

**MOBIUS Annual Conference Planning Advisory Committee
Meeting**

Friday, November 21, 2008

10:00am to 3:00pm

MCO office – 205 Room

Agenda

1) Volunteer to takes minutes- Cheryl Riley

2) Introductions

3) 2009 Conference Program-

- **Tuesday June 2nd**
 - Keynote speaker 7-8pm; networking and desserts 8-10pm
 - Keynote speaker update-**MOBIUS Executive Board Meeting – 11/14/08**
- **Wednesday June 3rd**
 - Schedule and format-same as 2008
 - Review proposals submitted
 - Select proposals
 - Review forums submitted
 - Select forums
 - Note 4 slots for MCO
 - Note slots for vendors
 - Note gaps in topic coverage and discuss ideas for additional presentations and panels
 - Arrange schedule for the concurrent sessions
 - Change in afternoon break time
- **Thursday June 4th**
 - Post conference programs – 6 slots
 - Post conference no-shows
 - Post conference session switching

4) Notices to presenters

- Letters of acceptance
- Letters of non-acceptance (explain why not chosen)
- Letters to vendor-related presentations

5) Forums- guidelines

- Format
- Facilitators
- Recording information

6) Evaluation forms-

7) Publicity –

- Write ups, etc.
- Distribution
- Deadlines

8) Website

9) Door prizes

10) Updates -

- Hotel
- Deadlines
 - Need firm deadlines from Maegan Bragg, i.e. program information
 - Registration deadlines and penalties
 - New - \$15 late registration fee
 - New - \$25 on-site registration fee
- Suggestions for 2009 Conference (taken from 7/07/08 MACPAC meeting minutes)
 - Name Tags – larger font – difficult to read names
 - Conference at a Glance – remember to add letters and numbers on grid
 - Menu – please continue to have menu available in conference bags
 - Slide Show – continue for 2009
 - Room host packets
 - Making the times bigger
 - Laminating and re-using from year to year
 - Beth indicated MCO is willing to do any photocopying – we should work through Maegan

11) Special Guest: Brandy Sanchez- Library Development Director, Missouri State Library