

MOBIUS Annual Conference
To do list as of 2/28/2007

	Priority level	Item	Tasks	Who is responsible
1	H	Hotel registration	Write instructions for hotel registration – including info for those who need a roommate	Felicity after finding out how it will work from Susan
2	H		Roommate guidelines – stick with matching by sex and do not include smoking?	Melissa V./MACPAC?
3	H		Roommate matching	Melissa V.
4	H	Conference registration	Online submission – Is the testing done and the online registration now working?	Cindy and Katy
5	H	Web site	Completion dependent on several submissions and revisions that Cindy and Katy are working on	Cindy and Katy working with MCO
6	H	Forums	Need descriptions for program list on website	John, will you read what is there and note any needed changes?
7	L		Recruit facilitators and recorders	John, with publicity help
8	H	Share Fair	Need description for web site	Cheryl with Felicity
9	L		Need publicity information	Cheryl with Felicity
10	H	Table topics	Description written – needs to be added to web site	
11	L		<p>Melissa V. submitted a list of pending questions:</p> <ol style="list-style-type: none"> 1. We will need to decide if we want table facilitators or not. 2. Do we want a large sign with the table topic placed at each table, along with 3 smaller table tents with the discussion questions? In addition to this, would we still provide printed handouts next to each place setting with the questions (which would include a place for notes)? 3. Should we solicit vender support for notepads and pens? 4. Should we try to do the Topic Tables at breakfast, as well? 5. With the three suggestions for deletion that Felicity proposed, our current list stands at 24. If we keep all of the topics and leave 6 tables open, there will be no repetition. Thoughts? Other deletions? 6. How many questions/talking points for each topic would we like to provide? 	Melissa V./MACPAC

12	H	Publicity	Registration for conference and hotel	
13	M		Keynote speaker	
14	M		Share Fair – recruit submissions	
15	M		Forums – recruit facilitators and recorders	
16	H	Program (for web site and conf book)	Need names and descriptions from MCO	Susan and Mark
17	H		Need review of Forum descriptions	John
18	H		Need to get title and abstract from Baker	Felicity
19	L	Door prizes	Decide how to distribute	Felicity/MACPAC
20	L		Decide what to distribute	Felicity/MACPAC
21	L	Room hosts	Assign room hosts. We'll have four graduate library students to help, too. After we all register we can assign based on what sessions people will be attending.	
22	L	Evaluation forms (sessions and conference)	Finalize and send to Susan for inclusion in conference handouts	Felicity – with a last review by MACPAC
23	M	Assign rooms	Assign presentations to hotel rooms	MCO?
24		Presenters	Acceptance notices sent	
25	M		Technology needs forms	Felicity will send out after form received from MCO
26	L		Before conference – send out guidelines, etc. (May)	Felicity regarding room hosts, with help from Katy and Cindy regarding tips
27	L	Hotel walk through	Maybe in May	MCO and some MACPAC members
28	M	Reception and keynote speaker	Determine agenda	MACPAC
29	M	Opening general session	Determine agenda	MCO

MCO IS HANDLING				
1		Before conference	Conference program Name tags Exhibits/Exhibitors Registration Hotel registration issues (other than roommate matching) Web site creation (with content from MACPAC)	MCO
2		At conference	Opening general session Registration Stuff bags Presenter gifts – gather and distribute Signage in hotel Technology in rooms Schedule and supervise student volunteers Coordinate receptions and breaks Evaluation forms – room hosts will deliver to registration desk	MCO
3		Training Day	Sessions: Writing for publication Copyright Local Holdings Records (tentative) YBP GOBI Wikis and Blogs (MACRL-sponsored)	MCO

POST CONFERENCE				
1			Tally evaluation forms	Cheryl says she has a student that may be able to help; Katy suggested that those staying Wed night might be able to do some tallying. MCO has said they can do this.
2			Distributed evaluation info to presenters	
3			Thank you notes to presenters	Felicity
4			Thank you note to keynote speaker	John or Felicity
5			Thank you note to attendees and request for additional	

			feedback	
6			Request for feedback to MOBIUS-Users asking why people did not attend	
7			Debriefing meeting	MACPAC