce.html>>
- MLANET listings: A proposal by the MLA Chapter Council Continuing Education Committee Issues Chair suggested that the Chapter's Web pages contain a "Past Meetings" section where a minimum of two past year's information about program speakers and full information about CE courses is housed.

3. Planning timeline

- Initial planning should begin **no later than three months before** the date of the Program or CE course to give sufficient time for speaker(s) arrangements, site selection, flyer preparation, and approval of CE units.
- The MLGSCA Liaison with Instructor(s) provides initial and continuing contact, negotiates fees, confirms arrangements for AV needs, hotel, syllabus, transportation to/from airport and to/from meeting site, and arranging dinner the night before the meeting, if necessary.

4. MLA CE contact hours/ AHIP hours

a. Existing courses

- When courses have been chosen, procedures will depend on whether the course is already approved for MLA Continuing Education (CE) contact hours, or one for which MLA credit will be sought
- When an existing course is selected, follow the MLA instructions in the "MLA CE Program Packet" available from MLA Professional Development Department.
- Information on approved courses and instructors can be obtained from the MLANET Education Clearinghouse at <<http://www.mlanet.org/education/cech/>> or

by contacting Kathleen Gaydos Combs, MLA Coordinator of Continuing Education for a list of MLA-approved CE courses.

- When contacted about specific instructor, the MLA Coordinator of Continuing Education, will affirm evaluations of the instructor from past CE courses, but will not send copies of the evaluation forms themselves.

b. Courses for which MLA CE Credit Must be Applied- (Instructor Completes)

- **Two-three months prior to the class**, the course instructor needs to review and complete the "Application for Approval: MLA Continuing Education Activity" form. The MLA CE Criteria, Application Directions, Approval Application, and Renewal Application can be found on the MLANET web at <http://www.mlanet.org/education/cech/cedevlop.html>. Kathleen Gaydos Combs can provide an electronic copy via an email attachment. It takes time to compile all the necessary paperwork, so start early. It is sometimes difficult to get the speakers to provide curriculum vitae and sample copies of participant materials on time.
- **At least six weeks before the class, submit the application and fee to MLA to avoid the late application fee!**
- Several weeks before the class MLA sends course approval, one MLA Professional Development Course Evaluation Form, and one blank copy of the CE certificate to the MLA contact specified. Notify the committee, and especially the person creating the flyer about the number of CE contact hours that have been approved.

c. AHIP Hours

The Individual Participant Request (Form IPR) may be submitted by applicants to earn CE points through non-MLA-approved CE activities. Submission must include description of course content, relevance to health information science, a copy of a certificate of completion or a letter from the instructor or the organization that sponsored the activity. More information and link to forms at <http://www.mlanet.org/academy/iprhelp.html>.

5. Costs

- CE course fees are generally based on cost-recovery; however this can be waived by approval of the Advisory Council. Program costs are currently set at \$35, and therefore usually require a subsidy from the treasury. Indicate the different costs for members vs. non-members. The differences between member and non-member fee will be equal to the MLGSCA membership fee. The intent is to encourage non-members to join MLGSCA.

- Estimate number of attendees based on average of past CE/programs: 15-40 for CE Classes; 40-60 for Fall/Spring Programs. Since MLA does not require a minimum or maximum number of attendees, these numbers should be determined by MLGSCA in consultation with the instructor.
- Projected expenses determine the minimum number, since courses should be priced for cost recovery, and the instructor and/or site determine the maximum number.
- Estimate expenses - high transportation (i.e. airfare) expenses and high instructor fees (> \$300) will necessitate a higher registration fee.
- Prepare budget proposal and discuss with CE/Program Co-Chairs

6. Site selection

- Generally a hospital or university meeting room is used since there is often no facility usage fee. However, if a computer room is needed there may be a fee. If a hotel or restaurant is chosen usually a deposit is required and they may require a signed contract. If there is, have them send it for review so there are no surprises AFTER the facility has been chosen. Fill out the "Request for Reimbursement of Expenses/Payment of Invoice" form to get the deposit check from the treasurer. Make sure there is no construction planned around the dates being considered for the meeting and that adequate restroom facilities are close to the meeting room.

