

2018 MLGSCA/NCNMLG Joint Meeting Final Report

Crossing the Canyon: Bridging Divides & Navigating Waters



**Submitted by MLGSCA/NCNMLG Joint Meeting
2018 Co-Chairs:**

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A.T. Still U. of the Health Sciences

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Executive Summary

Conference Co-Chairs:

Andrea Harrow, Good Samaritan Hospital

Harold Bright, A.T. Still University

We would like to acknowledge all our conference chairs and their committee members. Hundreds of hours were put into this conference which we feel was very successful.

Key Responsibilities:

- Finding a venue
- Recruiting and appointing committee co-chairs
- Facilitating communication between committees
- Making financial decisions and guiding conference committees

Issues Identified

- The conference planning process started too late. This caused issue with vendors specifically.
- Communication was siloed and co-chairs didn't seem empowered to communicate between each other.
- Hotel blocks are a big financial liability and stressor.
- Redundancy in all responsibilities.
- When communicating externally, the organizing committee should have one voice.

Recommendations

- Start at least 1.5 years ahead of time and have a venue and date at least a year in advance.
- Communication between conference co-chairs and committee chairs needs to be frequent, at least weekly, especially in the preceding month or two leading up to the conference.
- Be flexible in the schedule, it may change up to the night before.
- Financial goals should be made and costs contained...we established a budget and worked hard at keeping it, especially with venue costs. We allowed only key people to approve last minute financial changes like food or AV.
- The hotel conference model is not profitable, nor, perhaps, sustainable for a group our size. The college hosting model seen in San Diego and Stamford seem less stressful and less financially taxing.

Hal's Reflection:

- I want to thank the steering committee who jumpstarted this process. Nancy Showalter and Sue Espe especially made time contributions that will go unsung. Andrea Harrow was a steady hand at guiding our committee chairs. Communication was key to our success, and we could improve upon what we did. I learned to let my committees do their work and contribute when asked. A successful conference needs good volunteers and I was blessed with them. Thanks.

Andrea's Reflection:

- Brainstorming sessions and empowering the committee chairs to proceed and make decisions is vital for engagement and communication. It's a team effort and the more interest and ideas generated to act on, the better you can reach all areas of librarian interest. Empower the

committee chairs and keep conference chairs in the loop. Have a timeline, budget and schedule for decision making to proceed. Steer questions from vendors and others back to the committee chairs, but be available to help with decisions if asked. Encourage committee chairs to contact each other to work out questions and details, and keep the conference chairs cc'ed in those communications. We had a great team with little to no bickering or personality conflicts. I'd say we were blessed!

Audio Visual Committee Report

Committee Co-Chairs:

April Aguiñaga, Maricopa Integrated Health System

Claire Sharifi, University of San Francisco

Key Responsibilities:

- Collecting and organizing power point files for presenters
- Coordinating computers for simultaneous presentations
- Ensuring microphones were available and in working order for plenary presentations
- Troubleshooting A/V equipment as needed
- Communicating with the company that provided A/V hardware, ensuring contract was accurate and signed.

Issues Identified

- Number of laptops: there were too few laptops. We had 2 laptops borrowed from A.T. Still Library. While there were never more than 2 concurrent sessions, transitions were problematic. There were numerous times when there was no way presenters could prepare for their sessions because the laptops were in use in another breakout session or in a plenary.
- Presenters using their own devices. As previously stated, we borrowed laptops from A.T. Still. Having laptops in the rooms can help ensure that there are the right connections to use with the hotel/events A/V equipment. Obviously, it is ok for presenters to use their own device but you may need to have adapters to make sure other devices will connect with event's equipment.
- Uploading all the presentations to an online source.
 - Require presenters submit their presentations in advance of the session. There were some problems because presenters waited until the day before or the day of their session and wanted their files loaded onto Google Drive or the various computers. The A/V committee members were not always available to support these last minute requests.
 - One member of the committee suggests having an online uploading resource set up so presenters can upload their presentations themselves. We found that many presentations were too large to email. We used Google Drive. Only challenge is some institutions block using Google Drive or Drop Box.

Recommendations

- Use a flash drive for back up – plus download all the presentations onto both laptops, just in case there are internet issues.
- Have guidelines in place for presenters who bring their presentation just before they present or decide to make last moment changes. Make sure you copy it onto the laptop to have the latest version. This will help with uploading onto the conference site.
- Consider having the program committee and the plenary committee, in partnership with local arrangements, manage the AV for presentations. A/V committee needs to work with facilities person/committee & program committees. A separate AV committee may not be the most efficient use of limited resources.
 - If an AV committee is used, have at least 2 people for A/V support to help spread it out. Presenters get nervous and want to try things out early or want to make last minute

revisions. Remember A/V support is also attending the conference so may be presenting themselves as well as want to see programs. Perhaps make a schedule in advance to make sure all the programs are covered.

- Ensure there are enough laptops for all synchronous sessions, taking into account transition time.
- Make sure that the A/V needs meet the presenters needs. We found that the hotel had to set up presentations in the bigger ball room differently than the meeting rooms. Some of the speakers just assumed it would be there without really asking for it in advance.
- Make a checklist to match presenters with A/V needs. Is it just a podium with a microphone, lavalier microphone, laptop for a presentation, internet for showing videos, etc.
- Bookmark the link to the uploaded presentations just in case it's needed quickly.
- Have a cheat sheet with any login/passwords for the computer and WIFI info for the event (it may need to be updated daily). Also get any IT/AV support contact info for the event site. Also include cell #'s for all A/V volunteers on this sheet. You might be moving from room to room so this would help make it easier to be reached.
- Have guidelines to ensure presenters make their presentation in same version of PowerPoint (different versions may use full or long length) – this proved to be a challenge when displaying. Especially webpages. We were lucky to have great conference IT support – they were there very quickly to help with any problems.

Reflections from April:

- I must say while this was extremely challenging it also pushed me out of my comfort zone. I normally hang out with the same people at conferences. Because I did the in-person support of A/V I met or interacted with almost everyone who attended the conference. So, I feel like I got a lot more from this conference because of the new relationships I established.
- Some things are just out of your control but if you smile, have a sense of humor and be helpful it goes a long way. Having an in-person A/V can ensure the presenters feel more confident doing their presentation. Being friendly and having a sense of humor seems to help break the ice.

Continuing Education Committee Report

Committee Co-Chairs:

Kelli Hines and Mina Davenport

Committee Members:

Xan Goodman, Kelly Akin, and Andrea Harrow

Overall, the CEs at the 2018 Joint Meeting in Scottsdale received positive feedback (both formally and informally) and were relevant to members, but had low attendance and ran at a deficit. Many of the difficulties could be attributed to the tight turnaround time (7 months) and the committee members' lack of prior experience coordinating CEs.

Planning

We created a survey to assess the continuing education needs of CE members and sent it to the MLGSCA and NCNMLG listservs. We received 97 responses and shared the results with the Round Table committee for the Joint Meeting and the MLA 2018 CE committee (see Appendix A).

Recruitment

We recruited instructors based on topics of interest listed in the survey results. One speaker promoted her course to us; we contacted another speaker because one of the committee members had heard good things about her course. For the remaining two courses, we looked for local talent from MLGSCA and NCNMLG. In retrospect, it would have been helpful to talk to potential instructors at MLA, but the committee was not formed until June.

Contracts

Once we had a list of potential instructors, we emailed them with a contract agreement, using the template listed in Appendix B.

Registration and Onsite Logistics

The following is a list of CE courses that were offered:

CE Course Name	Instructor(s)	Time	Cost	Attendees
Mentoring Students in Research Data Management	Jennifer Dinalo and Lynn Kysh	9:00-12:00	\$75.00	4
Doctor Speak for Medical Librarians	Jennifer Lyon	1:00-5:00	\$85.00	6
Beginning with EndNote	Kelli Hines	1:00-3:00	\$50.00	3
Survey Success	Deborah Charbonneau	3:00-5:00	\$50.00/ \$70.00 nonmembers	5

Our committee coordinated with the Facilities Committee to make sure all rooms had computers, projectors, and other relevant equipment. We also assigned one member of our committee to each speaker to cover logistics on the day of the CE course.

There were a couple of issues with attendees not being registered for CE courses they signed up for or being registered for courses they did not remember registering for. A separate registration form would have been helpful for this reason, and also so attendees could have the option to pay for CE courses separately (for instance, if their institution would only pay for the conference or if they only wanted to attend the CE course).

We also did not get information about the process for obtaining MLA certificates in time for the course, so we had to email the information to the attendees after the conference. We had contacted MLA a week prior to the conference, but more time was needed, and future CE committees should allow at least two weeks.

Feedback

Both informal and formal feedback about the CEs were generally very positive. Several people approached members of the CE committee at the conference to express how much they enjoyed the CEs. In the formal evaluation, attendees stated that the CEs were relevant or useful to their work (11 strongly agree, 6 agree, 2 neutral). Qualitative responses included phrases like “really enjoyed,” “provided practical tips,” “amazing experience,” “knew her subjects and obviously loves teaching,” “excellent CE,” “knew her material and was very responsive to questions,” and “good, but pretty basic.” Two respondents wished the Doctor Speak course had been longer because they ran out of time to cover all the material. One respondent noted an expectation of a more advanced course.

Expenses and Revenues

The CE committee covered the following items in the budget:

- Flights for instructors who were not members of NCNMLG or MLGSCA: \$566
- Airport shuttle/cab for instructors who were not NCNMLG/MLGSCA members: \$118
- MLA course registration and scheduling fees: \$500
- Hotel for speakers either the night before or after (but not both): \$1,000
- Honorarium of \$150 for 2-hour CE courses; \$250 for 3 or 4-hour CE courses: \$800
- Money for meals was offered, but no instructors took it: \$0

Total expenses: \$3,984

We had 18 CE attendees (6 for Doctor Speak, 3 for EndNote, 5 for Survey Success, and 4 for Research Data Management). Total revenue: \$1,230

The CE courses were intended to be cost-neutral, but ran at a deficit of \$1,754. Options to explore in the future for increasing revenue include charging more for the CEs, decreasing the honoraria, only seeking out MLGSCA/NCNMLG presenters, seeking out courses that are currently registered in MEDLIB-ED to avoid registration fees, offering fewer options so costs are lower and there are fewer scheduling conflicts between CE courses, and including a separate CE registration so that nonmembers can attend CE courses more easily.

Recommendations

The CE committee recommends the following for future meetings:

- Survey the members regarding their needs for CE courses. The survey we created can be reused and adapted for this purpose.
- Advertise more prolifically, including to groups outside MLGSCA and NCNMLG (as happened for the 2012 Joint Meeting in San Diego), to increase turnout.
- Coordinate with the Web Committee and Registration Committee to make sure CE registration is separate from full conference registration. This would allow nonmembers to attend and members to pay for CEs their institution would not cover.
- Allow at least 2 weeks to get information from MLA about the process for getting CE certificates.
- Consider options for reducing costs, such as offering fewer courses, scheduling fewer conflicts, adjusting the honoraria rates, and prioritizing MLGSCA/NCNMLG instructors.

