

Core Forum Planning Committee Meetings

10 October 2023 1 pm EST, 12 pm CST, 11 am MST

meet.google.com/vws-wvnp-qtx

Note-taker: Meggan Houlihan

Present:

Agenda:

- Announcements
 - Registration - no update
- Cmte dinner
 - 6 PM dinner at restaurant adjacent to the hotel
- Room monitors
 - Sign up here:
<https://docs.google.com/spreadsheets/d/1UqT7j5OySjL6X08VHGqI7X8A-a1voUQZ/edit?usp=sharing&oid=102954901616136379037&rtpof=true&sd=true>
- Melissa & Debbie co-chairing the committee next year
 - Email them if you are interested in serving on the committee

3 October 2023 1 pm EST, 12 pm CST, 11 am MST

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Note-taker: Helen Kula

Present: Kate Ganski, Gina Costello, John Klima, Debbie Ehrman, Chris Larkins, Deb Feisst, Nicole Lewis, Wendy Tressler, Elizabeth Siler, Julie Reese, Thomas Ferren,

Agenda:

- Announcements

Core Forum Planning Committee Meetings

- Water situation in New Orleans - salt leaking into water supply - expected to affect hotel around Oct 28 and there are contingency plans in case it does impact the conference
 - There will be a link on the conference responding to this
 -
- Dine Arounds
 - Julie and Thomas will put a deposit against staff dinner on Wednesday
 - Thomas - two responses from dinners responded to call for interest - deadline by Oct 6
 - Had been targeting 6-8 options
 - Most restaurants do not allow reservations without putting down a credit card
 - Agreed that we provide info about each restaurant and a sign-up sheet with 6 people and designate a meet-up time of 5pm with a departure time of 5:15 in the lobby
 - Committee will provide list of names, one-liner about restaurant and QR code to website
 - Sign-up sheets will ask for names, emails and phone numbers
 - Sign-up sheets will be moved to lobby and first one who signs up will grab the sheet so others can gather
 - Local committee members Gina and John will be there to help facilitate this
- Keynote Presenter – Mona Lisa
 - She offered to do a book signing in the St. Charles where the posters and food are
 - Signing and book sale will occur after presentation in the 30 minutes before Program Chairs' session
 - Presentation taking place in St. James room
- Water Issue in N.O.
 - See above
- Meeting schedule rooms and locations
 - Will be distributed soon
 - Welcome reception and exhibitors/sponsors will be set there
 - Two bar stations and catering table, plus high boys
 - Afterwards, will have posters and will also host breakfast
 - Right off the main foyer where sponsors are
 - Committee will need to sign up for room monitors to get head-counts - Google Doc will be circulated on Oct 12
 - 2 technicians will be floating around
 - Will have a script for someone to introduce sessions
- Update on WWII Tour - new options
 - Guided gallery tour, then archive - and then optional visit to the Library
 - Will be open to those not attending the conference
- 371 registrants - attendance is capped at 400 but could go over
- Sold out registration for Leadership Institute

Core Forum Planning Committee Meetings

- Room block sold out - but will continue to take reservations at group rate until Oct 9
- Entire schedule will be up on monitors with individual session title posted by each room
- Schedule will be printed
- 2024 Conference Forum will be at Minneapolis - will be announced at Forum - hotel is [Hilton](#)

26 September 2023 1 pm EST, 12 pm CST, 11 am MST

meet.google.com/vws-wvnp-gtx

Note-taker: Debbie Ehrman

Present: Tanya DiMaggio, Katie Ganski, Meggan Houlihan, Julie Reese, Tom Ferren, Amanda Click, Jill Dixon, Richard Guajardo, Michael Holt, Helen Kula, Chris Larkins, Wendy Tressler, Jordan Nielsen, Nicole Lewis, Melissa Brooks

Agenda:

