

Conference Site and Exhibits Committee

Purpose:

1. To be responsible for all local arrangements for the biennial conference.
2. To recommend a site for the Southeastern Library Association conference and negotiate necessary contracts for conferences as far ahead as housing conditions require.
3. To act as a liaison among the SELA, its member associations, and the vendors serving the libraries of the Southeast to facilitate communication and a positive ongoing interrelationship.

Composition: To be co-chaired by the Immediate Past President and the President-Elect. Additional members may include a resident of the host city; one member from each state, preferably with some experience in handling exhibits; and vendor representation.

Site Duties:

1. To assure that proper contracts for the upcoming conference are negotiated properly.
2. To identify specific space requirements for the following conference in the previously selected host city and secure necessary contracts.
3. To recommend to the Board a site for the conference six years hence.
 - a. To provide revised space criteria for the conference to interested parties.
 - b. To receive invitations from prospective host cities and prospective state library associations.
 - c. To visit and evaluate facilities available in the bidding host cities.
4. To obtain necessary contracts for the latest conference after the Board accepts an invitation to the host city.
5. To revise the space criteria following each conference.

Exhibits Duties:

1. To implement a clearinghouse of exhibits-related information for the benefit of vendors, member associations, and the SELA Conference Exhibits Committee; as a clearinghouse endeavor to secure copies of states' contracts with display companies and maintain list of vendors in each state.
2. To encourage membership and active involvement of vendors in SELA, including advertising in *THE SOUTHEASTERN LIBRARIAN*.
3. To establish standard criteria and procedures for convention exhibits and provide support and guidance for the SELA Conference Exhibits Committee; develop bid specifications for display companies and encourage bids for conventions.
4. To distribute flyers publicizing forthcoming SELA conventions to vendors at state conventions and other meetings.
5. To design, distribute, and collect evaluation forms of the convention exhibits to the conference attendees.
6. To facilitate the collection and preservation of the records of the SELA Local Arrangements Exhibits Committee each year.

Other Duties:

See Biennial Conference Handbook.

Conference Committee History: The committees responsible for the preparations and logistics of the conference for many years were appointed by the Board as Conference Committees. In some cases they were chaired by members of the Board. As the Association grew and its organization became more complex the need for more long range planning became apparent. A Conference Program Committee was established in 1972 and the present committee structure and title were approved in 1976.

Conference Site Selection Committee History: For many years this responsibility was handled directly by the Executive Board, with the President receiving letters of invitation. A Convention Committee of Board members was active in 1951; a Time and Place Committee functioned on an ad hoc basis from 1955-1976. When long range planning became a necessity a standing committee was established in 1976.

Exhibits Committee History: At the Executive Board meeting March 3, 1987, a motion was passed to change the Exhibits Committee from a Conference to a Standing Committee appointed by the President. The request was approved by the membership in 1988. The first Committee was appointed in 1989.

Conference, Site and Exhibits Committee History: In 2011, the Board voted to combine the Conference Committee, the Conference Site Committee, and the Exhibits Committee.