We recommend the following timeline for future committees:

- April 2018 – Solidify CE Committee membership and schedule CE committee meetings at monthly intervals
- May 2018 – Create a survey or use past CE survey to query members about CE preferences; gather results from survey and share with Joint Meeting Planning Committees
- May 2018 – Reach out at MLA to CE instructors who might have expertise on the meeting topic
- June/July 2018 – Based on survey results, reach out to potential CE instructors (either member subject experts, people proposed as potential instructors in the survey, or instructors of past courses in MEDLIB-ED) to begin negotiations for 2019 meeting
- August 2018 – Finalize instructors
- September 2018 – Register CE courses in MEDLIB-ED (instructions at <http://www.mlanet.org/p/cm/ld/fid=404>); share links with Web and Registration Committees and begin promoting courses on listservs and social media
- October/November 2018 – Assign a contact person for each instructor and liaise with Treasurer to arrange for payments and reimbursements; continue working with Web Committee to promote courses
- December 2018 – Contact MLA for information on getting CE certificates for attendees
- January 2019 – Work with Facilities Committee to arrange for rooms, A/V equipment, etc.; greet, register, and direct instructors and attendees on the day of the course

Attachments

- CE Committee Survey to Membership (Appendix A)
- CE Committee Contract Agreement (Appendix B)

Evaluation Committee Report

Committee Co-Chairs:

Michelle B. Bass, Stanford University Medical Center

Kitti Canepi, Roseman University of Health Sciences

Committee Members:

Nicole Chiodo Soares, Stanford University School of Medicine

Joanne Muellenbach, University of Nevada, Las Vegas

Key Responsibilities

- Create online evaluation surveys for conference attendees and vendors
- Distribute and collect session evaluations at the conference
- See that the online surveys get distributed after the conference
- Collate the results from the evaluations and make that information available
- Pull individual committee reports into a cohesive whole

Successes Highlighted

- We were able to use NCNMLG's Survey Monkey account to create the online surveys
- Michelle created a Google folder where the committee could share question suggestions
- Nicole had the idea to distribute paper comment cards (half-slips of paper) at the sessions for additional feedback
- Final survey participation rate was 62 attendees and 10 vendors

Issues Identified

- It was difficult finding the previous surveys to look at what questions were asked and how they were formatted
- Information was needed on the types of sessions before the final survey could be determined
- Reminder emails needed to be sent out to garner greater survey participation (initial response was 47 attendees and 6 vendors)

Recommendations for Future Meetings

- Establish a repository for survey questions and survey results going forward

Attachments

- Joint 2018 Conference Evaluation (Appendix C)
- Vendor Survey Joint 2018 (Appendix D)

Exhibits Committee Report

Committee Co-Chairs:

Norma Layton, Los Angeles County, Department of Public Health
Rikke Ogawa, UCLA

Committee members:

Dan Burke, McGraw-Hill
Michelle Lieggi, UCSF

Key Responsibilities

- Secure vendors to attend and support the conference.
- Gather vendor feedback after the meeting.
- Set vendor booth/table arrangements

Communications

Potential exhibitors reached out to the committee starting July 2017. The Exhibits Committee began reaching out to vendors in last September/early October once registration prices were set. The invitation was followed up by a reminder a few weeks later and mentioned sponsorship opportunities.

Exhibitors

- 24 booths with 24 vendors (23 present, 1 vendor table with handouts).
- Two types of registration were offered:
 - VENDOR - \$1,000 (early bird registration) /\$1,500(after). Includes two attendees.
 - VENDOR GOLD- \$2,000 (early bird registration) /\$2,500 (after). Includes four attendees and prime spot in vendor area
- Exhibitors who paid for booth:
 - Bepress
 - Cambridge University Press
 - EBSCO
 - Elsevier (handouts only)
 - Future Science Group
 - The JAMA Network
 - Karger Publishers
 - LM Information Delivery
 - Mary Ann Liebert Publishers
 - McGraw-Hill Education
 - Medical Library Association
 - NEJM Group
 - National Network of Libraries of Medicine, Pacific Southwest Region
 - Rockefeller University Press
 - Rittenhouse
 - SAGE Publishing
 - SCELC
 - Society for Microbiology
 - STAT!Ref
 - Thieme Publishers

Third Iron, LLC
Unbound Medicine
VisualDx
Wolters Kluwer

Additional notes: Elsevier paid for a booth, but was unable to find a vendor representative to attend the event. Springer Nature did not register as a vendor/exhibitor, though they did sponsor lanyards and a member of NCNMLG who works for Springer Nature attended the conference as a member.

Sponsors

- We had 5 sponsors with a total of \$2800 in donations plus items for a Tuesday night raffle.
- EBSCO \$500 (exhibit hall break)
- Elsevier \$500 (exhibit hall break)
- McGraw-Hill Medical - Kindle Paper white (Tuesday night raffle)
- Medical Library Association -2 annual memberships (Tuesday night raffle)
- New England Journal of Medicine (exhibit hall break)
- Springer Nature \$300 (lanyards)
- Wolters Kluwer \$1000 (Tuesday evening cocktails)
- Wolters Kluwer also sponsored the Tuesday Lunch and Learn session with 60 attendees. The cost of food went toward the total food cost required for the meeting.

Issues Identified

- Initial communications with vendors needs to be done at least 6 months in advance of the event.
- Member attendees were less than 100. There could be future exhibitor concern that attendee numbers would not justify exhibiting at the meeting.

Recommendations for Future Meetings

- Start early with setting registration prices and sponsorship prices for vendor/exhibitors.
- Committee should have regular check in dates scheduled for follow up with vendor/exhibitors AND with Committee members to surface any communication challenges (e.g., incorrect vendor contacts, sponsorship conflicts) early.
- Primary contact for all vendor/exhibitors should be an Exhibits Committee member.
- Review vendor/exhibitor lists from other chapters to ensure the broadest list of potential vendor/exhibitors.

Facilities Committee Report

Committee Co-Chairs:

Nancy Showalter, Banner Health
Sue Espe, Banner Health

Committee Members:

Sydni Abrahamsen, Deb Schneider

Scouting Committee:

Sydni Abrahamsen, David Bickford, Hal Bright, Sue Espe, Bryan Nugent and Nancy Showalter

Key responsibilities

- Determining food and beverage menus, including dietary restrictions
- Determining signage needed
- Providing maps, photographs, property diagrams, capacity charts, tourist information, dine-around sign-up sheets, list of hotel amenities, shipping information and form for exhibitors, lodging details and other facility information
- Coordinating communication and answering questions between the hotel conference manager and the conference committees, especially Website/Publicity, A/V, Vendor, and Poster committees
- Assigning meeting rooms
- Resolving facility issues during the conference
- We combined the Facility and Hospitality committees, since their duties overlap

Venue Selection

Consulted Phoenix Chamber of Commerce for initial proposals from a list of facilities that were large enough. Embassy Suites by Hilton Scottsdale Resort in Scottsdale, Arizona was chosen.

- Advantages: Proximity to local entertainment, complimentary daily breakfast, free evening receptions, free parking, local transportation, hotel group rate and low minimum food and beverage cost
- Embassy Suites' contract terms: Minimum food and beverage revenue: \$24,000, total block of 280 room nights with a minimum guarantee of 80% (or 224 rooms at \$219 per night, five upgraded suites at group rate, 1 free room per 50 (comp on room nights); 10% audio-visual discount; free conference center Internet, storage room availability, 2016 catering pricing, \$4,800 deposit

Choosing Conference Dates

Considerations were Arizona weather in January and events occurring before and after the conference.

Menu Decisions

We attended a food tasting at the hotel early in the process to assist us with the menu selections. A spreadsheet with menu selections for each conference day, along with pricing, was developed after the tasting to determine approximate costs. In the spreadsheet's Cost section, we created a chart showing the approximate food and beverage costs based on varying projected numbers of attendees. A copy of this spreadsheet is included with this report.

We decided not to provide breakfast vouchers for local attendees, but we provided a continental breakfast for a percentage of the total attendee number; hotel guests had breakfast included. We added menu options for vegetarians and vegans; we used nameplates for plated meals to identify people needing these options. Table signs for buffet meals identified foods with ingredients (such as nuts) that were off limits for some attendees.

Vendor Committee

We sent the vendor committee an email listing suggested vendor sponsorship opportunities and amounts for meals, breaks and receptions. A copy of the email is included with this report. We added sponsors to the menu spreadsheet as we received vendor commitments. We worked with the Vendor Committee to provide vendor opportunities for sunrise sessions; four vendors responded and we allowed each of them an early morning time for their presentations.

Website/Publicity

We provided the committee with facility information, deadline dates and a link to the hotel group site; the link allowed hotel guests to self-identify with our group. We wanted to count everyone associated with the conference toward our group room block, so that we would reach the minimum number of room nights required in the contract. We asked attendees staying at the hotel to self-identify as being part of our conference group; we also cross checked attendees' and exhibitors' names against the conference registration list.

A/V Committee

There was an A/V company housed onsite at the hotel; we contracted with them for the conference. We could have received a list of other recommended A/V companies from the hotel, but we thought that the onsite company would have the most experience with the facility rooms.

Poster Committee

We provided the committee with information about the dimensions of the conference center areas where the posters would be displayed. The hotel did not provide easels, so the committee obtained them from other sources.

Meeting with the Hotel Conference Planner

We met with the hotel conference manager three times prior to the conference. We did a walk-through, discussed menus and confirmed discounted banquet prices we had negotiated in the contract.

Signage

At no charge, the hotel provided table signs and table stands for the food sponsorships; they provided directional signs and digital displays for the conference throughout the hotel and conference center. During the conference, the Facilities committee changed out the table signs to reflect the correct vendor for the meal or break sponsored.

Several Banner Health Library staff members served on the conference committees, and as a contribution, the Banner Health Library provided posters for the three plenary speakers. Each poster contained the speaker's picture, credentials, speech title, and time. Easels for the posters were available from the hotel at no cost.

Taking Care of Speakers

We coordinated with the Programming and CE committees to determine: whether speakers or instructors would need to have rooms reserved; who would have the three upgraded suites; the speakers' requirements, such as type of microphone or expected amenities; and exact dates of their stay. Since one of the speakers would not be staying at the hotel, we were able to allow one of our committee chairs to use one of the upgraded suites. Communication with the Programming, CE, and/or A/V committee is vital; we sent several emails among committee members to ensure that speakers' expectations were met.

Successes

- We communicated well regarding speakers, meeting room assignments, CE sessions, and posters.
- We had a back-up plan for the closing dinner and reception; it became useful.
- We met our minimum number of group room nights and avoided paying the attrition rate.

Issues/Challenges

- One of the Committee Chairs left her position and assumed a non-library position about 7 weeks before the conference; although she still assisted with some of the work, she was unable to attend the conference.
- The conference facility was too cold for most of the conference, including CE sessions. We asked their Engineering staff repeatedly to adjust the thermostat. Generally, hotel staff were very responsive to our requests.
- One of the lunch speakers informed us of extra A/V requirements the day of his presentation; the A/V committee and A/V staff worked hard to make sure the equipment was provided.
- We had other A/V issues that required extra attention, which the A/V committee and staff handled very well.
- The number of round table discussions exceeded the number of round tables that could be accommodated in the main meeting room, so we used one of the breakout meeting rooms for a few round table discussions.
- We received a vendor registration request less than a week before the conference, and we rejected it because the request was so late and the meeting room was at full capacity. We also learned that another vendor was unable to send any exhibitors but still wanted to have a booth present. This vendor booth was located next to a table with representatives from a subsidiary company, so that someone would be available to handle their materials. We could have admitted the last-minute vendor request, but it didn't seem fair to the other vendors. We probably should have allowed the late vendor to attend.

Mistakes Made: Sponsored Lunch

We neglected to verify with the vendor ahead of time the expected number of lunch attendees, so we had too much food and the vendor was overcharged. When we realized the situation, the Conference Co-Chairs invited all attendees to the lunch so attendance would be higher. It was about half the expected total; we should have verified with the vendor and the catering staff the expected count for all meals prior to the conference.

Closing Dinner: Plan B

The closing dinner was to take place outside in a garden area, with the back-up plan to be in the main conference room. Since the event would be in January, we reserved heaters from the hotel to rent for the event. Later we decided to add a microphone and speakers to the A/V contract, so we had to work

with the A/V committee to revise the A/V contract. During the conference, the weather was too cold to hold any events outside. Since we had a back-up plan, we held the dinner in the main conference room.

