

NCLA 2025: Guide for Conference Attendees



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Conference Code of Conduct

All conference attendees must abide by the conference code of conduct:

“The North Carolina Library Association (NCLA) values everyone’s attendance at our events. We strive to provide a welcoming, safe, and supportive environment where participants may learn, network and share information with colleagues in an atmosphere of mutual respect. To that end, we request that attendees abide by the [ALA Statement of Appropriate Conduct](#) at our biennial conference and other association sponsored events. If you experience or witness something that you feel is in violation of this code of conduct, please contact Lara Luck at vicepresident@nclaonline.org or 336-703-3047 or Dawn Behrend at president@nclaonline.org . If you wish to report something anonymously, please use [this form](#).”

What to Wear

There is no dress code policy in place for NCLA. You might consider the following:

- Whether you’re presenting or attending
- Temperatures at the Benton Convention Center and Marriott may vary - wear layers!
- Weather in October can be unpredictable
- You may be spending a lot of time walking or standing

What to Bring

Recommendations include:

- Business cards! It’s an easy way to swap contact information when networking.
- Something to carry conference and vendor information - bring your own bag or purchase one from the conference store in the exhibit hall
- Something to take notes (laptop, paper, pens, etc.)
- Something to keep a charge on devices
- “BE PREPARED”
 - What would you need in your library, office to do a program/presentation (tape, safety pins, scissors, sharpies, dry erase markers, comb/brush, stapler, etc.)
- Download the Sched app (more information below)

Who to Contact

- Code of conduct violations: Lara Luck at vicepresident@nclaonline.org or 336-703-3047. If you wish to report something anonymously, please use this [form](#).
- Adding to events to your registration: web@nclaonline.org
- Presenter support: programs@nclaonline.org
- Poster support: skapel@wcu.edu
- Volunteer questions: volunteers@nclaonline.org
- Unsure?: programs@nclaonline.org

Getting Around/Maps

Parking

There are several parking options available throughout the conference. Please note that parking is not included in registration.

Parking Decks

6th/Cherry Deck - Closest Parking Deck

(<https://www.downtownws.com/getting-around/parking/>)

- Location: 519 North Cherry Street, at corner of Cherry and Sixth, enter either street (Cherry is one-way north)
- Hours: Open 6:30 a.m. – 11 p.m., Monday – Friday
- Cost: At most facilities, hourly rates are \$1, with a \$9 maximum per day.

NOTE: Parking on Level 3 of this deck gives you access to a covered walkway to the Main Level of the Benton Convention Center. There is also easy elevator access to the Benton Convention Center from this parking deck, just inside the walkway entrance.

Cherry/Marshall Parking Deck

(<https://www.lazparking.com/local/winston-salem-nc/cherry-marshall-deck>)

- Location: 402 North Cherry Street
- Hours: 24/7
- Cost: Hourly and monthly parking available
- Reserve Ahead (apx. \$12 for a day) or Park Now options (apx. \$2 per hour)

On Street Parking

Many spaces downtown offer mobile payment acceptance using the **PayByPhone** app. The rate is \$1.50 per hour. See the [City of Winston Salem's Parking](#) page for more info.

Venue Information

Floorplans can be found on the Winston-Salem Convention Center's website, [Winston-Salem Convention Center](#)

[Downtown Winston-Salem Parking Brochure](#)

