

Copy and paste below to email the whole crew!

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 Kris Wiley <kwiley@roseburgor.gov>,
 OLA Conference Programs <olaprograms@olaweb.org>

April 23, 24, 25 (W/Th/F) in Eugene at the Lane County Events Center

Position	2025 Folks	Duties
Conference Chair	Taylor Worley <i>Google Drive Access Added ✓</i> CONTACT INFO: olaconference@olaweb.org (primary) 541-731-7101 (personal, text preferred) taylorlgkw@gmail.com (backup)	<ul style="list-style-type: none"> • Sets timelines, checks in with and supports coordinators • Supervises all planning and coordination of conference activities • Appoints committee members • Liaison to the OLA Board • Final decision maker
Treasurer (filled by OLA Treasurer)	(filled by default) olatreasurer@olaweb.org <i>Google Drive Access Added ✓</i>	<ul style="list-style-type: none"> • Establishes budget with Conference Chair and Association Manager
President (filled by OLA President)	(filled by default) olapresident@olaweb.org + olavp@olaweb.org	<ul style="list-style-type: none"> • Leads conference theme setting • Is welcome to collaborate with the committee in selecting keynote speakers, etc. • Writes welcome message for printed program and website

	<i>Google Drive Access Added ✓</i>	<ul style="list-style-type: none"> • Various speaking roles during the conference, including thanking exhibitors, etc.
Speakers Coordinator	Patrick Bodily pbodily@ci.independence.or.us <i>Google Drive Access Added ✓</i> 503-856-2878 (personal cell); 503-838-1811 (library)	<ul style="list-style-type: none"> • Communication with potential and contracted keynote/special event speakers • Coordinates speaker contracts and arrangements • Purchases thank-you gifts for speakers
Programs Coordinators	Aurora Ropp & Kris Wiley kwiley@roseburgor.gov aropp@roseburgor.gov olaprograms@olaweb.org <i>Google drive access: programs email Google Drive Access Added ✓</i>	<ul style="list-style-type: none"> • Serves as Chair in the absence of the Conference Chair • Responsible for organizing session programs • Communications with session proposers and communicating PSAs, etc. with all selected presenters
Programs Support	Martha Sutherland MSutherland@eugene-or.gov ms.martha.sutherland@gmail.com (Google access only) <i>Google Drive Access Added ✓</i>	<ul style="list-style-type: none"> • Supports program coordinator • Responsible for organizing non-session events/activities (e.g. evening events) • Special spaces (e.g. social spaces, sensory and quiet spaces)
Poster Sessions Coordinator	Michael Grutchfield popegrutch@gmail.com	<ul style="list-style-type: none"> • Coordinates poster sessions • Works with presenters on pre-recording a lightning talk of each of the posters. • Works with presenters to provide photo of poster for online schedule
Local Arrangements Coordinator	Brittany Young young.brittanyj@gmail.com <i>Google Drive Access Added ✓</i>	<ul style="list-style-type: none"> • Primary contact with the facility and keeps conference chair informed/in the loop • Assists OLA units in finding space for special events • Selects menu with Food Coordinator • Helps/facilitates connections with local libraries, organizations, businesses, and activities
Food Coordinator	Lindsey Quigley-Johnson <i>Google Drive Access Added ✓</i> CONTACT INFO: lindsey@creswell-library.org 541-895-3053 (library)	<ul style="list-style-type: none"> • Selects and coordinates menus for all events to minimize overlap in selections • Maintains tally of meal reservations
Technology Coordinator	Absorbed by TLW	<ul style="list-style-type: none"> • Secures technology for all conference sessions and events • Sets-up and troubleshoots technology during the conference • Recruits assistants to provide support during the conference
Registration Coordinator(s)	Abigail Craig & Michele Tierney CONTACT INFO: acraig@springfield-or.gov (A) (primary for email) 510-541-1042 (personal)	<ul style="list-style-type: none"> • Often split by two people: Online and Onsite Coordinators • Develops registration form(s) with assistance of OLA Assn Manager and page(s) for conference website • Carries out all registration activities • Need to be comfortable with Excel and basic HTML

	541-726-2238 (work) mtierney@springfield-or.gov (M) (primary for email) abigail.h.craig@gmail.com (A) Spfd.library.friends@gmail.com (M) (Google Drive access)) <i>Google Drive Access Added ✓</i>	
Volunteer Coordinator	Tamara Ottum <i>Google Drive Access Added ✓</i> tamara.ottum@slo.oregon.gov 971-375-3543 (work, mobile)	<ul style="list-style-type: none"> • Secures volunteers for the registration desk • Recruits additional volunteers as needed • Communicates with volunteers both before and during the conference
Exhibits Co-Coordinators	Anne Campbell anne.campbell@northdouglas.k12.or.us Miriam Sisson miriam@ndld.org <i>Google Drive Access Added ✓ x2</i>	<ul style="list-style-type: none"> • Sells exhibit space • Plans exhibit space • Communication with exhibitors • Exhibitor engagement activities (as needed)
Fundraising / Sponsorship Coordinator	Rinny Lakin <i>Google Drive Access Added ✓</i> jostalady@gmail.com ; rinnyl@multco.us	<ul style="list-style-type: none"> • Works closely with Exhibits and Communications Chairs • Solicits donations/sponsorships from vendors, library and publishing organizations, and local businesses • Sells advertising • Coordinates thank you messages and signage
Communications Coordinator	Brian Peters brian@siuslawlibrary.org <i>Google Drive Access Added ✓</i>	<ul style="list-style-type: none"> • Publicizing/marketing the conference • Formulates media timeline with deadlines • Works closely with other coordinators and chair • Minutes/note-taker for planning meetings
Print Materials Coordinator	Absorbed by TLW	<ul style="list-style-type: none"> • Designs and facilitates printing, turnover of needed signage for the conference • Designs and facilitates production of printed conference program • Works closely with the OLA Merch & Marketing Coordinator to develop visual themes for the conference
OLA Merch & Digital Materials Coordinator	Absorbed by TLW	<ul style="list-style-type: none"> • Works closely with the Print Materials Coordinator to develop visual themes for the conference • Works closely with the Treasurer and Association Manager on ordering and budget for merch • Works closely with communications chair to generate needed digital imagery • Manages supply, ordering, pricing, and sales of OLA merchandise
Website Coordinator	Darci Hanning darci.hanning@slo.oregon.gov <i>Google Drive Access Added ✓</i> 503-484-8204	<ul style="list-style-type: none"> • Coordinates timely presentation of conference information on the conference website • Works closely with OLA management services to ensure website functionality • Coordinates with (Online) Registration Coordinator to ensure timely and accurate registration pages.

Association Manager (filled by OLA Association Manager)	Shirley Roberts ola@olaweb.org sroberts.ola@gmail.com <i>Google Drive Access Added ✓</i>	<ul style="list-style-type: none"> • General support • Keeper of institutional memory
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Good advice for all committee members:

- Before volunteering to be on a conference committee, get approval from your institution of employment and verify who will pay for travel and other conference committee expenses. Know that while a lower rate is generally available to committee members, registration is still required. Any travel and lodging expenses are also the responsibility of the committee member and/or their employer.
- Committee members should be available to attend virtual, monthly meetings, July through April.
- Conference committee roles are not created equal! Different roles require different amounts of time and specialized skills.
- Clear and timely communication from all committee members is integral to a smooth and supportive experience for both the committee and conference attendees.