Credit Issues and Required Forms

We had to provide a direct billing application (or credit application) to the hotel when we signed the contract (March 2017). In August we received a request for additional references for our group, because previous conference billing records weren't available. One of the Facility Co-Chairs was able to identify accounts held by MLGSCA; we provided the required information. The hotel accountant told us that the information provided would suffice as trade references.

Within three weeks of the conference, the hotel staff informed us that the application had not been approved due to insufficient financial information. Our Finance committee quickly provided other supporting documents to prove that we had sufficient credit and funds to cover the facility costs. One explanation for the late notice about the credit application is that there was a different hotel sales manager from the one employed at the time of the contract; the conference manager had been replaced also.

After the conference, the hotel accountant informed us that we needed to complete an additional tax exemption form before they could send us the final invoice. We completed it and sent it a few weeks later.

Recommendations

- Start planning at least a year ahead of the conference; select venue early
- Create a spreadsheet listing advantages and disadvantages of venue finalists
- Communicate conference dates clearly with facility staff early in the process
- Ask for a food tasting to help decide on the menus
- Develop a menu spreadsheet showing food costs with varying numbers of attendees
- Combine Hospitality and Facility committees
- Ask Registration to include: questions on dietary or other restrictions; question about whether conference attendees will lodge at the facility
- Ask Website/Publicity to include: a section and link on conference website to hotel group block; information with deadlines for hotel cancellations; information on shipping requirements for vendors
- Meet at least two or three times with hotel conference planner before the conference
- Make sure all contracted discounts are applied
- Include a back-up location for any events to be held outside
- Include electrical power for vendor tables
- Decide early if music or entertainment will be provided and make needed contacts/reservations early
- Contact local library school to recruit conference volunteers for Registration, etc., committee volunteers
- Send thank-you notes to your committee members

Attachments

- Conference Schedule Plan (Appendix E)
- Email Suggesting Vendor Sponsorship Opportunities (Appendix F)
- Conference Menu Plan (Appendix G)

FINANCIAL Summary

Meeting Revenue

Attendee Registration	\$24,475.00
CE Course Registration	\$1,685.00
Vendor Registration	\$28,500.00
Sponsorships	\$9,801.48

Total Revenue	\$64,461.48
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Meeting Expenses

Facility Rental (inc. Catering)	\$35,265.02
A/V Support	\$8895.69
Vendor Setup	\$720.00
Plenary Honoraria	\$3000.00
Plenary Travel	\$1301.16
Registration (Wild Apricot)	\$284.20
Financial Fees (inc. CC fees)	\$2,414.51
CE Honoraria	\$800.00
CE Instructor Travel & Incidentals	\$1501.60
Registrations Supplies	\$340.78
Gifts for Speakers	\$419.56
Online Program (Sched)	\$125.00
Shipping	\$52.00
MLGSCA Seed Money	\$5000.00

Total Expenses	\$60,119.52
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Meeting Income	\$4347.96
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Hospitality Committee Report

Committee Co-Chairs:

Sydni Abrahamsen, Mayo Clinic

Debra Schneider, HonorHealth

Key Responsibilities

- Provide recommendations for local hotels and restaurants.
- Provide local maps, directions, and information.

Successes Highlighted

- Provided maps and tourism brochures at hospitality table during registration and throughout conference.
- Created an interactive Google Map highlighting many of the restaurants in the downtown Scottsdale area.
- Created a ride share request form using Google Forms to match out-of-town guests with others arriving at similar times who would like to split the cost of a cab or ride-share.
- Worked with the Registration Committee to have a combined Registration/Hospitality Table and share staffing duties
- Worked with facilities committee on hotel arrangements and catering

Issues Identified

- Despite prior communication that printed meeting programs would not be available, there were several requests for print schedules. Having a few printed copies available would have been smart.

Recommendations for Future Meetings

- Ride share form was not heavily used, but those who took advantage gave us very good feedback. If free airport transportation is not available, investigate trying again and publicizing more heavily.

Poster Committee Report

Committee Co-Chairs:

Hella Bluhm-Stieber, Milton J. Chatton Medical Library, San Jose, CA

Carmen Huddleston, Stanford Health Library, Stanford, CA

Janene Wandersee, Banner – University Medical Center, Phoenix, AZ

Key Responsibilities:

- Soliciting poster presentations.
- Organizing poster presentation during the meeting.
- Gathering electronic posters after the meeting.

Successes Highlighted:

- 16 posters were presented (using 16 easels + foam board from AT Still Univ.) We had 17 submissions, but one person withdrew at the last minute because he could not attend the conference.
- We were really pleased about the variety of subjects represented this year.
- The posters were in a foyer in front of several conference break-out rooms, so that the posters were easy to see and access.

Issues Identified:

- We worked together with the programming/papers/plenary committee to send out calls for papers and posters. Our first few calls resulted in very few submissions, but closer to the deadline we received enough submissions.
- We emphasized that we would let poster applicants know before the early bird registration deadline if their poster was accepted or not.
- We set the poster boards and easels up during the CE classes before the conference. That way poster presenters had more time to setup their posters, and others had more time to look at the posters.

Recommendations for Future Meetings:

- Get a quote for the tack boards etc. early so that the facilities committee/conference chairs can put
- it in the budget. We were able to borrow easels and boards from a local university, but we had a backup plan to rent them from the hotel/vendor.
- Determine ahead of time how posters will be attached to boards. Usually tacks are required, but this year we needed to use clips to avoid damaging the foam boards.
- Send call for papers and posters to as many listservs and groups as possible. We started 6
- months before the meeting. The first call went out in July 2017, the second on October 10, 2017, the
- third on October 25 just before the November 1 signup deadline, so that we had enough time to review all posters before the November 15, 2017 early bird registration deadline.
- Make sure the poster session is not in the afternoon of the last day of the meeting, as many people leave early.
- Make a spreadsheet to track poster submissions/consent forms/electronic poster submissions.

Programming/Plenary Committee Report

Committee Co-Chairs:

Caroline Marshall, Cedars-Sinai Medical Center, Los Angeles, CA

David Bickford, Arizona Health Sciences Library at the Phoenix Biomedical Campus
Phoenix, AZ

Additional Reviewer: Chris Shaeffer USCF

Key Responsibilities: Plenary

- Select Plenary Speaker
- Co-ordinate Speaker Time, Date, Slides, and Room
- Draw up contract and file signed copy
- Introduce Speaker and ensure all audiovisual working

Key Responsibilities: Programming

- Create Abstract Submission Flyer
- Manage paper submission
- Review papers and assign to categories: Lightning Talk, Research Paper, Special Content Session
- Notify authors
- Notify Web Committee
- Coordinate moderators for research paper and lightning talk sessions

Successes: Plenary

Two of the speakers were relatively easy simple to coordinate, the 3rd speaker, a high profile speaker, was a little more complex due to their busy schedule. This was handled by the Conference Chair. The NLM speaker refused honorarium and the MLA speaker requested flight and room only. This enabled us to save money.

Successes: Programming

21 papers were submitted, 6 were accepted as research papers and 15 as lightening talks. For the first time we opened a Special Content Session and received 7 submissions which were all accepted. Papers were sent to reviewers prior to being discussed by phone and this allowed the process to move very smoothly.

Issues Identified

- Tighter control of abstract submissions as one or two were dropped but successfully processed and added to the conference programming schedule.
- Authors submitting non-research papers for the research paper category.

Recommendations for Future Meetings

- Set up a content submission email that all reviewers can access so no email goes unprocessed.
- Improve guidelines for research abstracts to avoid issues when reviewers assign research papers to other categories such as lightning talks.
- Ask lightning talk speakers to practice their talk beforehand so it is only 5 minutes.

Attachments

- Presenter Agreement (Appendix H)
- Plenary Letter (Appendix I)
- Epstein Letter (Appendix J)

Promotion/Web Committee Report

Committee Co-Chairs:

Bethany Myers, Louise M. Darling Biomedical Library, UCLA, Los Angeles, CA

Hannah Schilperoort, Norris Medical Library, USC, Los Angeles, CA

Key Responsibilities:

- Create and update meeting website; obtain content for the website from Committee chairs.
- Create, coordinate, and disseminate announcements promoting the meeting via email and various social media outlets.
- Create online program.
- Design meeting logo.

Successes Highlighted

- Active use of Twitter and the joint meeting hashtag #JOINT2018 during the meeting.
- Numerous email listservs targeted with consistent messages.
- Updating website, online program, and social media was efficient once the workflow was established.
- Presentation slides, posters, and roundtable notes added to the online program/website.
- Twitter feed on the homepage of the website.

Issues Identified

- We started out with two co-chairs and one volunteer, but one of the co-chairs moved to the East Coast. Fortunately, the volunteer stepped up as co-chair.
- Difficult to design the meeting logo without a professional designer.
- Added the presentation slides and posters after the conference took place because we were unable to obtain the materials beforehand.
- Inactive NCNMLG Facebook and Twitter accounts.
- Difficulty getting access to all the listservs.

Recommendations for Future Meetings

- Hire a professional web designer to create the meeting logo.
- More promotion earlier on in the planning stages.
- Create a shared document with listserv list and MLGSCA and NCNMLG members who have access to each listserv.
- Create a checklist and timeline for promotion and website/online program creation.
- Consider including Instagram for promotion and sharing.

Resources Used

- WordPress for website hosted on MLA's hosted sites server
 - Contact MLA's Director of Membership, Research & Information Systems to create website (Kate Corcoran in 2017)
- Sched.org for online program. We chose this because it is affordable and used for the 2016 Joint Meeting.
- Facebook
- Twitter
- Email listservs

Attachments

- Listservs targeted (Appendix K)
- Emails to listservs (Appendix L)

Registration Committee Report

Committee Co-Chairs:

Sally Harvey, Southwest College of Naturopathic Medicine, Tempe
Bryan Nugent, Banner Health, Phoenix

Committee Members:

Kathleen Shepler, Banner Health, Phoenix
Cinda McClain, Banner Health, Phoenix

Key Responsibilities

- Create and maintain online registration system.
- Track registrations and handle associated issues and questions.
- Design and print name badges.
- Staff the Registration Desk.

Registrations

Wild Apricot Report

Total registrations

Status	Attendees	Registration fees	Payments received
Confirmed (fully paid and free)	122	55,415.00	55,415.00
Pending (unpaid and partially paid)	2	575.00	0.00
Canceled	15	6,890.00	-
Total	139	62,880.00	55,415.00
Checked in	5	1,335.00	0.00

Affiliation	Early Bird	Late	Total
MLGSCA/NCNMLG Member	70	7	77
Non-member	12	4	16
Student/Retiree	4	0	4
Totals	86	11	97

Vendors	Registrations paid	Representatives	Total
Vendors Totals	24	37	24

CE Class Registrations

Four CE classes were offered and attended as follows:

Mentoring Students in Research Data Mgmt	4
Doctor Speak for Medical Librarians	8
Beginning with EndNote	4
Survey Success	5

Materials (Items ordered)

Springer donated \$300.00 for the purpose of buying badge holders. We purchased materials from 2 vendors. We ordered 150 neck wallets for holding the badges. Additionally, we purchased 186 (6 varieties) of ribbons to denote conference attendee type. The invoices are copied in this report.