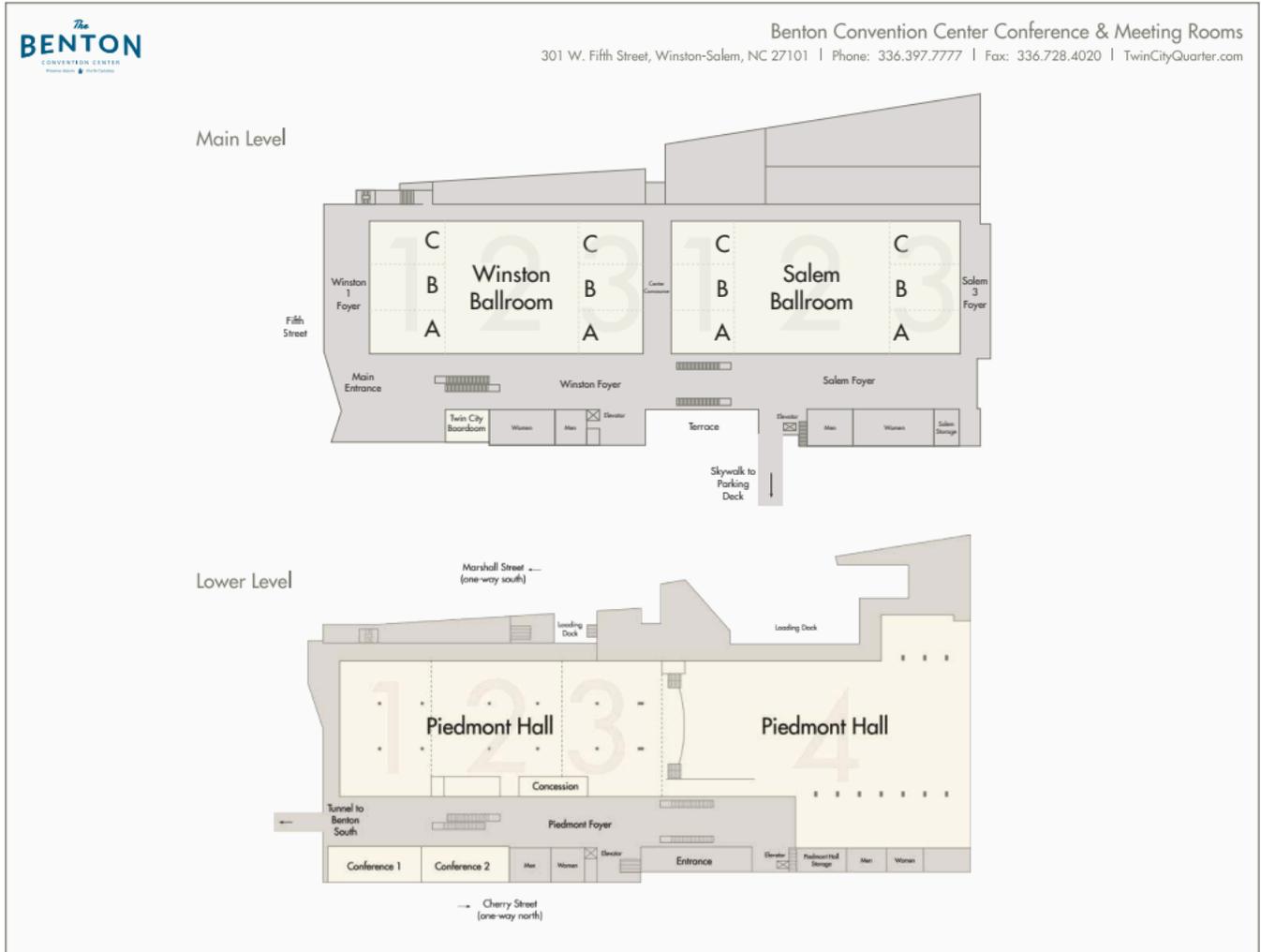
[Visit Winston-Salem](#)

[Twin City Quarter \(Benton Convention Center/Marriott page\)](#)

