

Submitted by: Martha Allen

**This annual report for MACPAC covers tasks and activities undertaken during the period 6/06/08 through 6/30/09.**

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**Date of last meeting:** 30 June 2009

**Date of next meeting:** 2009-2010 Committee begins work on 2010 Conference

**Recommendations to Executive Committee:**

- Review and accept this annual report from the 2008-2009 MOBIUS Annual Conference Planning Advisory Committee

**Action Items Completed:**

- Met five times – 7/7/2008, 11/21/08, 3/5/2009, 6/3/09, 6/30/09
- Made three ranked recommendations for the 2009 keynote speaker
  - Michael Stephens - Executive Committee selection
  - Meredith Farkas
  - Karen Calhoun
- Solicited presentation and forum conference proposals (8/25/08 – 10/31/08)
- Reviewed and selected presentation and forum conference proposals (11/21/08)
- Planned presentation and forum schedule for “Conference at a Glance” (11/21/09)
- Wrote and distributed presentation and forum acceptance and non-acceptance letters (1/09)
- Created subject categories and applied them to conference presentations (1/09)
- Selected 2009 conference theme – “Search, Discover, Connect” (2/09)
- Wrote conference promotional announcements and sent to MCO for distribution (2/09 – 5/09)
  - Conference registration and reminder announcements
  - Solicitation for Share Fair participation
  - Welcome letter for conference program
  - Wrote tips for conference attendees – appeared on conference website and email
  - Wrote tips for presenter and forum facilitators – appeared on conference website and email
  - Solicitation for forum recorders – appeared on conference website and email
  - Thank you letters for presenters and forum facilitators
  - Thank you announcement for attendees to accompany overall conference evaluation
- Solicited and secured door prizes for 2009 conference (2/09-5/09)
- Reviewed and updated individual presentation and forum evaluation forms (3/5/09)
- Reviewed and updated overall conference evaluation form (3/5/09)
- Solicited, scheduled, and emailed room hosts of session assignments and duties (5/09)
- Set-up and broke down Share Fair (6/09)
- Distributed 15 door prizes during conference lunch (6/09)
- Subcommittees wrote and submitted procedure and timeline information (5/09 – 6/09)

**Action Items In-progress/Pending:**

- Be available to answer questions regarding the past performance of the 2008-2009 committee
- Be available to answer any appropriate questions from the incoming 2009-2010 committee

**Announcements:**

- The 2009 MACPAC committee would like to thank and congratulate MCO, especially Maegan Bragg and Justin Hopkins, for a successful 2009 conference

**Questions for the board/larger group:**

- None

**Other Notes:**

- Please see attached file with 2009 Conference Overall Evaluation results
- Please see meeting minutes posted on the MCO website for more detailed committee information