- Announcements
 - 357 attendees; exceeded goal for attendees;
 - 9/26 last day to reserve hotel issues with the block and if issues contact Tom
 - Tom will send out reminder to attendees today
 - Pre-conference: Avram Camp was canceled
 - Tom is finalizing bus contract
 - Welcome reception is scheduled for Thursday, 10/19, 5-6:30pm
 - Sign recognizing award winners
 - Opening registration desk on Wednesday, 10/18 at the conference hotel 2-5pm
 - Committee walk-through on Wednesday, 10/18 at 5pm followed by dinner at 6:30pm
 - Dinner at Grand Isle (near hotel)--Tanya and Tom will coordinate for a reservation on 10/18
- Working Group updates (as needed)
 - Local - start with dine-arounds because Gina has to leave early!
 - Meeting on 9/27 to talk with tourist commission to sort out issues with dine-arounds

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- Google map with input from committee, notes lunch locations and vegetarian options
 - Restaurants in alphabetical order starting with Hilton
 - Map may sort due to what device is used to view the map
 - Ready to share with committee and then will share with attendees
 - Link to website
- Marketing
 - Pushing out content on social media on Tuesdays and Thursdays. Tuesday Testimonials. Theming Thursday push out information that is aligned with the conference schedule.
 - Tom is checking in with Marketing when social media info is updated and determine date to quit marketing the Forum.
- Poster Sessions
 - No current updates. Clarified one issue via email and all presenters have been provided information for the poster sessions
 - All times for poster sessions on website have been updated
- Preconferences
 - Full day leadership institute is almost sold out
 - Tom is reaching out to other pre-conference planners and get reminder emails out Oct. 2 week
- Sessions (Amanda)
 - All set.
 - Frank has changes for updates to the website
- Keynote (Amanda)
 - All set.
 - Meggan will reach out to keynote speakers to confirm.
 - Tom asked to check if speakers need a hotel room. Room will be comped.
- Sponsorships & Exhibitors
 - Exceeded the goals. Asks are out and we're good
 - 12 sponsors and 5 exhibitors
 - Some return sponsors and some new
 - May revisit sponsorship at the Platinum level for next year's forum 2024
- Tours
 - Debbie has contacted Katie Trevino at LA State Museums to discuss logistics for the tour.

Core Forum Planning Committee Meetings

- Jill was contacted by WW2 to change our tours due to a big event that was recently been scheduled at the museum
 - Tom and Jill will meet on 9/27 to discuss options and determine how the tour will change
 - Need to communicate changes to the attendees

Task List Overview

12 September 2023 at 1 pm EST, 12 pm CST, 11 am MST

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Note-taker: Jill Dixon

Present: Thomas Ferren, Amanda Click, Katie Ganski, Debbie Feisst, Meggan Houlihan, Chris Larkins, Wendy Tressler, Gina Costello, Nicole Lewis, Richard Guajardo, Tanya DiMaggio, Jill Dixon, John Kilma

Agenda:

- Announcements
 - Registration Update - currently at 309 registered.
 - Pre-conference and tours are in good shape; minimum number to proceed.
 - Tom is following up with the speakers to register and get hotel rooms.
 - Posted early registration in Core channels to promote last week.
 - Committee dinner will be on Wednesday night. 11 committee members registered. We will make a reservation for 10, hold with a credit card (adjust if needed).
- Working Group updates
 - Local
 - Tanya has been working with restaurants to make reservations for the dine around. Most restaurants will not take reservations without a credit card. We have only 2 restaurants reserved (credit card not required). It seems like the new way is to require credit card reservation. A recommendation: create a

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sign-up list and ask one person to reserve with a credit card - not ideal to make people use their own credit card. Tom will investigate if the Core credit card can be used. If no shows, the restaurant will charge between \$10-20. Probably won't charge if a couple of people don't show but may charge if many don't show. Tom will look into it and get back to all. Busy time in New Orleans (great weather, festivals, sports, etc.).