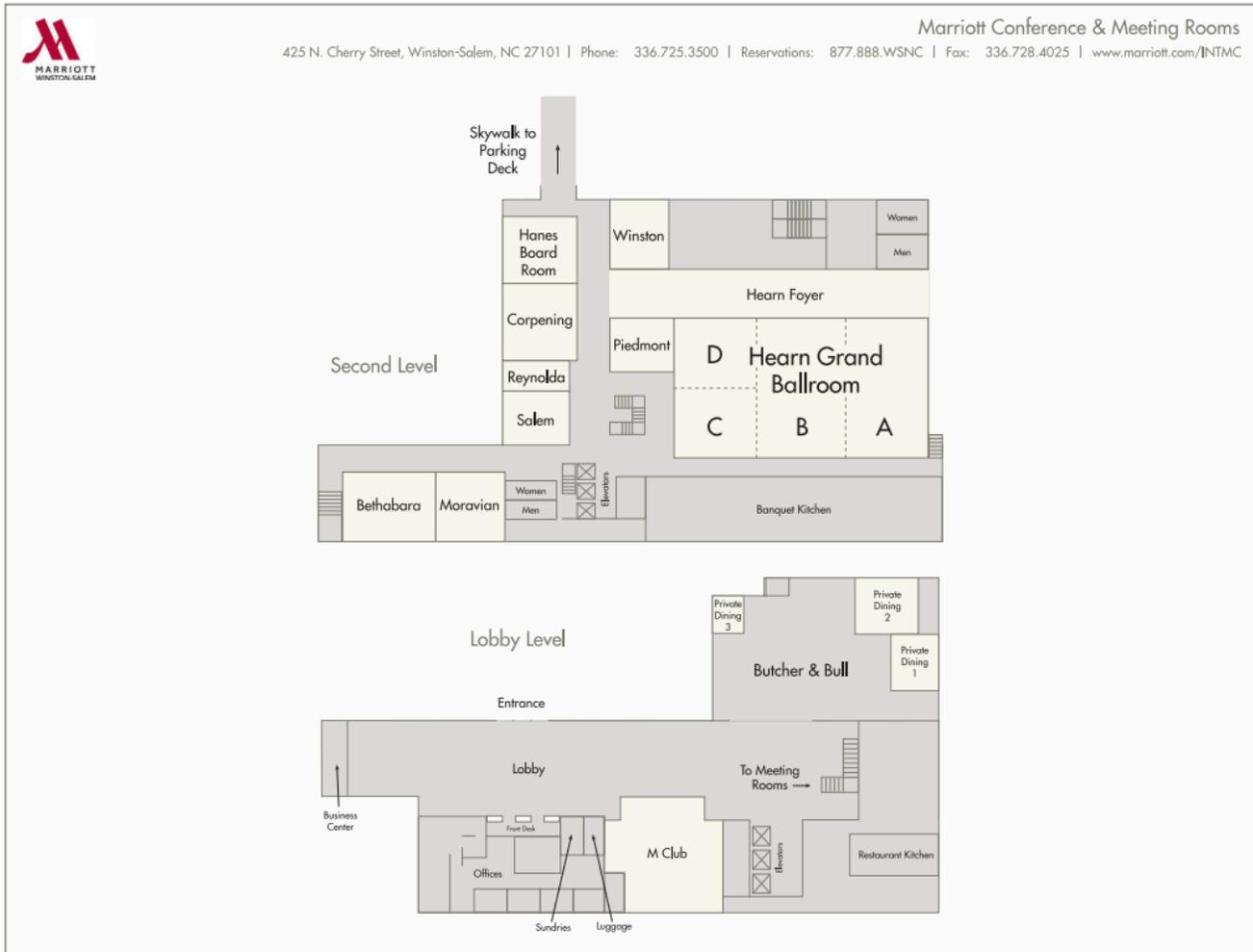
Virtual Tour

Provided by Visit Winston-Salem, a virtual tour of the space can be located at, [Benton Convention Center](#)

Benton Convention Center



Marriott Winston-Salem



Notes on Accessibility

- The main entrance to the Benton Convention Center is wheelchair accessible with wheelchair accessible restrooms within the facility.
- The parking deck at 6th/Cherry street has a 3rd floor skywalk connected to the main floor of the Benton Convention Center and is disability accessible.

