

MASSACHUSETTS LIBRARY ASSOCIATION CONFERENCE SHEPHERD HOSTING CHECKLIST

A FEW WEEKS BEFORE THE CONFERENCE

- Determine your speaker's travel plans and hotel needs
 - If they are traveling by air/train and you cannot greet them when they've arrived, consult with a co-chair about ground transportation arrangements
- Arrange a mutually agreeable meet up time and location at conference
- Ensure they are properly registered for conference

A FEW DAYS BEFORE THE CONFERENCE

- Remind the speaker(s) of the time and location of their session
- Remind them of the mutually agreed-upon location and time to meet at conference
- Provide them with your on-site contact phone number

DAY OF THE CONFERENCE

- Greet your speaker and offer to assist with hotel check-in, if applicable
- Guide your speaker to the conference registration desk; collect their registration packet and meal tickets, if applicable
- Guide your speaker to their designated meeting room
- Introduce them to MLA officers and conference committee members
- Ensure they have someone to sit with at meals or social events they are attending
- Confirm their departure details

60-MINUTES PRIOR

- Check meeting room
 - Ensure audio/visual is set up
 - Meeting room is accurately set up
 - Meeting room temperature is OK
- Ensure you have speaker(s) biography and/or introductory comments

30-MINUTES PRIOR

- Personally greet speaker(s) and/or moderator
- Verify speakers' and moderator's title and pronunciation of their name(s)
- Run through the session to ensure a smooth program
- Greet attendees as they enter the meeting room

SESSION START TIME

- Welcome attendees
- Read announcements
- Introduce moderator (if applicable) or speakers
 - Moderator will introduce the program and speaker(s)
- Count the number of attendees
- Submit this attendee count to designated co-chair as soon as possible

POST-SESSION/POST-CONFERENCE

- Thank them in person for their participation
- Walk with them as they depart to ensure a proper send-off
- Send a 'thank you' note to the speaker within 7 days; use the template provided as a guide
- Submit approved travel expenses using the Payment Request Form within one month