Purchase Order#	MARCO Order#	Sales Representative
	718224	Jack F Robinson
		Jack.Robinson@MarcoPromos.com

Quantity	SKU	Product Description	Price	Subtotal
Products/Charges				
150	NW-02A-BL-BK	Polyester Neck Wallet - Blank - Black	\$1.79	\$268.50
1	DISC-FTB	Discount for First Time Buyers	(\$30.00)	(\$30.00)
1	Freight	Shipping and Handling	\$25.00	\$25.00
Products/Charges Total				\$263.50
Payments/Credits				
1	Visa	Pay Ref xxxxxxxxxxxxxx1798, Paid on 12/22/2017		(\$263.50)
Payments/Credits Total				(\$263.50)
Amount Due				\$0.00

ITEM NAME	ITEM #	QTY	UNIT PRICE	DISCOUNT
EXHIBITOR - 4" x 1-1/4"	S1EXHIGRGO	58	\$0.25	\$0.00
PRESENTER 4X1 1/4	S1PRESGOGO	75	\$0.25	\$0.00
SPEAKER - 4" x 1-1/4"	S1SPEAREGO	3	\$0.25	\$0.00
SPONSOR - 4" x 1-1/4"	S1SPONGOGO	7	\$0.25	\$0.00
GOLD SPONSOR - 4" x 1-1/4"	S1GOSPGOGO	13	\$0.25	\$0.00
STAFF - 4" x 1-1/4"	S1STAFREGO	30	\$0.25	\$0.00
SUBTOTAL				\$46.50
SHIPPING				\$30.78
TAX				\$0.00
DISCOUNT				\$0.00
TOTAL				\$77.28

pc/nametag has all kinds of meeting solutions!

Badge Printing

First Name	
Last Name	
Affiliation	
	MLGSCA & NCNMLG JOINT MEETING 2018 Crossing the Canyon: Bridging Divides & Navigating Waters

Registration Desk Hours

The first day of registration was sufficient to distribute most of the badges. We had very few to hand out the next day. We recommend reducing hours of the registration desk. This is the schedule we had:

Sunday 1/21

3pm -4:30pm

7:00pm-9:00pm

Monday 1/22

6am – 8:45am

12pm – 1pm

7pm – 8pm

Issues with Wild Apricot:

- We were asked to purchase a separate account from the organizational account, so verifying members, while possible, would have been clunky. We opted to trust people.
- There is a steep learning curve for software – recommend, since it's separate anyway, find something better/easier!
- I don't remember being prompted to ask people for their organization when creating the registration form. Remember to ask for organization/affiliation!
- There is no good way to test your registration once it's created. We registered and cancelled them several times to test. While these cancelled registrations disappeared from some places, they kept coming up in various reports. They appeared to be indestructible!

Attachments

- Vendor list (Appendix M)

- Attendee list (Appendix N)

Roundtables Committee Report

Committee Co-Chairs:

Kathryn Houk, UNLV Health Sciences Library, Las Vegas, NV

Jackie Davis, Cushman Wellness Center Consumer Health Library, San Diego, CA

Key Responsibilities:

- Developing appropriate roundtable topics
- Determining registration and participation workflows for attendees
- Recruiting, guiding, and providing participation acknowledgement for moderators

Successes:

- Most topics chosen had interested registrants
- Topics that had attendees were reported to have good discussion and to have been a valuable session

Issues:

- Roundtables were seen as optional, so turn-out was much lower than expected based on the requirement that all attendees register for a topic
- Recruiting moderators was challenging and almost did not have enough
- Space for the number of tables was limited
- Last minute changes in space set-up led to some confusion about where to meet/go to find tables

Recommendations for Future Meetings:

- Consider changing roundtables into a few small breakout discussion or panel sessions
 - Highlights strength of roundtables
 - opportunity for discussion and multiple viewpoints
 - Limits weaknesses
 - attendees seem to dislike “non-expert” or “non-planned” speakers
 - allows for a more set schedule with locations in program, etc.
 - panel speakers or session moderator roles may be more appealing than roundtable moderator

MLGSCA/NCNMLG Joint Meeting 2018
“Crossing the Canyon: Bridging Divides & Navigating Waters”
Embassy Suites by Hilton, Scottsdale, Arizona

Appendix A: CE Committee Survey to Membership

Survey Questions

1. I am a member of...
 - a. Medical Library Group of Southern California and Arizona (MLGSCA)
 - b. Northern California and Nevada Medical Library Group (NCNMLG)
2. What topics are you interested in learning more about? (open text)
3. What are some topics you don't feel adequately prepared to help your patrons with? (open text)
4. What skills could you benefit from learning or reviewing? (open text)
5. What skills would help you advance to the next stage of your career (open text)
6. What issues are of concern to you professionally? (open text)
7. What are your preferred formats for CEs? (Select all that apply)
 - a. In-person lecture
 - b. In-person workshop
 - c. Webinar
 - d. Asynchronous online course
 - e. Readings
 - f. Other (please specify)
8. Are you planning to attend the Joint Meeting in January 2018?
 - a. Definitely yes
 - b. Probably yes
 - c. Might or might not
 - d. Probably not
 - e. Definitely not

9. Are you planning to attend a CE session at the Joint Meeting in January 2018?
- a. Definitely yes
 - b. Probably yes
 - c. Might or might not
 - d. Probably not
 - e. Definitely not
10. Is there an instructor you would recommend teach a CE course at the Joint Meeting?
(open text)

MLGSCA/NCNMLG Joint Meeting 2018
“Crossing the Canyon: Bridging Divides & Navigating Waters”
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Appendix B: CE Committee Contract Agreement

The CE Committee emailed potential instructors a contract agreement, using the following template.

Dear [Instructor],

The Medical Library Group of Southern California and Arizona (MLGSCA) CE Committee has reviewed your evaluation and your syllabus, and would like to invite you to present a [#]-hour [Course Name] CE course during the 2018 Joint Meeting for the MLGSCA and the Northern California and Nevada Medical Library Group (NCNMLG). The meeting will be held at the Embassy Suites in Scottsdale, Arizona on January 21-24, 2018, with the CE sessions being held on January 21. You can learn more at this website: <http://mlgsca.mlanet.org/joint2018/>.

We will pay each instructor:

- A stipend of \$150
- \$40 for meals

We also offer reimbursement on the following items. Please select the ones you will require:

- ☐ Economy airfare to and from Phoenix Sky Harbor Airport.
- ☐ Reimbursement for transportation from the airport to the Embassy Suites in Scottsdale and from the hotel to the airport, not to exceed the amount of \$100
- ☐ Reimbursement for lodging at the conference hotel the night before or after your class
- ☐ MLA course registration fees

We cannot pay for registration to the entire conference for you; however, you are welcome to attend any sessions that may be held on the day you present.

If you accept the invitation, please contact us by September 12, 2017 with the following information:

- Do you need lecture seating or classroom seating?

- What is your preferred class size?
- What equipment and software will be required?
- Please describe any other needs you might have.

We can make copies for you for handouts if you provide a copy to us at least one week before the meeting date.

We are very happy for you to consider joining us at the 2018 Joint Meeting and we look forward to hearing from you as soon as possible. Please let us know of any questions or concerns you may have.

Sincerely,

Kelli Hines
Western University of Health Sciences
309 East 2nd Street

Pomona, CA 91766

(909) 469-8697

khines@westernu.edu

Mina Davenport
UCSF Benioff Childrens Hospital
747 52nd Street

Oakland, CA 94609

(510) 428-3448 or x3448

mdavenport@mail.cho.org

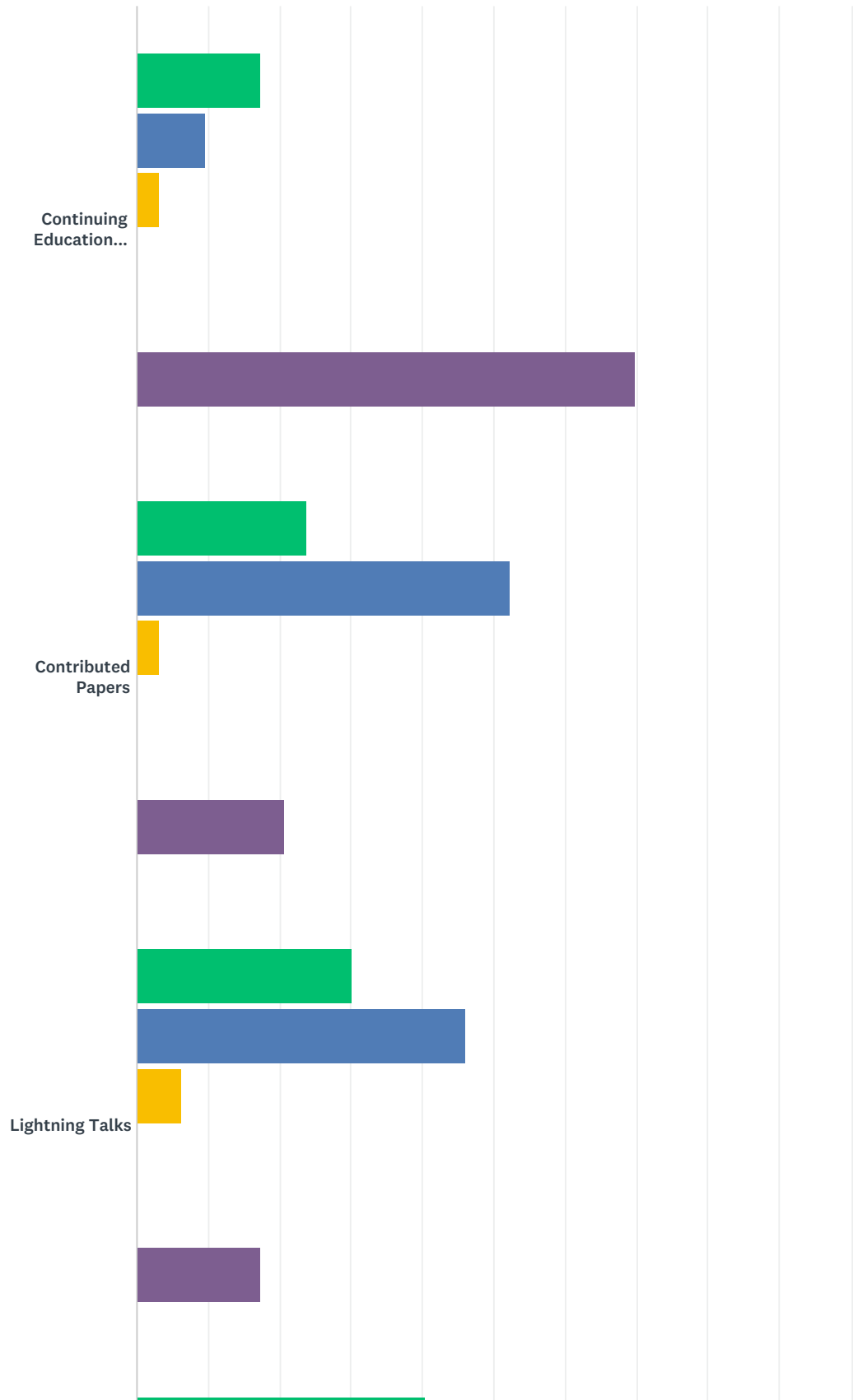
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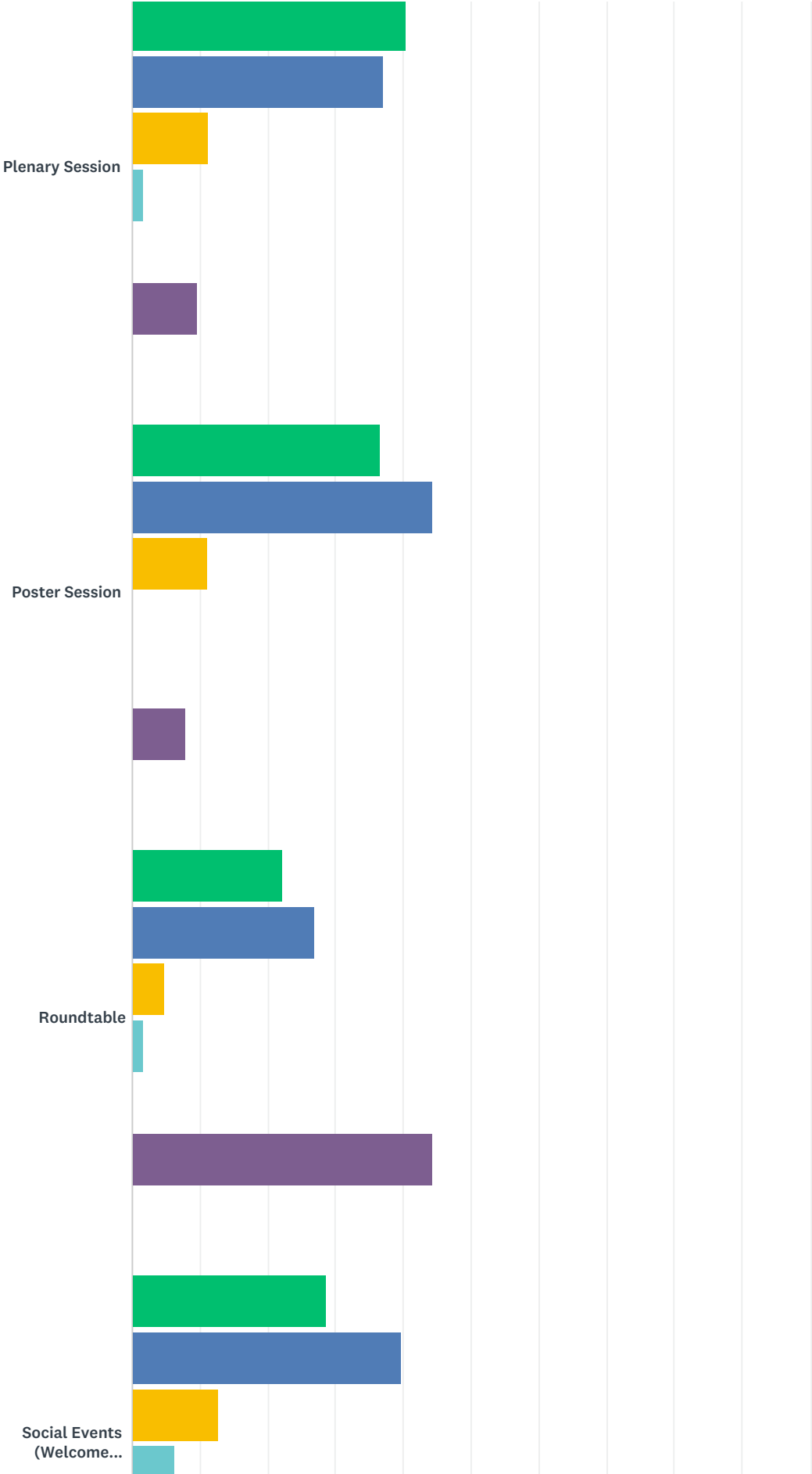
Appendix C: Conference Eval Survey Results