- Trivia event: Debbie arranged for the person who did the trivia event at Core Forum in Utah to attend in New Orleans to hold it again. This was done in record time!
- Marketing
 - Content for Instagram & Twitter/X has been created and is being shared to Amber Robbin via
 - [Thursday Core Forum content for Socials](#)
 - [Core Forum 2023 Marketing Plan](#) is available to see what is planned
 - Generally content is sent out on Tuesdays and Thursdays.
 - Committee members can amplify content shared on social media (Instagram, Twitter/X) on their accounts. Retweet!
 - Can also take a look at [Forum 2023 Marketing Lists](#) and share the content via your Connect groups and listservs
- Poster Sessions
 - All set and in good shape.
 - Working group will email presenters.
- Preconferences
 - Tom provided numbers for preconference.
 - Need to ensure someone is there to greet people.
- Sessions (Amanda)
 - All set.
- Keynote (Amanda)
 - All set.
- Sponsorships & Exhibitors
 - Tom - please add the first thing you mentioned, sorry I missed it. Jill
 - Working on OCLC on sponsorship.
 - We met our goal. We are still looking for platinum level.
 - Meeting with Lyrisis but came in at the silver level.

Core Forum Planning Committee Meetings

- https://docs.google.com/spreadsheets/d/1zBslaO-ob6nN1gcwjl3DuZtVDIMJGvNj2PI_DbbcjA/edit#gid=563760723
- Tours
 - Tours are all set
 - Tom - everything is where it needs to be in terms of number of participants.
 - Tom - will work on the bus for the one tour.
 - It is fine if someone wants to sign-up only for the tours (family members want to do a tour).

Task List Overview

29 August 2023 at 1 pm EST, 12 pm CST, 11 am MST

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Note-taker: Liz Siler

Present: Kate Ganski, Deb Feisst, Amanda Click, Tom Ferren, Michael Holt, Debbie Ehrman, Jill Dixon, Chris Larkins, Gina Costello, Melissa Brooks, Julie Reese, John Klima, Liz Siler, Tanya DiMaggio

Agenda:

- Announcements
 - Reg Update: 205 Registers, Pre Con 22, Leadership 20. to follow-up with 35 Speakers and reminding them to register. Trying to increase local participation for some Pre Cons.
 - The bus tour needs to be finalized.
 - The walking tour for the French Quarter is sold out, 9 for WWII (ceiling 10) and the bus tour we are at 9 or 10 (ceiling 20-30)
 - Presenters will be asked to bring laptops, wifi in the rooms, hard wired in general presentation and pre-con rooms. There is a need to provide mics for multiple presenters in presentation rooms, but it is an added expense, but we Tom and Julie will work it out.
 - One of the Saturday morning workshops is no longer happening so now we just need one extra room for that day.
 - Please go ahead and book your rooms, so we know to contract for an additional room block.

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- Action item: Let ALA Staff know if you need any physical copy of materials for attendees so we can have it available when the conference starts.
- Working Group updates
 - Local
 - We've been calling around and emailing various places to do a game night and pretty much everywhere is booked or too expensive (\$70/person), so not possible without sponsorship or will need to happen at a hotel. We have a room in the hotel so that is fine. We do have interest in a potential sponsor but most likely used for the pre-conference tour, but could help cover the cost for catering.
 - We have to rethink the restaurants so we are hoping to meet later today or tomorrow because half on our list don't take reservations, which is not preferable for dine-arounds. The list should be ready in a couple of days. Decision: Keep dine-arounds with reservations.
 - Should we address the land acknowledgements? Last year we had a land acknowledgement given at the opening. Please discuss and get back to us. Tulane has a good one, check with the New Orleans Public Library.
 - Dine-arounds sent in the Know-Before-You-Go message. The reservations are under Tanya's name. Can also include her phone numbers. The restaurants will be close to the hotels, which are less than a 15 min.walk.
 - We need to find someone to host the trivia. Could fly out Brighton who did it last year, but maybe we can find someone local. Michael knows someone from LSU to see if they are available, but he can check. Christina Coleman who runs the ALA gaming roundtable might know someone local. Trivia night - Friday night. UPDATE: Brighton will be able to come!!!
 - Need to get a paid professional photographer. If you have anyone, please let us know.
 - Marketing
 - Marketing plan:
https://docs.google.com/document/d/1zCrL8DZP2tqCvNTcqXfSss9ReYmfbvc5iTAY_TlyPrc/
 - What do you need from the committee to increase registrations?