7. Food Services

- ___AM: Continental breakfast (coffee, tea, hot chocolate, juice, fruit, muffins, bagels, donuts, sweet breads, croissants, Danish or pastries).
- ___Lunch: box lunch, buffet lunch, or choice of lunches. *Always include a vegetarian option.*
- ___Beverages: bottled water, diet and non-diet sodas, juice, iced tea
- ___PM (Afternoon break): cookies?
- ___Request pitchers of ice water or bottled water for the speaker's table and the meal.
- ___Determine the desired "firm" date to report # of meals needed. What is the absolute "deadline" for adding additional meals?
- ___Arrange set-up times (e.g. Registration at 8:30am; bring food at 8:00 or 8:15 am)
- ___Warn caterer of "no noise" during meal setup; if more than one food choice, how will waiters know what each person has chosen (different color meal ticket?)
- ___Confirm the Meeting/Conference Room #
- ___Check with the President to see if the Advisory Council wants soft drinks or snacks for their meeting. If so, this will be charged to the President's account.
- ___Are prices subject to an administrative fee?

___It is preferable to have the caterer invoice either the host facility or MLGSCA since a check request will not allow the flexibility of adding last minute meals

___Alternative: MLGSCA member provides refreshments for continental breakfast.

This person would ideally work at or live near the facility, and arrive 15-30 minutes prior to registration.

8. Liaison to instructor/speaker

- When contacting the potential instructor, the MLGSCA CHECKLIST FOR ONE-DAY CE COURSES should be used to ensure that all the necessary information is given and received. At that time, information can also be provided to the instructor from the MLGSCA GUIDELINES FOR EXPENSES PROVIDED TO CE INSTRUCTORS
- FOR ONE-DAY CE COURSES. The instructor fee is negotiated at this time. (MLA can be helpful in determining what constitutes a “fair” fee.)
- Once the instructor has agreed to teach the class, a formal confirmation letter should be sent. It states the class to be taught, the date(s), the location, if known, and the fee to be paid. A copy of the MLGSCA GUIDELINES should also be sent.
- Discuss with the instructor how handouts will be handled. If someone on the CE Program Committee is going to make copies, ask the instructor for those materials as soon as possible. If the instructor says they will provide their own copies of materials and will mail or send by overnight mail, make sure this is done by one week before the event.
- Instructor’s personal information for honorarium check and reimbursement: In order to comply with federal regulations, the following must be supplied for those receiving checks written to individuals: speaker's home address, telephone (home or work) and social security number. This is needed for the "Request for Reimbursement of Expenses/ Payment of Invoice”.
- Obtain short bio for flyer, and for introduction at event
- Arrange for materials to be put on the web
- Arrange a check from the Treasurer to pay for speaker's honorarium.
- Provide the speaker with information on 3 hotels close to the facility. Give the speaker the name and address of the meeting facility. In case of problems with their ride, they could take a taxi to the meeting site.

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- Speaker transportation: Investigate transportation to the facility from airport or speaker’s hotel, including public transportation (taxi, shuttle) or local librarian. Arrange speaker pickup time at hotel or airport

Per Kathleen: If the course is not approved, MLA contacts the instructor and/or sponsoring organization and tells them why it was not approved and gives them a chance to improve/change/add materials to the course to help it pass. If they choose not to fix the problem, MLA will refund their application fee (except the \$30 processing fee). It can be hard to say why a course is not approved. Each one is treated on a case-by-case basis. The most important piece to follow is the Criteria which were established by the CE committee. Not many courses are turned down each year (maybe 1 or 2 a year). Most people choose to fix the problem(s). Reasons for non-approval from the past include: 1) no control over registration, usually multiple sessions with no control over who stays for the entire program and who doesn’t. 2) Instructor does not have any teaching experience or has no experience in the subject they are teaching. 3) Students do not remain in the classroom for at least 1 hour.

