

## **SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION**

### **Host Library Responsibilities for Conferences, Plenary Meetings, and Workshops**

#### **Contact person:**

A contact person should be identified by the host library to communicate with the Executive Committee and presenters for detailed arrangements and all equipment needs.

#### **Equipment needs:**

Typical equipment needs include a computer, Internet access, projector and screen, and audio/ video capabilities (VCR, DVD, etc.).

#### **Schedule:**

The SEPTLA Executive Committee will work with the host library in planning the final schedule.

#### **The general schedule will be:**

9:15 Refreshments

9:30-10:50 Interest Group meeting(s)

11:00-11:55 Business meeting

11:55. Greeting from host President (or designee), who gives blessing for the lunch

12:00-1:00 Lunch

1:00-3:00 Tour and/or Continuing Education

#### **Lunch:**

The host institution will make arrangements for lunch including any special needs noted by attendees in pre-registration. The host library has the option to charge for the lunch.

#### **Invitations:**

The host library will send a written invitation giving details of the final schedule, lunch arrangements, and any special travel directions. The invitation will be provided to the editor of Teamwork for publication before the meeting. The invitation should also be sent to the SEPTLA listserv at [SEPTLA@atlanow.com](mailto:SEPTLA@atlanow.com) and emailed to the SEPTLA Webmaster for posting to the SEPTLA Website a minimum of a month prior to the meeting. The host library should provide a deadline for an RSVP for their planning purposes.

#### **Meeting places:**

SEPTLA meetings generally have 25-40 in attendance at the business meeting. Make arrangements for enough small rooms for all Interest Group(s). The meeting places and restroom facilities need to be ADA compliant for access.

#### **Tours:**

The host library may provide a tour of their facilities or other subject that would be of interest to SEPTLA attendees. Please limit tours to a maximum of 30 minutes.