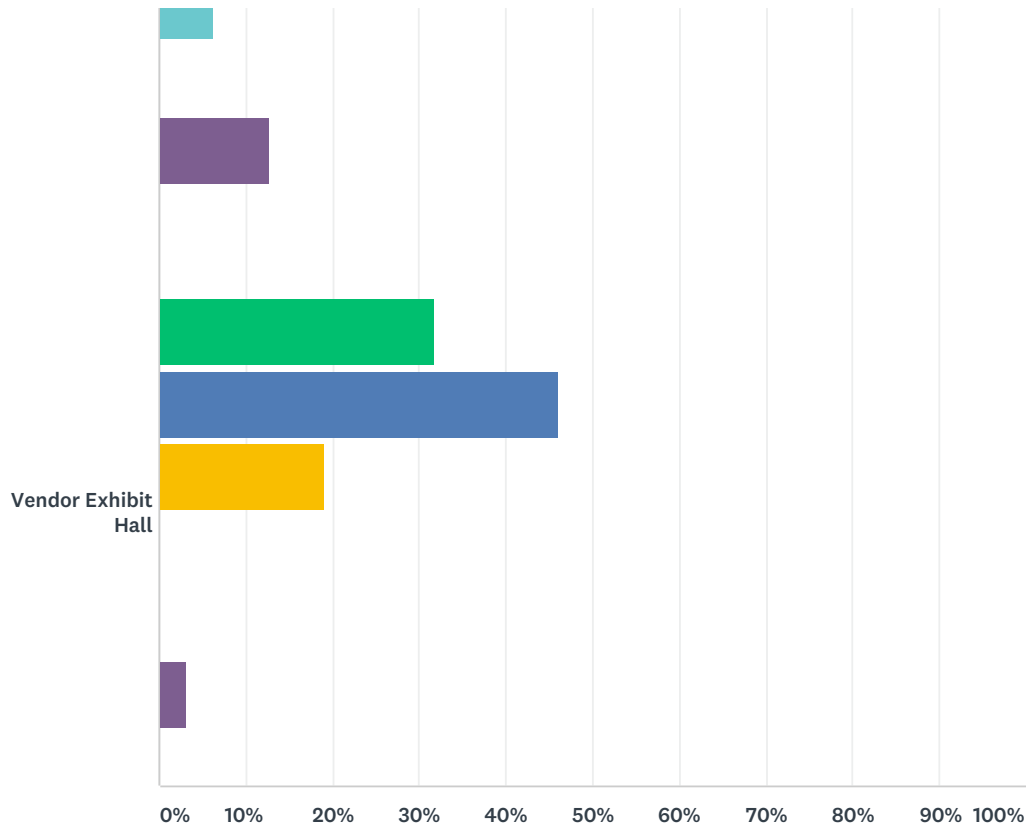
**The following pages contain the results of the conference evaluation survey by
conference attendees.**

Q1 The following was/were relevant or useful to my work.

Answered: 63 Skipped: 1





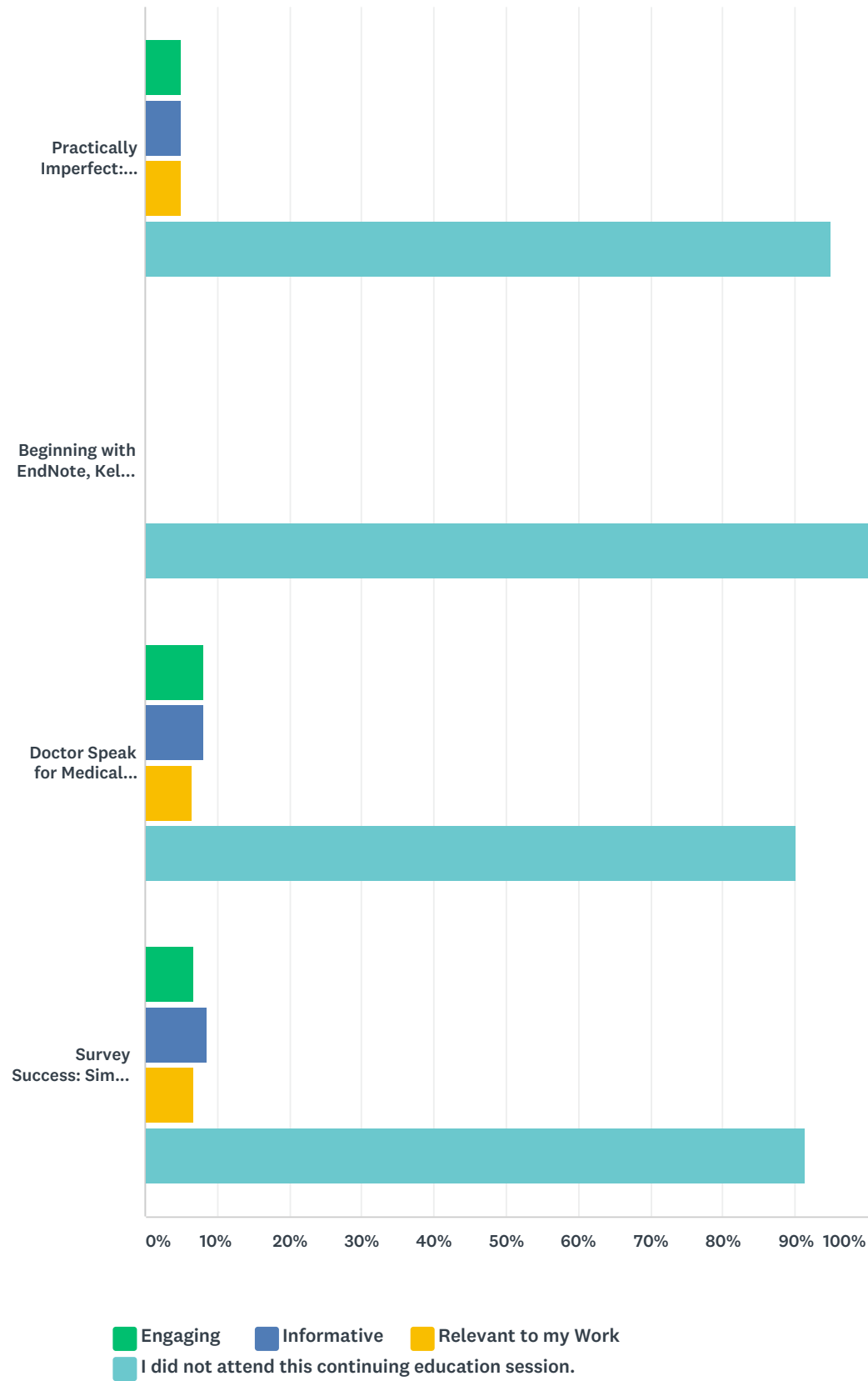


■ Definitely Agree
 ■ Agree
 ■ Neither Agree nor Disagree
 ■ Disagree
■ Definitely Disagree
■ I did not attend this session/event

	DEFINITELY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	DEFINITELY DISAGREE	I DID NOT ATTEND THIS SESSION/EVENT	TOTAL
Continuing Education Sessions	17.46% 11	9.52% 6	3.17% 2	0.00% 0	0.00% 0	69.84% 44	63
Contributed Papers	23.81% 15	52.38% 33	3.17% 2	0.00% 0	0.00% 0	20.63% 13	63
Lightning Talks	30.16% 19	46.03% 29	6.35% 4	0.00% 0	0.00% 0	17.46% 11	63
Plenary Session	40.32% 25	37.10% 23	11.29% 7	1.61% 1	0.00% 0	9.68% 6	62
Poster Session	36.51% 23	44.44% 28	11.11% 7	0.00% 0	0.00% 0	7.94% 5	63
Roundtable	22.22% 14	26.98% 17	4.76% 3	1.59% 1	0.00% 0	44.44% 28	63
Social Events (Welcome Reception, Dine Arouds, Cocktail & Closing Reception)	28.57% 18	39.68% 25	12.70% 8	6.35% 4	0.00% 0	12.70% 8	63
Vendor Exhibit Hall	31.75% 20	46.03% 29	19.05% 12	0.00% 0	0.00% 0	3.17% 2	63

Q2 The continuing education course(s) was/were: (please check all that apply)