9. Flyer Preparation (2 months prior)

a. Front side

- __Header: Medical Library Group of Southern California and Arizona, and whether it is a Program (specify Fall or Spring) or CE Course
- __Title: CE or Program Title
- __Date: Day of week, Month, Day, Year
- __Time:
- __Location: facility name, address, meeting room name or room number, link to online map
- __# CE Contact Hours (add “Approval Pending”, if approval is still pending)
- __Instructor(s)/Speaker (s): Name, affiliation, title, and other “claims to fame”
- __Course/Program Description / Learning objectives
- __Prerequisites, if required
- __Maximum number of participants, usually only applicable for computer-based courses
- __Schedule: Outline of the program or CE:

Program format example:

| | |
|-------------|------------------|
| 8:30-9:00 | Registration |
| 9:00-10:00 | Business Meeting |
| 10:00-10:15 | Break |
| 10:15-11:45 | Program |

| | |
|-------------|--------------------------|
| 11:45-12:30 | Lunch |
| 12:30-2:00 | Program |
| 2:00-3:00 | Advisory Council Meeting |

CE format example:

| | |
|-------------|--------------|
| 8:30-9:00 | Registration |
| 9:00-10:30 | CE |
| 10:30-10:45 | Break |
| 10:45 12:00 | CE |

__Cost

- Members (includes MLGSCA, CABL, SABL, and SLA)
- Non-members
- Students

__Registration Deadline

The deadline is usually set for 3-4 days before the desired "firm" date to report number of meals needed. The registration deadline and deadline for refunds is usually the same. Exceptions to the refund policy may be considered on a case-by-case basis.

__Registration contact person: "For questions contact [name, phone, email]"

b. Cut-off portion

__Indicate by: ~~~~~PLEASE CUT HERE~~~~~

__Registrant information

Name, Institution
Address, City, State, Zip
Phone#, Email address

__Lunch selection

Include either: a) choice of lunches with a vegetarian option, or b) checkbox for vegetarian, if no choices will be listed.

__Member Status (In Word use Symbols -Wingdings for checkbox)

- Member \$_____
- Non-member \$_____
- Student \$_____
- New MLGSCA member (free program certificate enclosed)
1st meeting program is free

__Registration Contact

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"Send check payable to MLGSCA, and the registration form to registration contact [name, address, phone number, e-mail and fax number]."

c. Back side of flyer

Map: Include both verbal and visual directions to the facility, parking area, and the meeting room. If there is a fee for parking, indicate the amount. Add www address for site description, directions, and map, if available. *Avoid putting this critical information directly behind the "cut-off" portion of the registration form!*

d. Mailing

The membership should RECEIVE the flyer *at least four weeks before the event.*

- If the flyer can be included in the newsletter mailing, it saves about \$150-200 in mailing fees. However, frequently the newsletter deadline and mailing schedule do not correspond with the CE or Program date. A possible alternative may be to piggyback mailings with another committee (e.g. flyer and Joint Meeting Committee Paper/Poster Call for Proposals).

- Separate mailing

- If the flyer will not be mailed with the newsletter, contact the Membership Chair to request a set of mailing labels and to get the count of number of labels. Establish the notice time needed for this process with the Membership Chair at the outset of the fiscal year.
- If the flyer will be sent separately, contact the mailing service at least one week ahead of time to alert them and notify them of the deadline. The service MLGSCA uses for photocopying, folding, stapling, mailing, and printing envelopes with MLGSCA return address, etc. is:

American Direct Mail
Attention: Mike Spiro
908 N. Hollywood Way
Burbank, CA 91505

Phone: (213) 388-1305 or
Phone: (818) 843-6378

- Along with the flyers (one for California and one for Arizona) include written instructions detailing the work required:

__# of photocopies = number of membership mailing labels
__Double-sided, Head to head (top front & top back match up)

- __1st side = text
- __2nd side = map
- __paper color
- __deadline for mailing flyer
- __enclosures: originals, sample mock-up, MLGSCA address mailing labels

- American Direct Mail sends the invoice directly to the Treasurer. Notify Treasurer to expect the invoice and ask to be notified of the final amount. As an alternative, phone American Direct Mail to determine if the mailing has been completed and get the cost.

