Outline: This handbook is divided into two sections. The first is an outline of major conference-planning responsibilities. The second takes those responsibilities and puts them into calendar form, to suggest when each task should be started and finished, as well as provide any further important details.

**Task outline:**

1. Specific conference location
   a. This refers to identifying the specific location the meeting will be held at the hosting institution.

2. Specific conference dates
   a. All tasks associated with identifying the best weekend to hold the conference. Conferences are typically held from noon Friday to noon Saturday. In years where we meet jointly with another MLA regional chapter, this may vary.
   b. Meetings are typically held in late September or October.
   c. Matters typically taken into consideration when planning the meeting (especially, weekends to avoid) are Oklahoma/Texas football weekend (to avoid unusually high traffic in-transit to meeting site), and also homecoming weekend for the hosting institution.

3. Friday evening dinner
   a. A traditional gathering of meeting attendees after the first day of the conference.
   b. In some occasions, this expense can be arranged to be pre-paid by attendees before the meeting. Up to the discretion of the Program Committee.

4. Conference packet (local guides, attractions)
   a. This typically includes literature about the locale where the meeting is held, such as brochures from the local chamber of commerce, brochures advertising the hosting institution (especially music library-related services), and whatever other goodies the local arrangements members wish to include as souvenirs.

5. Program planning/Identifying Program committee
   a. This is typically made up of the local arrangements members at the hosting institution and TMLA’s Vice-Chair. Other people may be included at the TMLA Chair’s discretion.
   b. For the 2010 meeting, collaborative software was debuted for use in program and overall conference planning, and it may be a more effective way to keep track of planning progress.

6. Call for papers/paper theme
   a. If there is to be a theme for the conference, this needs to be identified by the Program Committee. The TMLA Chair typically puts out the official call for papers. Setting a deadline and sending out periodic reminders can be useful.
   b. Within that call for papers, it would be useful to suggest that all paper submissions come with a 200-300 word abstract describing the paper’s anticipated content.
   c. Once paper submissions arrive, the Program Committee decides whether or not to accept them. (Allegedly, a paper topic has never been turned down.) The Program Committee should keep in close contact with the presenters to make sure all of their technology, handout, etc. needs are met.

7. Miscellaneous program planning matters
   a. Traditionally the dean/director of the hosting institution welcomes everyone at the beginning of the meeting.
   b. Tours of music library facilities or other parts of the library also tend to be popular.
   c. As per the chapter constitution and bylaws, each chapter meeting concludes with a business meeting.

8. Other suggested pre-meeting correspondences
a. Message to TMLA-L and MLA-L officially inviting people to the conference, usually close to the time preparations are solidly in the works, and preferably a conference website has been created and populated with information to refer folks to.

9. Directional signs for the meeting
   a. A nice courtesy for meeting attendees. The variety and location of signage is up to the discretion of the local arrangements members.

10. Nametags
    a. Typically arranged by the Secretary/Treasurer.

11. Saturday morning Breakfast
    a. Another traditional gathering of attendees on the conference’s second day before sessions begin.

12. Snacks or other refreshments
    a. At the discretion of the local arrangements members.

13. Hotel arrangements
    a. This has traditionally taken two forms:
       i. An official conference hotel
       ii. A list of nearby lodging provided to the membership before the meeting
    b. Local arrangements members determine which scenario is appropriate for a given year. The second scenario is more common, although at times a conference hotel has been identified.

14. Place for registration desk
    a. A seemingly minor, yet crucial, detail.

15. Registration costs
    a. TMLA Chair and Program Committee consult on setting meeting costs.
    b. Online payment through PayPal or other service is strongly encouraged as more and more conferences allow attendees to pay this way.
    c. Registration levels: In addition to setting a regular registration level, it may be advantageous to have a reduced student registration fee to encourage greater attendance, as well as advertising the music library profession to MLS students in the state (or beyond).

16. Additional funding for meeting
    a. In the past, music library-related vendors have sponsored dinners or other events at meetings. Usually this is most practical when the vendor can have some sort of presence at the meeting, whether through a session or other type of exposure. This can be a way to cover meeting expenses, but again the appropriateness of doing this needs to be assessed by the program planning committee.

17. Transportation issues
    a. Occasionally there have been circumstances which have necessitated the host institution provide shuttle buses or other transportation within a conference site, or to and from a meeting hotel. This is rare, but worth assessing the need for such at each respective conference site.
    b. Usually this comprises providing maps, directions, etc. to the conference site and local lodging.

18. Conference website
    a. A primary way of communicating conference information to the membership.
    b. The chapter’s web editor should be consulted in planning the conference website’s construction.
    c. Matters typically included on conference website:
       i. Conference site maps, directions and parking information
       ii. Conference schedule
       iii. Registration information
       iv. Lodging information
       v. Area attractions and events at the time of the conference (usually music related)
       vi. Link to Fine Arts/Music Library website of the host institution

19. Parking
    a. Parking privileges for attendees must be arranged with host institution.
    b. After arrangements are made, post on relevant information on website and/or distribute to membership through TMLA listserv.
**Suggested Calendar:**

**8-9 months before meeting:**

Meeting hosts should convene their first planning meeting by this time. The initial topics that would be wise to discuss are 1) dates for the meeting (task 2 from first section), 2) specific conference location (task 1). This and all future planning tasks need to be accomplished in close collaboration with the Chapter Chair and other relevant chapter members.

Shortly after the above-noted tasks are in motion, it would be useful to begin forming a Program Planning Committee (task 5), brainstorming ideas for meal gatherings (tasks 3, 11, 12), investigating lodging options/need for conference hotel (task 13), investigating and planning registration costs (task 15), and inviting the dean/director to give an introduction to the meeting (task 7a).

**4-5 months before meeting:**

At this point – usually during the summer months – the Chapter Chair typically puts out a call for papers (task 6) to the membership and identifies the Program Planning Committee. Planning for meal gatherings, such as Friday evening dinner, Saturday morning breakfast, etc., should be solidified around this time. The Program Planning Committee should be piecing together a rough outline for the conference program as paper submissions arrive and other important details get worked out.

**2-3 months before meeting**

The conference program should start coming into clearer focus around this time. Depending upon how paper submissions are coming, the Chapter Chair should send out reminders about doing so, and also give general updates on how conference planning is coming, especially registration rates and any other details as they become available. Conference website planning should be coming along as well.

Additionally, other crucial conference site-specific planning should be in process now, such as conference packets (task 4), nametags for attendees (task 10), directional signage and aids to guide attendees to the meeting site (task 9), as well as confirming the progress of all previous planning steps.

**1 month before meeting**

Around this time, the conference website should be nearing completion. The Chapter Chair should also begin advertising the meeting over TMLA-L and MLA-L, if s/he has not already done so. Local arrangements folks should verify that meal and food arrangements are on still on track and set, and that matters associated with the conference location, including needed technology, are secured. The registration table (task 14) should also be decided upon around this time. Program Planning Committee should check in with speakers to verify everything is still proceeding as planned. Any last minute changes need to be announced to the membership and accounted for in the program as possible.

**One week before meeting**

Reconfirm meal and food arrangements, A/V needs, speakers, registration table and on-site registration forms as appropriate, conference packets, directional aids, and all other tasks are covered.
Immediately after meeting

Work out any necessary meeting expense and reimbursement matters with Secretary/Treasurer.