Conference-Specific Locations

- Conference Exhibit Hall: Lower Level of the Benton Convention Center in Piedmont 4
 - Exhibitors, vendors, section tables
 - Conference Store and Raffle Baskets (Booth #236)
 - Vendor BINGO
- Registration: Main Level of the Benton Convention Center, at the end of Salem Foyer, past the Salem Ballrooms
- General Sessions: Main Level of the Benton Convention Center in Winston and Salem Ballrooms
- Keynote Sessions: Main Level of the Benton Convention Center in Salem 2

- Poster Sessions: Lower Level of the Benton Convention Center in Piedmont 4 on Wed. & Thurs.; Winston 2 on Friday (see schedule for times, [Sched.com](#))
- NCLA Recharge Lounge: Winston 2 (see schedule for times, [Sched.com](#)), sponsored by *Technology & Trends*. A few charging stations will be set up here, as well as tables and chairs to provide a quieter space so you can take a breather from the conference “hubub”.

Restaurants

Winston-Salem is full of flavorful experiences. There will be 1.5 hours for lunch Tuesday through Thursday during the conference if you're interested in venturing out. A quick Google search for nearby restaurants (15 minute walk) returned the following places:

<https://maps.app.goo.gl/9tTBSW9uCMH34bZ47>

The following are good resources for restaurants and shopping:

<https://www.downtownws.com/interactive-map/>

[Dining in Winston-Salem](#)

[Restaurants & Clubs](#)

[Retail Stores](#)

Sched.com

- Invites will be sent once you register for the conference.
- Access the conference schedule here: <https://nclacon2025.sched.com/>
- You can also download the Sched mobile app (Apple App Store & Google Play) and search for NCLA Con 2025
- Attendees can find tutorials on using Sched on the Sched website, <https://sched.com/guide-category/guide-for-attendees/>.
- Presenters can also find tutorials using Sched on the Sched website, <https://sched.com/guide-category/speaker-tools/>. Please feel free to add information such as handouts or slides at any point once you have access to Sched.

Registration

Early bird registration has ended. General online registration closes on 10/10 with on-site registration available throughout the conference.

Special Events

There are several opportunities throughout the conference, we encourage everyone to sign up in advance. Please reach out to web@nclaconline.org to add events to your registration if you've already registered.

Included in Registration

- Access to all keynotes, presentations, and posters for Wednesday through Friday
- Tuesday

- Exhibit Hall Sneak Peek
- [“Banned Together”](#) film screening
- Wednesday
 - Vendor Reception
- Thursday
 - All-Conference Reception
- Friday
 - All-Conference Luncheon

Free Events - Open to All Conference Attendees

- Tuesday
 - Zen Den open from 12-1pm and 4-6pm
 - Exhibit Hall Sneak Peek (Benton Center): 4:30pm to 6pm
 - “Banned Together” Film Screening (Forsyth County Public Library Central Branch): 6pm to 8pm
- Wednesday
 - Zen Den open from 8am to 5pm
 - Mindfulness & Music: 8-8:45am
 - 9am-3:45pm: Open
 - Mindful Tea-Making: 4-4:45pm (registration required due to limited space: <https://nclaonline.wildapricot.org/event-6339272>)
 - Opening Keynote featuring John Chrastka (Benton Center): 9am to 11am
 - Exhibit Hall Opening/Ribbon Cutting: 11:15-11:30am
 - Vendor Reception (Benton Center): 4pm to 6pm
 - LAMS Wine & Whine Social Event: 5:15-8pm (<https://www.6thandvine.com/>)
- Thursday
 - Zen Den open from 9am to 11:30am and 12:15pm to 4:45pm
 - Yoga & Meditation: 8-8:45am
 - Mindful Painting: 11:30am-12:15pm (registration required due to limited space: <https://nclaonline.wildapricot.org/event-6339285>)
 - Mindfulness & Music: 5-6pm
 - Ogilvie Lecture featuring Annette Saunooke Clapsaddle and Jennifer Stuart (Benton Center): 10am to 11:15am
 - Exhibits & Vendor Coffee Break: 2:30-3:20pm
 - LIS Reception (Marriott): 5-6pm
 - All-Conference Reception: 6pm to 9pm
- Friday
 - Zen Den open from 8am to 10am
 - All-Conference Luncheon and Closing Keynote (Benton Center): 12pm to 2:30pm
 - Featuring Damarius Johnson and Souda Mitchell