10. Other publicity

- a. Listservs (some listservs do not accept attachments, so send as text within the body of the email as well as a pdf attachment).
 - MLGSCA Listserv: post to *list@mlgsc.mlanet.org*
 - NCNMLG Listserv
 - Other listservs as appropriate (SLA, CARL, CABL, SABL)
 - Library school listservs (UCLA, CSUSJ Fullerton, UofA)
- b. Newsletters
 - MLGSCA Newsletter-
 - Depending upon the timing of the Program/CE, in relation to the newsletter deadlines, write up a short program and/or CE notice. This is in addition to, or in lieu of the flyer being included with the newsletter.
 - When the date and title of the program or CE has been finalized, notify the Newsletter to include an announcement in the calendar giving the month, date, CE or Program title, and location.
 - NCNMLG Newsletter
 - Other Newsletters as appropriate (California SLA Chapter, LACASIS)
- c. MLA News

MLA must receive educational activity announcements by the first day of the month preceding publication (e.g. if the activity is in April, the announcement should reach MLA by February 1st for inclusion in the March issue). Allow an additional month for the combined issues, published in June/July and November/December.
- d. MLGSCA Web

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The committee member is responsible for converting the flyer to pdf format for the MLGSCA Web Page www.mlgscamlanet.org by working with the Electronic Information Resources Committee.

11. Registration

a. Registration List

- Keep a list of registrants' names (last name, first name), institutional affiliation, payment receipt, and lunch choice, if applicable. When personal checks have two names, highlight registrant's name to avoid confusion. For institution checks, write the registrant's name(s) on the check.
- Email a confirmation to the registrant
- Arrange the final registration list alphabetically by last name, with a column for MLGSCA member, non-member, or student; check number (use * to indicate multiple registrations in one check), and fee paid. Forward an electronic copy of the final registration list to CE Chair.
- Create a sign-in list for onsite registration table : should be alphabetical by last name with a line for signature. MLA requires a sign-in sheet with attendees' signatures.

b. Certificates and name tags

- Duplicate MLA's certificate once and type in continuing education course or program title, date, number of MLA CE contact hours. Then make multiple copies (equal to the number of registrants) and add in each of the registrants' names. An alternative method is to scan the certificate in, put in all the necessary information, then change the name of the participant each time it is printed.
- Provide stick-on name tags or type (large type) names and institutional affiliations on computer-generated name tags.

12. On-site Facility Contact Person

Committee members are not expected to attend the course. However a contact person must be identified who will be attending and can be responsible for on-site activities the day of the course or program.

- a. Provides info for map, directions, parking, food options, AV availability, and room temperature control.

- b. Is responsible for seeing that the room is set up correctly and that AV equipment is present and in working order. The contact is responsible for room arrangements, AV arrangements, and food (AM, lunch and break(s), and prepares a meeting report afterwards. Have phone numbers for food caterer; AV contact & meeting arrangement contact in case of problems and have a backup plan in case of delays with speaker pickup, meals, AV equipment, or meeting arrangement contact.
- c. The contact greets the instructor, insures that food is delivered and that the room is left clean, circulates the sign-up sheet to all course attendees, and passes out evaluation forms and certificates at the end of the class.
- d. Signage: Preparing and Posting

- Prepare directional signs to the Meeting Room
Example: MLGSCA in large font with left and right arrows



- Post using tape (masking preferred since it is easily removed)
 - Remove directional signs following the meeting.
- e. After the meeting the contact mails extra certificates, syllabi and the completed sign-up sheet and evaluation forms to the CE chair.
 - f. Meeting/Conference/ Auditorium Room Setup
If using a conference room, provide a diagram of the desired room setup for tables & chairs. If using a restaurant/hotel, discuss the possible seating arrangements for:
 - Registration Table
 - Food Table
 - Speaker Table
 - Table and chair arrangement: e.g. classroom style, round tables
 - Location of thermostat, or who to contact to adjust the room temperature

g. AV Coordinator

- Works with the Local contact if the facility is providing the equipment. Generally the facility has an in-house AV person who delivers the equipment and provides instruction in its use. Also, PSRML may be able to loan some equipment.