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- Working through marketing plan, testimonial Tuesdays posted on Twitter and other content on Thursdays. It is taking a little long to get content loaded (up to 2 weeks) but working on it. Preconferences have also been posted.
- At 206 but the goal is 300. We are at the same numbers as we were last year so we are on track and we just need to keep pushing forward.
- We are switching the focus to registration, looking at keynotes, social events, etc to encourage people to register. Maybe also focus on local events happening concurrently.
- Cost of travel has gone up 3 fold for flights, so that might be a factor in lower registration.
- Please send us any material or content you would like to push out and we can do so through social and connect.
- Not all the presenters have registered but we are working on it.
- Can a discount be provided for MS possible attendees like LLA discount? Just something to consider to help get numbers up.
- Try to ramp up marketing to places that are driveable even for just preconference. Did a push out to all the nearby state chapters.
- Can also push to SLIS schools in the area.
- It is better to market peer-to-peer than coming from ALA staff. We could use some help with this for the area and sections we don't have access to. The content will be added to the Marketing folder. Everyone on the committee can send out early bird/ activities on Thursday.
- Content for Thursday social media posts can be found here and amplified in ALA Connect communities, etc.
 - ☰ Thursday Core Forum content for Socials
- Poster Sessions
 - We are all caught up. Emailed people who had questions.
 - Emailed everyone with set up details but if not we will do that next week.
 - Last year we put together a poster session [handout](#) with set up details and Julie is happy to share with us and take a look.
 - Made sure to separate posters on each day to cover all tracks and accommodate presenters who have two posters.
 - Easels and foam core will be provided.
- Preconferences

Core Forum Planning Committee Meetings

- Covered in announcements
- Sessions (Amanda)
 - In good shape, just shuffling things as we have people drop out and making minor changes.
- Keynote (Amanda)
 - All set
- Sponsorships & Exhibitors
 - OCLC confirmed at the Diamond level which includes a session.
 - No one took up the platinum level but we have 3 gold sponsors, 5 Silver sponsors (including Lyrasis), and 3-4 bronze. All good news.
 - Most sponsors will have tables.
- Tours
 - Tours are all set
 - Debbie needs one other person to help and will get it worked out with the Louisiana Historical Society. Amber Robin from Core staff will be coming to help.

Task List Overview

1 August 2023 at 1 pm EST, 12 pm CST, 11 am MST

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Note-taker: John Klima

Present:

Agenda:

- Announcements
 - Registration numbers: 104
 - The hotel is sold out on October 21st; looking to update block to add more rooms for Saturday
 - Anyone looking to add Saturday night should keep checking hotel to see when those open
 - Tom will reach out to speakers who have not registered yet this week

Core Forum Planning Committee Meetings

- Working Group updates
 - Local
 - Meeting Thursday morning
 - Lunch will be on your own; local is creating a map of options for people
 - Each dine around open to 6-8 people
 - Local will make reservations and then there will be a sign-up for attendees
 - 6-8 restaurants each night
 - Friday and Saturday nights
 - Need a good way for group to find each other (assign someone who's signed up as 'leader' for the dine around)
 - Committee meal on Wednesday night; waiting for early bird registration to end before a restaurant is picked
 - Marketing
 - Marketing plan:
https://docs.google.com/document/d/1zCrL8DZP2tqCvNTcqXfSss9ReYmfbvc5iTAY_TlyPrc/
 - Make sure to add sponsors in marketing messages
 - Tom will have a message/document from ALA August 2 announcing keynote and speakers
 - Tom will check with Jenny to see if any testimonial Tuesday messages were scheduled
 - Poster Sessions
 - Tom confirmed poster sizes
 - We will be sending a message to participants giving them date/time of their session and poster dimensions
 - CORE is providing easel, mounting board, tape, putty
 - Frank is working on poster information for the website
 - Preconferences
 - Avramcamp all day (Access & Equity, Technology)
 - Introduction to MARCEDIT all day (Metadata & Collections)
 - Cultural Humility half day AM (Leadership)
 - Managing Change half day PM (Leadership)
 - Leadership track AM & PM (change management and intentional leadership) can be registered together for a full day

