

## **Southeastern Library Association and State Association Joint Conference Guidelines**

The Southeastern Library Association (SELA) welcomes the opportunity to partner with library associations in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia to present Joint Conferences. By partnering with SELA, State Associations gain exposure to the entire Southeastern library community along with the potential for increased vendor participation, increased program offerings from out-of-state presenters and increased attendance.

### **Revenue and Expenses**

No charges are made to the Joint Conference for the services of executive officers of SELA and the host State Association or for ordinary conference-related overhead expenses that may be incurred by either the State Association or SELA. At the end of a Joint Conference, conference income is applied first toward conference expenses, including reimbursement of any working capital advanced by the State Association.

SELA and the host State Association divide any conference net profits according to the percentage of registrants from both organizations on a conference by conference basis. SELA's percentage is based on the number of SELA members who register for the Joint Conference divided by the total number of conference registrations. For example, if the total conference registration is 100 and 10 of the registrants are SELA members, then SELA would receive 10% of the conference's net profits. If a registrant is both a SELA member and a member of the State Association, then that registration is evenly split between SELA and the State Association when counting the number of conference registrations. The number of registrants who are both SELA and State Association members are divided equally between SELA and the State Association in determining the percentages.

### **Responsibilities of both SELA and the State Association**

SELA and the State Association manage the Joint Conference through a Joint Conference Planning Committee. The Chair and membership of the Joint Conference Planning Committee are agreed upon by the Boards of both SELA and the State Association. The Joint Conference Planning Committee ensures the logos of the State Association and SELA are included in the conference logo wherever it is appears. The Joint Conference Planning Committee also sees that the brief statement about SELA and the list of its current officers, provided by SELA, are included in the printed conference schedule.

### **Responsibilities of SELA**

SELA promotes the Joint Conference to its members via the SELA website, *The Southeastern Librarian* and other communications to its membership. SELA helps solicit vendors and program proposals and pays for the cost of any SELA-hosted events, such as a breakfast. SELA members are available to serve on Joint Conference committees as requested by the State Association. SELA furnishes its logo in an appropriate format for use as needed. SELA also provides a brief statement about the association and a list of its current officers for inclusion in the Joint Conference program.

**Responsibilities of the State Association**

As the joint conference host, the State Association enters into all contracts with the conference center and hotel. All necessary working capital is furnished by the State Association. The State Association processes registration forms and payments according to procedures established by the Joint Conference Planning Committee.

**Registration Fees**

The conference registration fees for SELA members are the same as registration fees for the State Association members.

**SELA Booth Space**

SELA respectfully requests free booth space with a table and two chairs, located in or near the vendor exhibit area, for the purpose of promoting membership in SELA. In even numbered years, SELA also would like two additional tables to display SELA's Southern Book Competition entries.