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- Use AV equipment from the facility, bring equipment or consider renting. If AV equipment is needed, a sunny restaurant location might not be appropriate if the room cannot be darkened.

- BEFORE the meeting starts test ALL equipment and lights to make sure everything works, and YOU or others there know HOW they work. Be prepared to explain it to the speaker or give assistance during the program.

- Equipment:
 - ___ Black Board or white board
 - ___ Computer Display Unit
 - ___ Computer, Laptop
 - ___ Computer software: (e.g. PowerPoint, Excel)
 - ___ Duct tape (securing extension cords)
 - ___ Easel
 - ___ Flip chart
 - ___ Extension Cords
 - ___ LCD projection panel (sits on overhead projector)
 - ___ Microphone for podium (stationary) or cordless clip-on
 - ___ Overhead projector
 - ___ Overhead projection for laptop computer (e.g. InFocus)
 - ___ Pens (Dry Erase Markers)
 - ___ Pens (Markers)
 - ___ Podium
 - ___ Pointer, Laser
 - ___ Pointer, Wooden
 - ___ Projection screen (tripod)
 - ___ Slide projector
 - ___ Spare projector bulbs

13. Liaison to MLA

- The MLGSCA liaison to MLA receives approval (or disapproval), certificates, and evaluation forms from MLA.

- Fill in complete course name, instructor(s), sponsor, date, city, and state information on the blank copy of the “MLA Professional Development Course Evaluation” form. Make enough copies to be passed out at the meeting.

- Distribute CE certificates at the end of the course. Have a few blank CE certificates (without names) available for last minute changes (typos, a colleague attending for someone who can’t make it). Collect evaluation forms (a labeled box is useful) and the sign-in sheet to send to MLA.

14. Introduction of speaker

Designate a person such as the MLGSCA President, CE Chair, or CE Co-chair to introduce the speaker.

15. On-site registrar

This person is responsible for the on-site registration (i.e. check-in) table. They should have the registration list, name tags and handouts. As each person arrives, have him or her sign the sign-in sheet. At the end of the event, give the signed sheet to the CE Chair to mail to MLA.

16. Article write-up

Post meeting article for MLGSCA Newsletter. For programs, have someone on the committee take notes and write a synopsis article for the newsletter.

17. Post-meeting tasks

President-Elect or CE Co-chair

a. MLA's "Professional Development Course Evaluation" form

- Review the evaluation forms for ideas/suggestions/complaints
- Copy the evaluation forms for the permanent record of the class (3 copies).
- Send original completed evaluation forms to MLA and a photocopy to the instructors and the CE Committee co-chair
- Send original sign-in sheet (i.e. list of attendees with signatures) to MLA
- Send to MLA Coordinator of Continuing Education:

Kathleen Gaydos Combs
Professional Development Department
65 East Wacker Place, Suite 1900
Chicago, IL 60601-7298

Her email address is mlapd1@mlahq.org, or (312) 419-9094 x29, or fax (312) 419-8950.

b. Give Checks and Registration List to the Treasurer. If the Treasurer or Treasurer-Elect was not in attendance, send the checks along with the registration list to the Treasurer via registered mail as soon as possible after the meeting.

c. Write thank you note(s) to the facility contact for goodwill and future meeting possibility if the facility was provided at no cost. Also write thank you note(s) to the speaker(s).

d. Program/CE Summary Report & Budget Summary

- Prepare meeting summary sheet with all the pertinent data about the meeting. An abbreviated verbal report should be presented at the next

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Advisory Council Meeting and the next Business Meeting. Give the Secretary your notes as backup for writing the meeting minutes.