Core Forum Planning Committee Meetings

- Sessions (Amanda)
 - Pretty much settled; a little flux as expected
 - Session grid:
<https://docs.google.com/spreadsheets/d/1knvs-poronk4K88jsOfDBM9PtHROXc6/edit?rtf=true&sd=true#gid=1820305377>
 - Working on getting speaker agreements from everyone
 - Finalizing session titles & descriptions
 - Four, free two-hour Saturday morning workshops as well as concurrent sessions
- Keynote (Amanda)
 - All set
 - Ben Jaffe, creative director Preservation Hall Jazz Band
 - Mona Lisa Saloy, poet laureate of LA
- Sponsorships & Exhibitors
 - 3 bronze level
 - 3 silver level
 - 2 gold level, one left
 - No platinum yet
 - Waiting to confirm OCLC at diamond level
 - \$24,000 raised; OCLC would be another \$10,000
- Tours
 - Tours are all set, Tom will send registration numbers to the group
 - Walking tour is already sold out

Task List Overview

20 June 2023 at 1 pm EST, 12 pm CST, 11 am MST

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Core Forum Planning Committee Meetings

Note-taker: Jenny Brandon

Present: Tom F., Debbie E., Elizabeth S., Michael H., Jordan N., Melissa B., Richard G., Chris L., Jill D., John K., Nicole L., & Amanda C.

Agenda:

- Announcements
 - Registration numbers looking good so far
 - Talking to the hotel this afternoon to increase the hotel block, we are currently at about 25% booked
 - Working on the contract for the keynote speaker
- Working Group updates
 - Local
 - Will suggest a dining option for Planning Committee.
 - Working on dine around arrangements
 - Reaching out to folx at ALA to leverage existing local information that was developed for LibLearnX
 - We might consider highlighting a few alternatives/additional options regarding local information (e.g., suggesting podcasts)
 - Marketing
 - Aligning our marketing efforts to begin promoting benchmarks like registration being open, session information being made available on the website, early bird registration ending, etc.
 - Looking for testimonials from folx who have either attended in the past or are attending this year and why, especially for the folx who work in areas (e.g., school librarians) that may not typically attend or may not think Core is for them
 - Tom will share feedback with Marketing group so they can pull quotes that can be used on social media
 - Poster Sessions
 - Tom will follow up with the group on details. Tables, easels with foam, and tri-fold foam.
 - Action: group to split posters into two groups.
 - Action: AC to populate Poster folder with communications from Core Forum 2022.
 - Action: TD to check on availability of easels to bring to the event. Need 20.

Core Forum Planning Committee Meetings

- Leaning toward dividing up total number of poster sections based on the Core section that recommended them; this would result in about 20 posters being presented each day; still working on confirming poster sessions
- Preferences
 - Leadership track AM & PM (change management and intentional leadership)
 - ACTION: JR to set up registration as AM only, PM only, or Full Day (\$ for lunch)
 - ACTION: Descriptions need added to website schedule
 - All preference speakers and sessions have been confirmed
- Sessions (Amanda)
 - Question Workshops all on the 21st from 8-10am, correct. B&O's need moved - Wendy
 - B&O - added session date and time? I see two open spots on website on the 20th - 10:30-11:30, 3:45-4:45 -Can I take both spots - Wendy
 - Can we move EXPLORING CUTTING EDGE ALTERNATIVES TO GOOGLE ANALYTICS: THINGS WE LEARNED ALONG THE WAY from it's slot on website to open slot 2:30-3:30pm so no conflict with Tech in the morning - Wendy
 - Conference will also have 3 mini-workshops that are first come, first served (i.e., no additional cost) throughout the Forum
- Keynote (Amanda)
- Sponsorships & Exhibitors
 - Catherine, Nicole, and Wendy are meeting at ALA to discuss next steps.
 - Agati confirmed as Gold last week.
 - 2 gold sponsors, 1 bronze sponsor
 - We are still waiting to hear back from OCLC
 - One other sponsor has expressed interest in being a bronze sponsor
 - If you have any relationships with vendors, please reach out for help with talking points, etc.
- Tours
 - TF to add ideas into budget and work out details.
 - Can we add to tracks on website - Wendy