Answered: 61 Skipped: 3

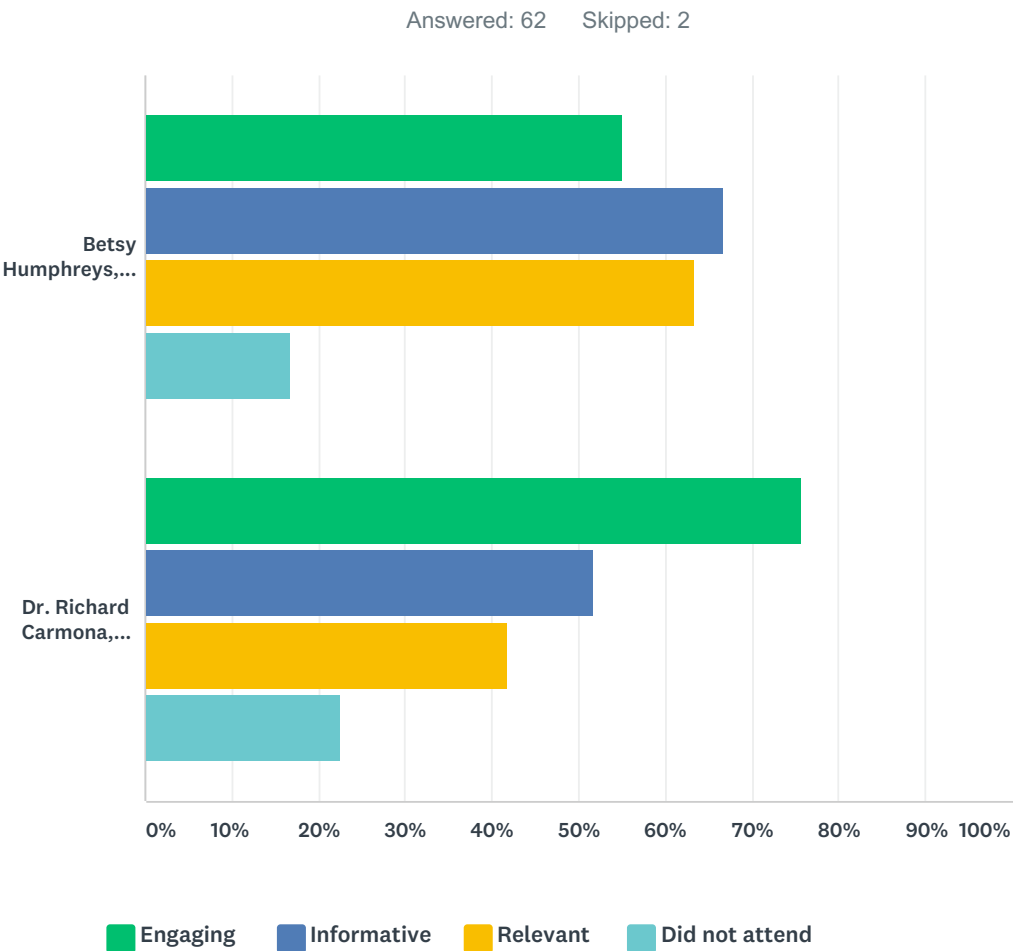


	ENGAGING	INFORMATIVE	RELEVANT TO MY WORK	I DID NOT ATTEND THIS CONTINUING EDUCATION SESSION.	TOTAL RESPONDENTS

Practically Imperfect: Teaching & Supporting Research Data Management, Jennifer Dinalo & Lynn Kysh	5.08% 3	5.08% 3	5.08% 3	94.92% 56	59
Beginning with EndNote, Kelli Hines	0.00% 0	0.00% 0	0.00% 0	100.00% 59	59
Doctor Speak for Medical Librarians, Jennifer Lyons	8.20% 5	8.20% 5	6.56% 4	90.16% 55	61
Survey Success: Simple Rules for Effective Survey Design, Deborah Charbonneau	6.78% 4	8.47% 5	6.78% 4	91.53% 54	59

#	IF YOU WOULD LIKE TO ADD PARTICULAR COMMENTS ON A CE OFFERING, PLEASE DO SO BELOW.	DATE
1	I really enjoyed Deborah's information. She kept it informal, yet also provided practical tips for survey design. I can see myself using these principles in many types of areas.	1/31/2018 11:06 AM
2	Thank you. It was an amazing experience.	1/30/2018 6:53 PM
3	Jennifer Lyon knew her subjects and obviously loves teaching. Unfortunately we ran out of time.	1/30/2018 1:02 PM
4	Excellent CE	1/29/2018 10:06 AM
5	I wish the CE session had been 6 hours, since the instructor left off important content that she couldn't fit into the 4 hour time slot. Other than that, she knew her material and was very responsive to questions.	1/25/2018 4:20 PM
6	The CE course was good, but pretty basic. I expected a more advanced course.	1/25/2018 2:11 PM

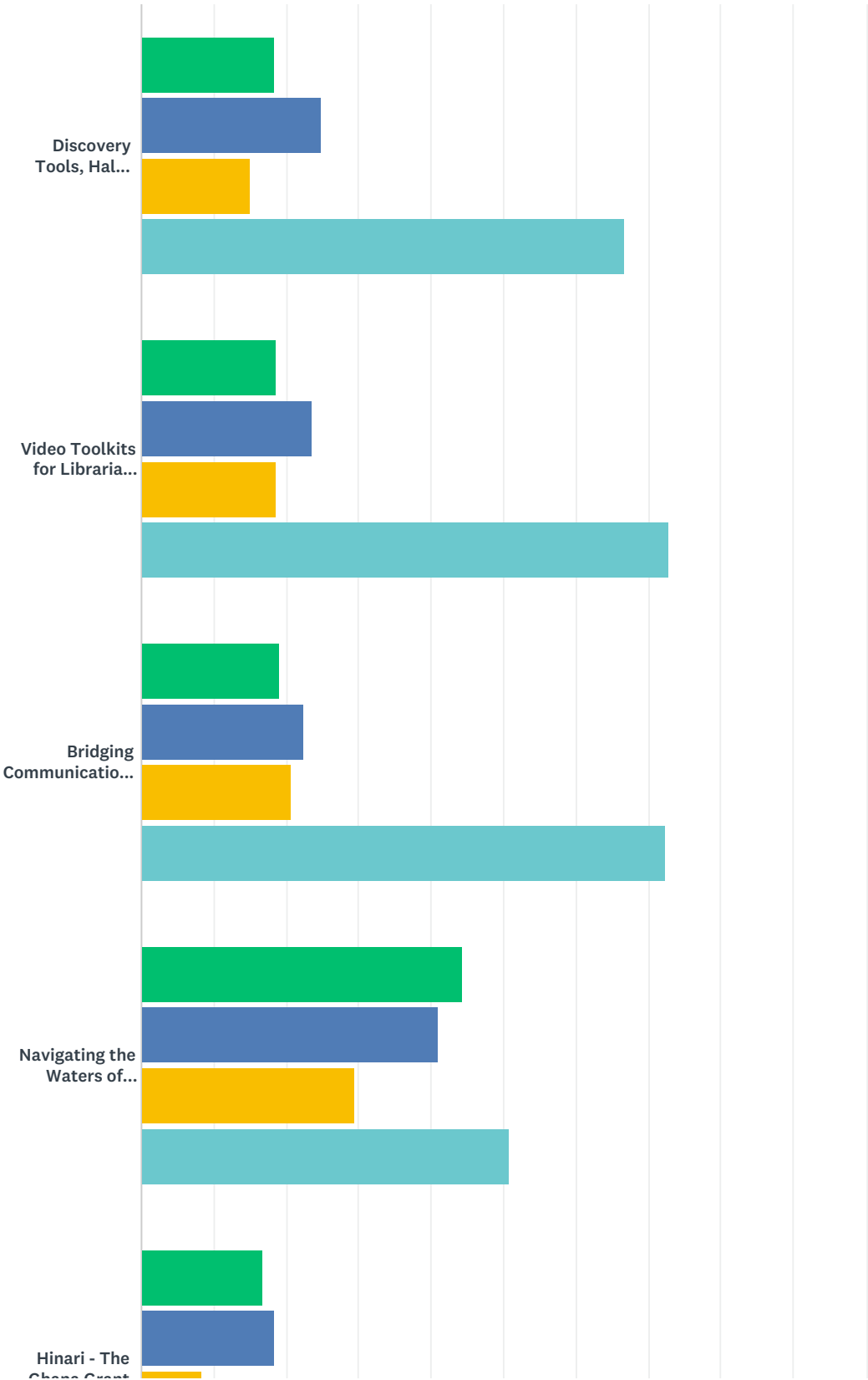
Q3 The plenary session speakers were: (please select all that apply)

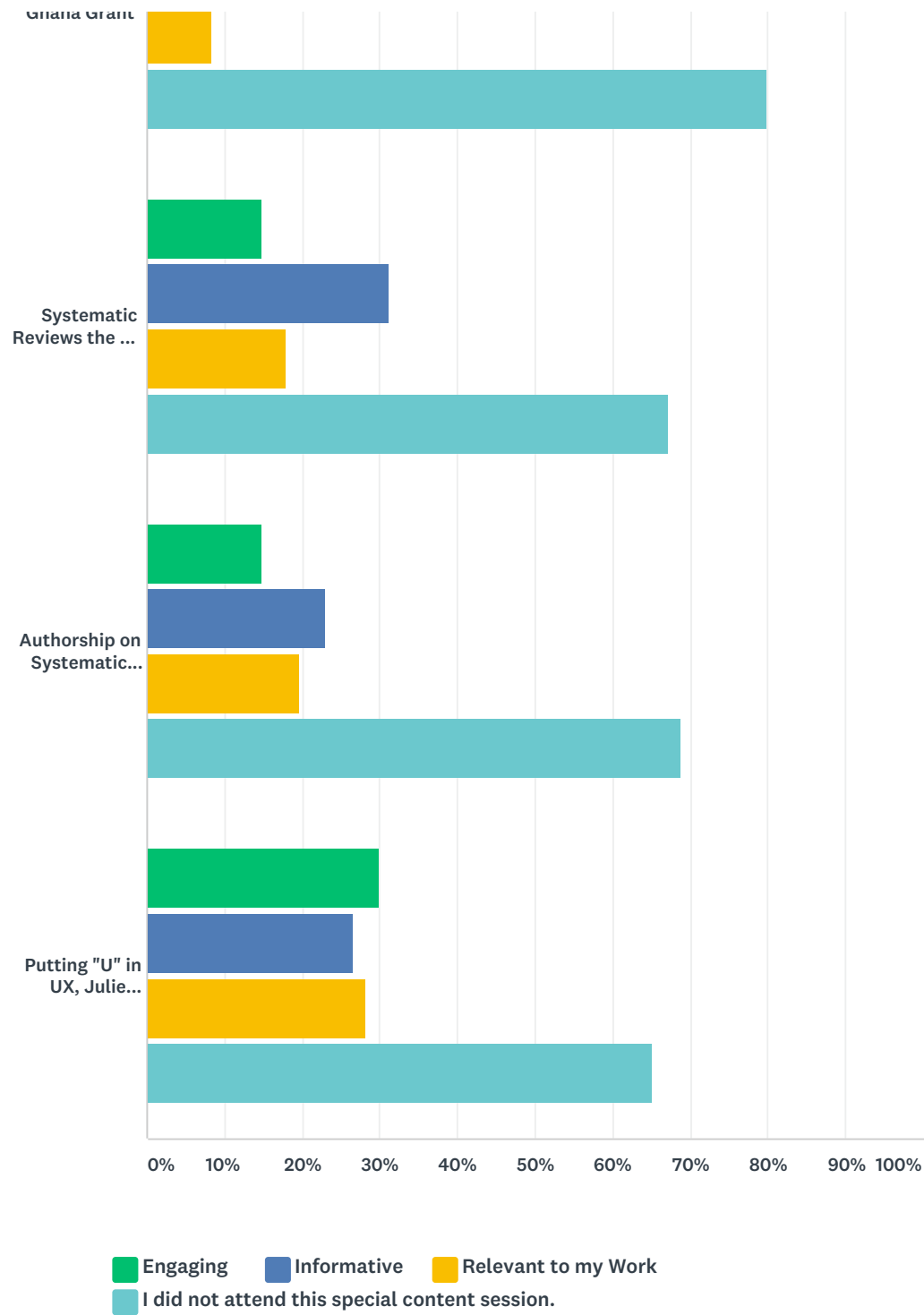


	ENGAGING	INFORMATIVE	RELEVANT	DID NOT ATTEND	TOTAL RESPONDENTS
Betsy Humphreys, Monday morning	55.00% 33	66.67% 40	63.33% 38	16.67% 10	60
Dr. Richard Carmona, Tuesday evening	75.81% 47	51.61% 32	41.94% 26	22.58% 14	62