- This will be used to complete the annual report and for the MLA Chapter-Sponsored Continuing Education form.
- Include the following:
 - __ Indicate CE or Program
 - __ Title
 - __ Date
 - __ Location (facility, city, state)
 - __ MLA contact hours
 - __ Attendance
 - __ Cost: Member, Non-member, student
 - __ Expenses, Expenses per attendee
 - __ Income
 - __ Net Financial Impact (+/-)
 - __ Publicity: Flyer, MLGSA calendar, MLGSCA listserv, etc.
- Prepare a more detailed budget summary

The Day of the Class/Meeting

- Get there early!
- Post directional signs
- Local host librarian (if there is one) or administrator to welcome the group
- Honorarium check to speaker
- Double check to be certain all checks have been received and recorded. If the Treasurer or the Treasurer-Elect is in attendance give them the registration checks and a copy of the registration list.
- Check all AV and computer equipment

**MLGSCA GUIDELINES FOR EXPENSES PROVIDED TO CONTINUING
EDUCATION INSTRUCTORS FOR ONE-DAY CE COURSES**

Whenever possible, MLGSCA will make the necessary arrangements for CE instructors and reimburse expenses according to the following guidelines. Instructors should retain all receipts for reimbursement after the course. *Reimbursement requests should be submitted to the CE Chair or Co-chair within 2 weeks following the meeting. They should include a summary of expenses and the receipts.*

INSTRUCTOR FEES

Any instructor fees will be negotiated and must be submitted to MLGSCA in writing at the time of initial class arrangements.

CANCELLATION

MLGSCA will determine an appropriate cancellation date in the event of insufficient registrants. If MLGSCA cancels a course, all non-refundable costs incurred (e.g. airfare, room deposit) will be absorbed by MLGSCA. If instructors cancel a course, they will be expected to absorb any non-refundable costs incurred

TRANSPORTATION

MLGSCA will make or approve arrangements for travel between the instructor's residence and the meeting location. Efforts should be made to procure the most reasonably priced transportation. If travel is by air or train, MLGSCA will provide or pay for transportation to and from the airport/station on the day of arrival and day of departure. Transportation between lodging and the course will also be provided on the day of the course. If travel is by private car, mileage will be reimbursed at the Federal rate, 32.5 cents per mile.

MLA's policy: The flight coupon or ticket stub for rail and bus travel must be submitted for reimbursement.

LODGING

MLGSCA will make or approve arrangements at reasonably priced accommodations close to the meeting site. Depending on travel time, MLGSCA will pay for lodging for the night before a class is given. If instructors are traveling from outside the Pacific Time zone, two nights of lodging will be paid for if desired, including the night before the scheduled class and the night of the class. If the class is held on a Friday or Monday, MLGSCA will pay for a third night's lodging to take advantage of lower airfares, which include a Saturday night stay over, if the instructor so desires.

MLGSCA MANUAL – SECTION 3.2

MLA's policy: IF the airfare discount exceeds the cost of the added hotel & meals, instructors may extend their trip one day to include Saturday night.

MEALS

Up to \$35.00 per day will be provided for meals. Receipts will be required. Costs for food will be covered on the day of arrival and the day of the course. When the speaker stays an extra day to take advantage of a lower airfare, meals will be paid that day.

HANDOUTS/SYLLABI

MLGSCA will cover the cost of photocopying the syllabus prepared by the instructor and the supplementary handouts. In general, MLGSCA will provide copying of up to ten supplementary single-sided handouts. The cost of one advance mailing to class registrants will be covered.

The instructor will provide photocopies of syllabi or handouts. MLGSCA will reimburse for the cost. Handouts must be distributed at the meeting. No pre-course readings/mailings.

Per Kathleen: MLA no longer has roster courses. These were courses developed by an instructor and owned by MLA, where several instructors were approved to teach the course (not just the developer). MLA sold the roster course syllabi and shared the profits with the developer. We also do not sell syllabi anymore. Either the instructor or the chapter does the photocopying, depending on what is negotiated.

EQUIPMENT RENTAL

MLGSCA will provide, within reason, audiovisual and/or microcomputer equipment as needed. If instructors wish to provide their own equipment, MLGSCA will not be responsible for loss or damage. It is the responsibility of the instructor to obtain demonstration passwords if needed.