Core Forum Planning Committee Meetings

- **ACTION: Descriptions need added to website schedule**
- Two tours confirmed: WWII Tour; French Quarter museums: Louisiana Historical Center; Costumes & Textiles

Task List Overview:

- Website - Can we add track links that show everything for the track all on 1 without having to pick dates in calendar - Wendy
-

8 May 2023 at 1 pm EST, 12 pm CST, 11 am MST

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Note-taker: Kate Ganski

Present:

Richard G, Tom F., Wendy T., Amanda C., Chris L., Jill D., Melissa, Helen K., Kate G., Jordan N., Tanya D., Jennifer B, Julie R.

Agenda:

- Announcements
 - All sessions have been selected.
 - Tom will work on getting notifications out this week and ask for confirmations by May 25, 2023. Acceptance letters will not contain details of time slot.
 - Accepted Sessions file is on our Google Drive.
 - Pre-Conference sessions are not finalized yet.
 - Workshops will be two hours on Saturday at no additional cost to attendees.
- Working Group updates
 - Local (Tanya D.)
 - Group has met a few times.
 - Brainstorming ideas and deciding how many options to plan for each day.
 - Dine arounds were popular last year. Will create a map. Suggested to create meet-up signs.
 - **Will suggest a dining option for Planning Committee.**
 - Marketing (Jennifer B.)
 - Content in Google Drive folder
 - Scheduling a meeting soon to finalize dates in marketing plan

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- The full membership of the planning committee should help push out marketing messages.
- Poster Sessions (Richard)
 - Met a few times.
 - Friday and Saturday morning breaks are longer with food making these ideal times for posters. Take down and set up for each day.
 - Tom will follow up with the group on details. Tables, easels with foam, and tri-fold foam.
 - Action: group to split posters into two groups.
 - Action: AC to populate Poster folder with communications from Core Forum 2022.
 - Action: TD to check on availability of easels to bring to the event. Need 20.
 - All posters were accepted so no alternates were selected.
- Preconferences (Helen and Melissa)
 - Meta-Data and MARC edit and RDA workshop (tech track) AM & PM
 - Some RDA workshop content will be available as recorded content through the ALA education platform
 - Leadership track AM & PM (change management and intentional leadership)
 - ACTION: JR to set up registration as AM only, PM only, or Full Day (\$ for lunch)
 - AVRIM camp as well (full day)
- Sessions
 - Some alternates are selected and noted in Accepted Sessions file.
- Keynote (Amanda)
 - Reached out to a few folks
 - Leaning towards an academic or art/poetry keynote
- Sponsorships & Exhibitors (Wendy)
 - Diamond Level ask will be confirmed in July
 - Some other asks have gone out, but more need to be made.
 - EBSCO is interested. CIAI software as well.
 - Exhibitor and Attendee engagement is opening night and during conference breaks. Also an opportunity to schedule meetings with attendees.
- Tours (Jill and Chris)
 - Full day during pre-conference day

Core Forum Planning Committee Meetings

- Details in their document:
https://docs.google.com/document/d/1gKni-MXsgE-QCmhpKwSCKsuA5RTCVZ4_/edit
- Alternative is the preconference submitted options:
https://docs.google.com/document/d/1_FSRWsu13iJkzlm_XtUZ5J2C8_IX76jS/edit#heading=h.gjdgxs
- TF to add ideas into budget and work out details.

Task List Overview:

- Look over the tour document
- May 23, 2023 to meet with sub-groups

14 Mar 2023 at 1 pm EST, 12 pm CST, 11 am MST

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Note-taker: Gina Costello

Present:

Amanda Click
Chris Larkins
Gina Costello
Helen Kula
Jill Dixon
John Klima
Katie Ganski
Melissa Brooks
Nicole Lewis
Richard Guajardo
Thomas Ferren
Wendy Tressler
Debbie Feisst
Jordan Neilsen
Jenny Brandon
Elizabeth Siler
Frank Skornia

Core Forum Planning Committee Meetings

Agenda:

- Announcements: Proposals, submission deadline
- Proposal review process
- Working Groups

Task List Overview:

1. Please check your email and make sure you've accepted the Core Forum Program Planning Committee appointment.
2. Get in touch with your Working Group and find a time to meet in the next few weeks. Let Meggan and I know if you'd like us to join you. [The Committee directory with Working Groups is here.](#)
3. We will extend the proposal submission deadline to Friday 24 March. Please help get the word out by sharing the announcement below. [Here's the tracking list](#) - please make a note when you've sent it out.