Q4 The following special content session(s) was/were: (please select all that apply)

Answered: 61 Skipped: 3





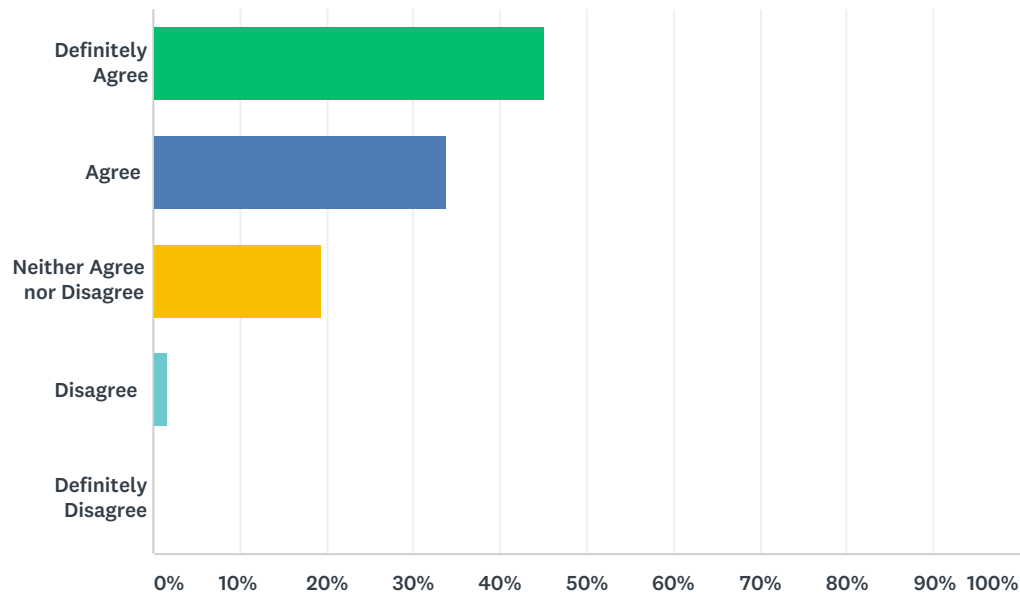
	ENGAGING	INFORMATIVE	RELEVANT TO MY WORK	I DID NOT ATTEND THIS SPECIAL CONTENT SESSION.	TOTAL RESPONDENTS
Discovery Tools, Hal Bright, Rebecca Caton, Sally Harvey, & Bryan Nugent	18.33% 11	25.00% 15	15.00% 9	66.67% 40	60
Video Toolkits for Librarians, Jennifer Dinalo, Lynn Kysh, & Hannah Schilperoort	18.64% 11	23.73% 14	18.64% 11	72.88% 43	59

Bridging Communication in a Distributed Campus Health Sciences Library System, Electra Enslow & Suzanne Fricke	18.97% 11	22.41% 13	20.69% 12	72.41% 42	58
Navigating the Waters of Hospital Library Mergers, Ellen Aaronson, Molly Harrington, Andrew Harrow, Lynn Kysh, Alexander Lyubechansky, Lisa Marks, & Debra Schneider	44.26% 27	40.98% 25	29.51% 18	50.82% 31	61
Hinari - The Ghana Grant	16.67% 10	18.33% 11	8.33% 5	80.00% 48	60
Systematic Reviews the JBI Way: Selections from the Joanna Briggs Institute's Comprehensive Systematic Review Training Program, Alan Carr & Michelle Lieggi	14.75% 9	31.15% 19	18.03% 11	67.21% 41	61
Authorship on Systematic Reviews: Ask for It, Peggy Tahir	14.75% 9	22.95% 14	19.67% 12	68.85% 42	61
Putting "U" in UX, Julie Goldman & Allison Herrera	30.00% 18	26.67% 16	28.33% 17	65.00% 39	60

#	IF YOU WOULD LIKE TO ADD A PARTICULAR COMMENT ABOUT A SPECIAL CONTENT SESSION OFFERING, PLEASE DO SO BELOW.	DATE
1	unfortunately I thought Discovery tools was a little negative Authorship could have left out a lot of the intro stuff and left more for the discussion, which was really good	1/30/2018 1:02 PM
2	I attended the discovery tools session, but felt it would have been more informative with a wider range of tools covered.	1/30/2018 12:44 PM
3	I think the special content session idea for the regional chapter conferences is great! Allows for more interaction and in-depth discussion on topics.	1/30/2018 12:30 PM
4	Really liked what I attended	1/29/2018 10:06 AM
5	I enjoyed the talks that I attended. I was sorry to miss some sessions but I was just getting over a bad cold and didn't all that great. I regret missing some sessions.	1/27/2018 5:22 PM
6	Putting U in UX failed to discuss what I assumed would be a focus of the presentation: user experience. Instead, two giggly girls showing (barely) how to use an online polling tool. Pretty disappointing.	1/26/2018 1:21 PM
7	Putting "U" in UX was a fun, interactive session. I wish we had had more time to create and share our presentations.	1/25/2018 3:33 PM
8	Putting U in UX was very engaging and a lot of fun.	1/25/2018 2:11 PM
9	I think that there was just way too much information during the JBI session with Michelle. I felt that the whole session was too rushed.	1/25/2018 1:26 PM
10	Authorship on Systematic Reviews: Ask for It, Peggy Tahir-there were technical difficulties with this session that did get resolved. I did leave 30 minutes in because speaker hadn't even gotten to the topic of authorship at that point so a bit frustrating.	1/25/2018 11:59 AM
11	Putting U in UX was highly engaging and the hands-on portion was excellent. We had to build our own mentimeter in small groups and then present our results to those in attendance. Unfortunately we ran out of time and only three groups were able to present.	1/25/2018 11:55 AM

Q5 Being able to meet with vendors at the JOINT conference was useful and/or relevant to my work.

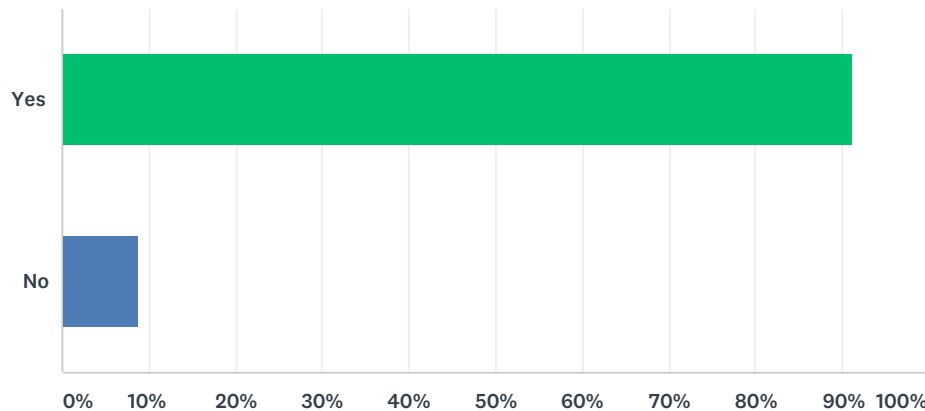
Answered: 62 Skipped: 2



ANSWER CHOICES	RESPONSES	
Definitely Agree	45.16%	28
Agree	33.87%	21
Neither Agree nor Disagree	19.35%	12
Disagree	1.61%	1
Definitely Disagree	0.00%	0
TOTAL		62

Q6 Were your special accommodations accounted for (dietary, accessibility, etc.)?