Budget codes:

6315 Speaker Expenses (Flight, hotel, meals, ground transportation)

6310 Speaker Fees

6035 CE Filing Fee

6034 Photocopying

MLGSCA CHECKLIST FOR CE COURSES/PROGRAMS

Flow sheet addresses who provides data and where it goes.
Use this form as a working checklist for the initial and follow-up contacts with CE instructors.
At initial contact, appropriate information concerning reimbursement, etc. should be provided from the MLGSCA Guidelines for Expenses Provided to CE Instructors for One-day CE Courses. The Guidelines should be sent to the instructor along with the initial confirmation letter.

Instructor's Name

Instructor's Title

Work Address

Phone

Email

Fax

Make check(s) payable to:

Home address:

Social security:

Phone:

NAME/NUMBER OF COURSE

CE Status

Inquiry to Instructor:

Date: Proposed Dates/TENTATIVE DATE

LOCATION OF COURSE

INSTRUCTOR FEES

Amount proposed by instructor \$ _____

Amount agreed by MLGSCA \$ _____

Date confirmed with instructor _____

CANCELLATION

Maximum attendees _____

Minimum attendees _____

Cancellation deadline _____

CONFIRMATION

Date first confirmation letter sent _____

Final confirmation _____

Brief biographical data requested (for flyer and speaker introductions)_____

Received_____

MLA CERTIFICATES & Registration Contact

TRAVEL: Instructor makes own travel arrangements to and from city where course will be given, once dates of arrival/departure are set. MLGSCA contact should inform instructor of the nearest airport and remind instructor to make reservations early to take advantage of lower rates. Instructor informs MLGSCA of arrangements when made. An MLGSCA member may be able to transport the instructor to and from airport/station and the meeting site.

Private Car used: ____ Yes ____ No

Mapquest.com can provide distance & driving time

Air Travel

Travelocity.com

Microsoft Expedia

Nearest airport(s), e.g. Los Angeles International Airport (LAX), Ontario (ONT), John Wayne, Burbank

CONFIRMED: Airport

Airline/Flight

Arrival/Departure time/date_____

Airport pickup time/place _____

Airport return time

Train Travel

Nearest terminal

CONFIRMED: Arrival/departure place _____

Arrival time/pickup place_____

Drop-off time/place

Ground Travel

Airport bus, tax, car rental

CONFIRMED: Travel arrangements from airport/station to lodging/course _____

Return Arrangements

LODGING: NOTE - MLGSCA provides names/numbers of suitable hotels in area of class; instructor then makes own reservations. Number of nights needs to be confirmed i.e. will instructor stay over a Saturday night for better airfare.

Smoking, Non-smoking, either
Type of Bed e.g. 2 double beds

Possible hotels (Name, address, telephone, email, www address)

1. _____

2. _____

3. _____

Confirmation #

Flight #

Instructor informs MLGSCA of arrangements.

Confirmed hotel name/address _____

Hotel phone _____

Hotel fax:

Complimentary shuttle to airport Y/N?

Complimentary breakfast Y/N?

Dates of arrival/departure _____

Room rate _____

MEALS

CONFIRMED: Days covered

EQUIPMENT/CLASSROOM (List Possibilities)
Tables, chairs, podium, microphone, screen

Audiovisual and/or microcomputer equipment requested _____

Equipment supplier/rates _____

Instructor will supply _____

Date ordered _____

Comments

Classroom setup _____

HANDOUTS/SYLLABI

Handouts - Duplication of handouts - # of registrants plus 3-5 extra
Instructor-supplied syllabi Yes ___ Date received _____

Instructor to supply original by _____(date) to _____ committee member.
Instructor to supply sufficient photocopies. ___registrants by registration deadline
Photocopies made _____

Instructor
Supplementary handouts Yes ___ No ___ Number _____

Original received _____ Date copied _____

Instructor - Readings (registration contact)

Advance mailing to registrants Yes ___ No ___ Pages _____

Original received _____ Copied/Mailed _____

Past programs/CE summary

Compile information in Access database.

Appendix:

Annual report

Budget Request

Flyer instructions to American Direct Mail

Goals/Objectives

MLA Chapter-Sponsored Continuing Education Course form

Publicity list with phone/e-mail

Registration List

Reimbursement

Sample flyer CE

Sample flyer Program

Sign

Sign-in List