Paid Events

- Tuesday
 - [Pre-Conference Sessions](#)

- Wednesday
 - WILR Luncheon (Marriott): 12:15pm to 1:30pm
 - Featuring Dr. Robin Moeller and Dr. Kim Becnel, co-authors of *Using Literature to Support Children's Mental Health* (<https://alastore.ala.org/chimh>)
 - PLS Wine and Cheese Reception (Marriott): 6pm to 7:30pm
 - Featuring Author, Libby Hubscher (<https://www.libbyhubscher.com/>)
 - Endowment Dinner (Benton Center): 6pm to 9pm
 - Featuring a Performance of Scenes from *Purlie Victorious, a spiritual comedy* from the NC Black Repertory Company (NCBRC), <https://ncblackrep.org/>
- Thursday
 - Special Collections Breakfast (Marriott): 8am to 8:45am
 - REMCo Luncheon Panel: Black Male Librarianship & Awards Ceremony (Marriott): 12pm
 - Featuring John Light, Jr., Dr. Nasir Jean-Paul, and Billy Allen, Moderated by Alan Bailey

Networking Tips

- Consider who you might be specifically looking to connect with and why
- Give yourself time to recharge (we suggest using the conference Zen Den and taking advantage of therapy dog sessions in the Doggie Den sessions!--times TBA)
 - See the Wellbeing Committee sessions in the Zen Den throughout the conference: <https://nclaonline.wildapricot.org/NCLA-Conference-2025-Wellbeing-Committee-Experiences-at-the-Conference>
- Be ready with a short introduction
 - Who are you?
 - Where are you from?
 - What are you hoping to learn by attending NCLA?
- Remember that everyone is meeting new people - you aren't the only one!
- If you have colleagues attending the conference, consider asking if you can walk around the exhibit hall with them for a while or go to a presentation together
- Consider attending a section business meeting to learn more about getting involved in NCLA. Most will be on Thursday from 5-6 (see the Business Meeting schedules here: <https://nclaonline.wildapricot.org/NCLA-Conference-2025-Section-Business-Meetings>)

Volunteering at NCLA

A number of volunteer opportunities are waiting for you at NCLA! Please consider [signing up to help](#) make the conference a success.

Presenter Information

Before You Present

- Practice your presentation!

- Upload presentation materials to Sched before the conference.
- Bring necessary cables or devices.
- Consider having your presentation in multiple formats.

Presenter Support

- Wifi network and password are available in each room.
- Session hosts are available to check on tech.
- Email programs@nclaonline.org in advance if you need a special set-up.

Presenting

- Arrive early to test equipment. ITC staff will be checking for AV issues.
- Use the provided microphone.
- Sessions are 45 minutes long, please leave AMPLE time for questions (15-20 minutes). There are other sessions that will take place after yours. There is 15 minutes between the sessions, but be mindful of time as a courtesy to the other presenters.

Presentation Format Considerations and Recommendations

General Presentations

- 10-20-30 = 10 slides, 20 minutes, 30 font size
- 1-6-6 = One main idea per slide, 6 bullet points per slide, 6 words per bullet point
- Sans Serif fonts are recommended

Panel Discussions

- Plan how to manage the discussion
- Moderator duties
- Topics to cover
- Decide: Q & A or Discussion Formats?

Paired Presentations

- Plan ahead
- Work on the presentation slides together
- Watch your time (15, 15, 15)
- Practice and time yourself in advance

Poster presentations

View the [NCLA 2025 Poster Guidelines](#) for detailed guidance.