SUBJ: Core Forum CFP extended to 24 March!

To accommodate those who would like some additional time, the [Core Forum](#) call for proposals deadline has been extended to Friday 24 March. Forum prioritizes networking opportunities and practical professional development. Join us in New Orleans, 19-21 October 2023!

We're looking for presentations on hot topics and innovative content in the following areas:

- Access & Equity
- Assessment
- Buildings & Operations
- Leadership & Management
- Metadata & Collections
- Preservation
- Technology

[Complete this form](#) to submit your proposal for a 60-minute session, poster, or preconference workshop.

Notes:

Extend the call for papers until March 24.

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Thomas notes we are up to 50 proposals at this time, most focused on leadership and management. Need more related to assessment, DEI, cataloging.
Many people wait until the deadline, so numbers may go up, but more options are good.

Thomas - housing link will be up later this week. Registration pricing will be up soon too for budgeting, but not open yet.
Pre-conferences need to be finalized first so they can be included in the registration.

Amanda - have a short conversation with your working group and make a plan for going forward. Megan or Amanda can help with any guidance. Look at directory for member names and contact info. Do this within the next few weeks.

Proposals will be reviewed by leadership in the different sections. Sometimes volunteers are needed for the review. Made tweaks to the evaluation rubric.

Sponsor information -

https://drive.google.com/file/d/1eRxrKf_Tya2_bbc7aUZOZ3Z1IDU8sJcH/view?usp=share_link

Thomas pulled out exhibitor names from ALA to find potential ones for Core.

14 Feb 2023 at 1 pm EST, 12 pm CST, 11 am MST

Present:

Amanda Click
Chris Larkins
Gina Costello
Helen Kula
Jill Dixon
John Klima
Katie Ganski
Melissa Brooks
Nicole Lewis
Richard Guajardo
Tanya DiMaggio
Thomas Ferren
Wendy Tressler
Debbie Feisst

Core Forum Planning Committee Meetings

Jordan Neilsen
Jenny Brandon

Agenda:

Announcements:

- Town Hall

Task List Overview:

1. Please confirm that you have officially requested to volunteer on this committee by Friday, February 17th, 2023. UPDATE: Amanda will follow up with you individually, if this is needed.
2. Please share feedback on what needs to be improved or altered for the upcoming Conference Proposal Matrix Review : [Core Forum 2023 Proposal Review Rubric](#) (Amanda created a new Google doc). By Friday 24 February, please add your suggestions to this document using the comment function.
3. [Call for proposals](#) is live, please check the Marketing [list](#) to where you can help give a signal boost for proposals.
 - All committee members should also review the marketing list to determine holes in places to market. Add if you will be able to send out the call to that group. Please update the sheet, and start sending out the CFP by Friday 17 February. Here's some sample CFP language:

SUBJ: Core Forum Call for Proposals Now Open

Core wants to hear from you! Share your interesting projects, research, perspectives, or experiences at [Core Forum in New Orleans](#), October 19-21, 2023. We're looking for presentations on hot topics and innovative content in the following areas:

- Access & Equity
- Assessment
- Buildings & Operations
- Leadership & Management
- Metadata & Collections
- Preservation
- Technology

Presentations should be thought-provoking and highly relevant to practitioners. [Complete this form](#) to submit your proposal for a 60-minute session, poster, or pre-conference workshop.

Questions about submitting a proposal? Join us for an "All About Core Forum" webinar session, 3 pm Eastern on Thursday February 23. [Please register here.](#)

Core Forum Planning Committee Meetings

Deadline to submit your proposal: Wednesday March 15, 2023

Introductions:

- List of Committee Members
<https://docs.google.com/spreadsheets/d/1qRVM7fD0SZFABzvXwMq3ixoUfYcjNkFdB2ZE4hk4ERg/edit#gid=0>

Call for Proposals: Now live on [the website](#). Marketing needs help promoting this as much as possible.

- Marketing WG
- **Marketing list:** Utilize the marketing list to track where/who we have advertised this opportunity. **All committee members review the marketing list to determine holes in places to market. - Add if you will be able to send out the call to that group.**
- **Please use the example proposal language below when promoting**
Tom and Amanda will send out the CFP language that went out to Connect for us to use
- Thomas Ferren - Is going to reach out to Michael in the Market Relations office to give us a signal boost.

Proposal evaluations:

- People can select up to two tracks when submitting a proposal
- [Matrix for Proposal Evaluations:](#)
[Copy of Core Forum 2021 Matrix Review.pdf - Google Drive](#)
Created in 2021- the group needs feedback on what needs to be improved or altered for this upcoming conference:

Wendy: Suggests altering the weights so that we value individual/educational/institutional experts rather than vendors. For example dropping the “engagement” tab. Examine who is presenting and why, and whether or not they are true subject matter experts.

Also noted that there is not enough balance between academic, public, and school library proposals. Only one school proposal last year.

Helen: Asks via chat: “Do we have the option in the proposal evaluation phase to accept a proposal but change the format, e.g. change from a workshop to a poster?”

Amanda and Wendy confirmed that they made this recommendation last year.

Core Forum Planning Committee Meetings

Jan. 25, 2023 at 2 pm EST, 1 pm CST, 12 pm MST

Present:

Agenda:

- Introductions
 - Link to Committee Directory -
- Goals for Core Forum 2023
- Review feedback from Core Forum 2022
 - Improved content – members make the content great. We want folks to present. We need encourage folks to send in proposals.
 - Gives local folks opportunity to attend a national conference. Bring everyone from Core together and encourage public librarians to participate.
 - Dine arounds took commitment from the organizers.
 - Combine game night and the opening reception.
 - Last year leadership chairs selected proposals related to their groups. Section leadership is expected to help this year.
 - We can work on the practical issues and improve
- Review and assign working groups
 - Marketing - Promote Core Forum via social media and other appropriate venues
 - Fundraising - Collaborate with vendors to secure funding
 - Posters - Coordinate the poster session
 - Workshops - Coordinate pre-conference workshops
 - Local - Coordinate dining and social activities
 - Tours - Coordinate tours of libraries in New Orleans
- Review communications
 - We will have a standing monthly meeting. More closer to date.
 - Amanda and Meggan will share the timeline once it's finished.
- [Call for Proposals](#)
 - Review the section on raising the voices of underrepresented voices. Not a mandatory question. Please provide feedback.
 - Feedback on the “why is this presentation interesting to you”? Makes sense in this situation.
 - Library trends question – should we combine it? It makes more sense for folks to focus on why they are presenting this content?
 - Can we encourage folks whose sessions are not accepted to present posters?
 - Provide examples of learning outcomes.
 - Link to Core page with group descriptions.
 - Audience engagement – is this question needed? Remove.
- [Volunteer form](#) - please volunteer!
- Other items?

Core Forum Planning Committee Meetings

Note takers:

Date	Cmte member
14 Feb	Chris Larkins / Melissa Brooks
14 Mar	Gina Costello
28 Mar	Tanya DiMaggio
11 Apr	Nicole Lewis
25 Apr	Mike Holt
9 May	Kate Ganski
23 May	Kevin King
6 Jun	Debbie Feisst
20 Jun	Jordan Nielsen
18 Jul	Jenny Brandon
1 Aug	John Klima
15 Aug	Richard Guajardo
29 Aug	Liz Siler
12 Sep	Jill Dixon
19 Sep	
26 Sep	Debbie Ehrman
3 Oct	Helen Kula
10 Oct	
17 Oct	

Core Forum Planning Committee Meetings