Answered: 45 Skipped: 19

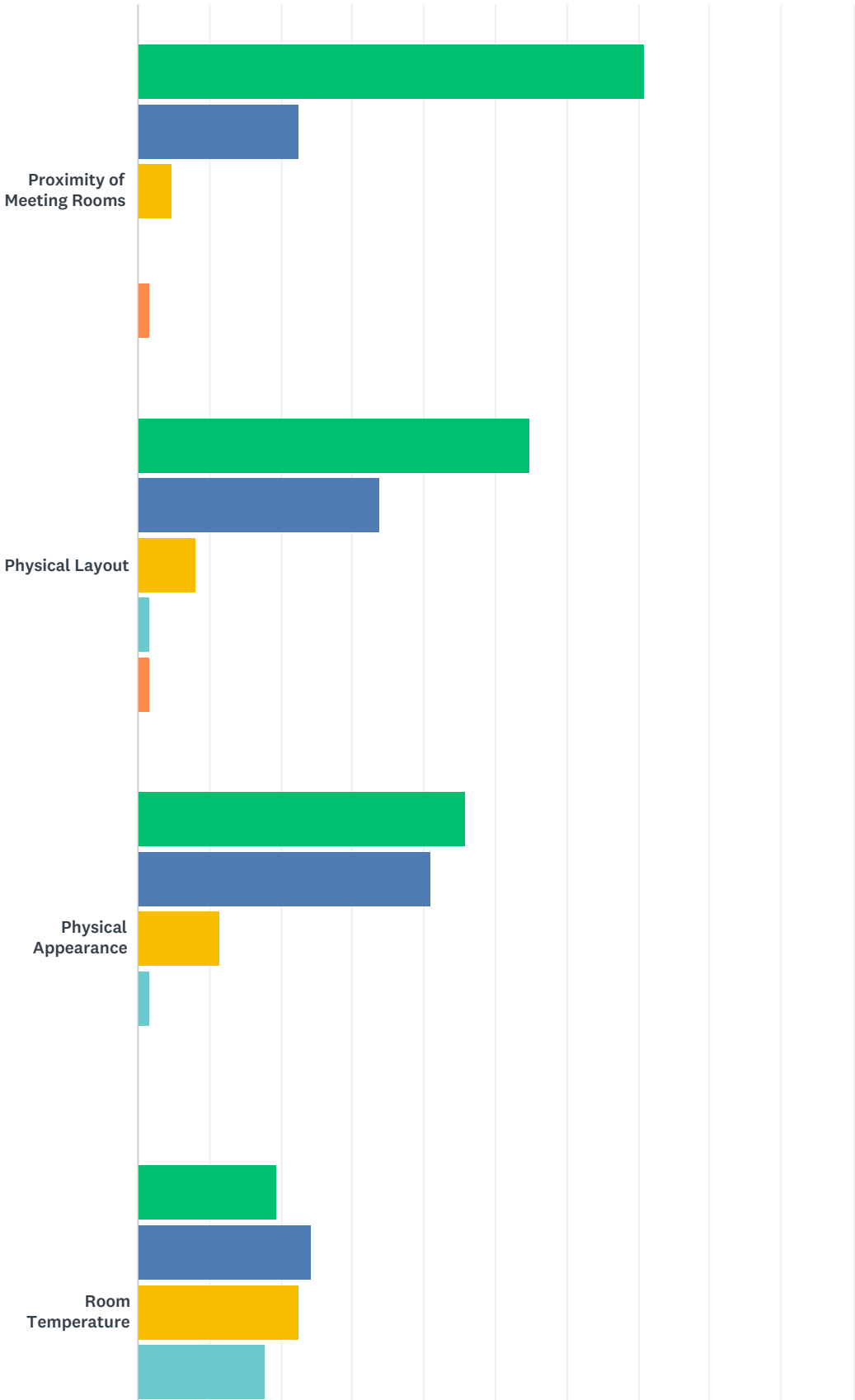


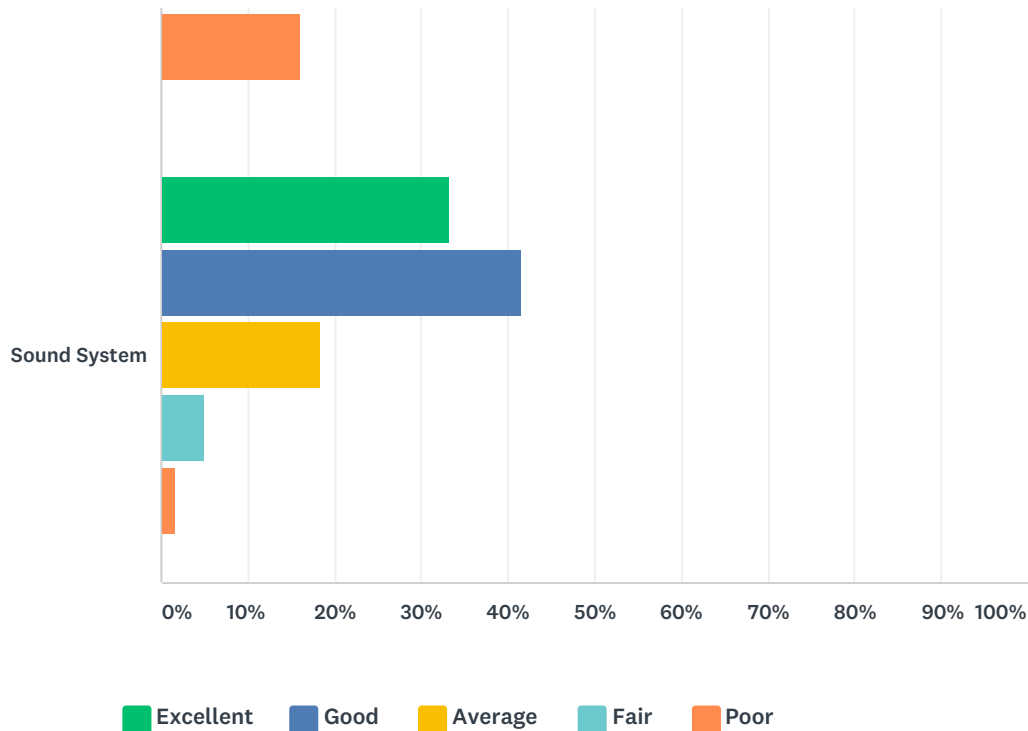
ANSWER CHOICES	RESPONSES	
Yes	91.11%	41
No	8.89%	4
TOTAL		45

#	IF YOU HAVE SPECIFIC COMMENTS YOU'D LIKE TO SHARE ABOUT ACCOMMODATIONS, PLEASE LEAVE THEM HERE.	DATE
1	NA	1/31/2018 7:56 AM
2	Great vegetarian options!	1/30/2018 1:07 PM
3	I did not have any special accommodations.	1/30/2018 12:50 PM
4	Vegetarian selection could have been better.	1/30/2018 12:37 PM
5	N/A	1/29/2018 10:09 AM
6	Overall the accommodations for the hotel were great. There was some miscommunication about extending the conference rate beyond the dates of the conference, and that took some effort to resolve. My wife and I were also unable to get a room with anything bigger than a double-sized bed.	1/27/2018 3:10 PM
7	N/A	1/26/2018 2:47 PM
8	I had no dietary issues.	1/25/2018 4:03 PM
9	had none	1/25/2018 2:44 PM
10	The hotel staff went above and beyond. I was very impressed.	1/25/2018 12:51 PM
11	Did not ask for special accommodations.	1/25/2018 12:33 PM
12	Not applicable	1/25/2018 12:18 PM
13	I did not have any special accommodations.	1/25/2018 11:56 AM

Q7 Rate the environment of the conference rooms and overall facility

Answered: 62 Skipped: 2





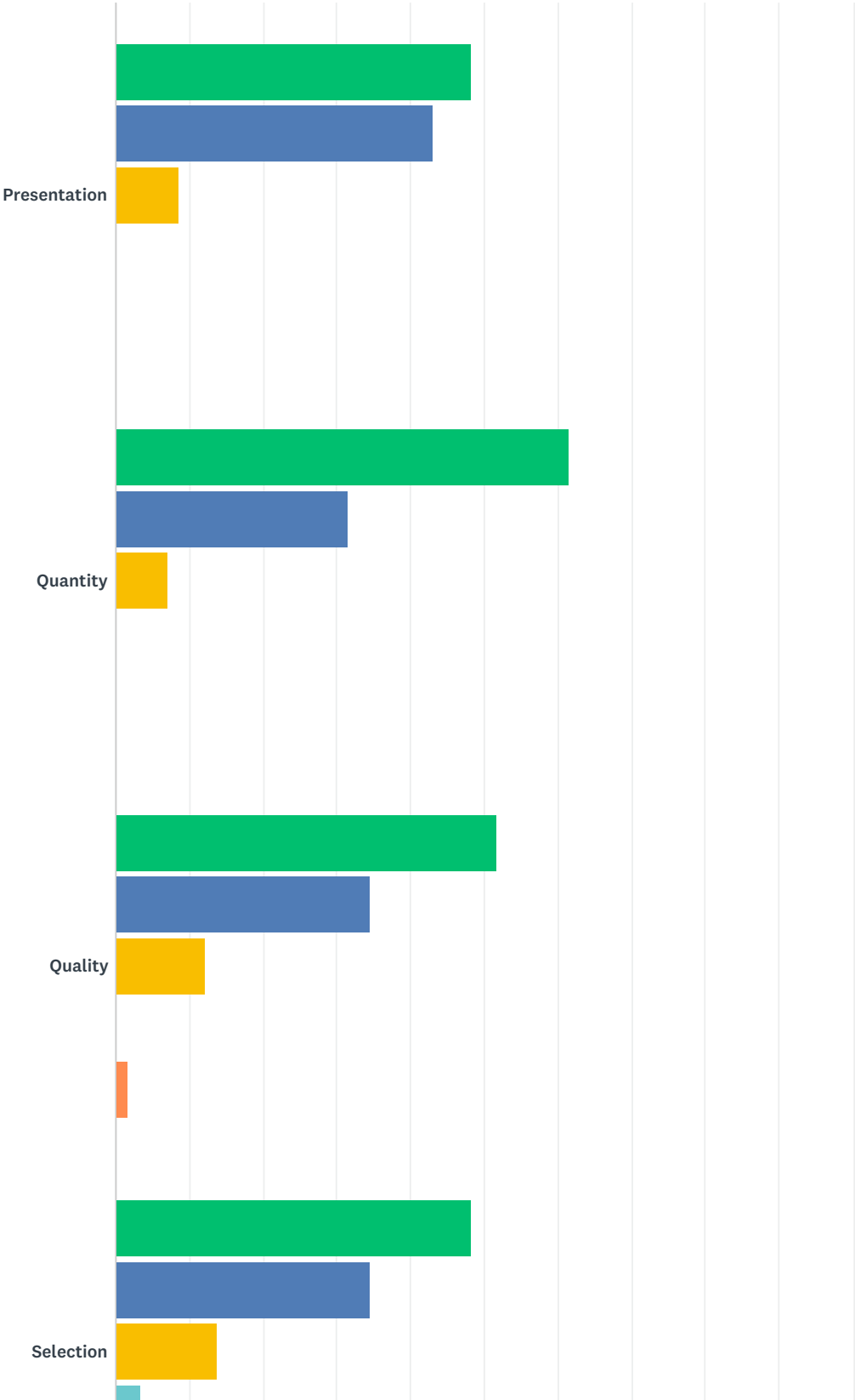
	EXCELLENT	GOOD	AVERAGE	FAIR	POOR	TOTAL
Proximity of Meeting Rooms	70.97% 44	22.58% 14	4.84% 3	0.00% 0	1.61% 1	62
Physical Layout	54.84% 34	33.87% 21	8.06% 5	1.61% 1	1.61% 1	62
Physical Appearance	45.90% 28	40.98% 25	11.48% 7	1.64% 1	0.00% 0	61
Room Temperature	19.35% 12	24.19% 15	22.58% 14	17.74% 11	16.13% 10	62
Sound System	33.33% 20	41.67% 25	18.33% 11	5.00% 3	1.67% 1	60

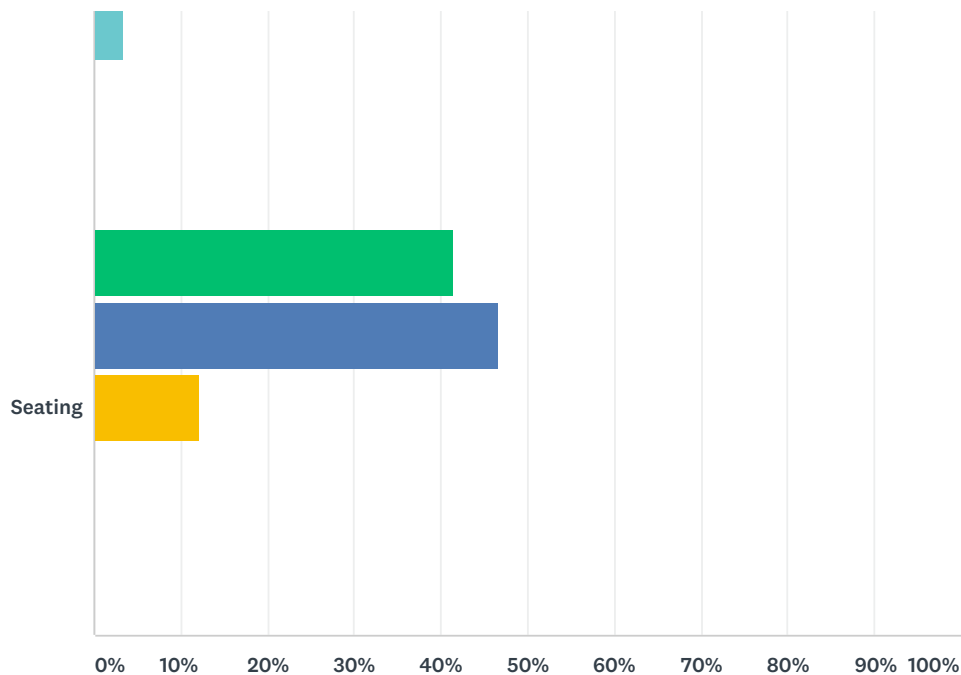
#	PLEASE INCLUDE ANY ADDITIONAL COMMENTS REGARDING THE CONFERENCE VENUE BELOW.	DATE
1	Entire conference area was so cold!	1/30/2018 1:07 PM
2	The rooms were arctic for the CE course but got better for the conference.	1/30/2018 12:50 PM
3	It was freezing cold on the room where CE class was held.	1/30/2018 12:37 PM
4	It was cold.	1/30/2018 12:35 PM
5	There were no microphones in any of the presentation rooms besides the vendor hall. And the microphone in the vendor hall was weak and did not amplify well. Microphone usage is a place to improve for next year's conference.	1/30/2018 12:34 PM
6	Freezing! Should have planned music and entertainment	1/29/2018 10:09 AM
7	There was really nothing wrong with the sound system but there weren't microphones available in the contributed sessions and lightning talks - at least no one used one.	1/27/2018 5:25 PM
8	Didn't like having to go outside to restrooms. Sound in some rooms was too low.	1/26/2018 4:52 PM
9	It was a little chilly for us LA folks	1/25/2018 5:30 PM
10	Cold rooms should have been fixed on day one. Did not like how far restrooms were from meeting areas.	1/25/2018 2:44 PM

11	My room was at the other end of the hotel, so I had to walk a lot and got my exercise in.	1/25/2018 2:13 PM
12	Rooms were cold. I don't hold this against the meeting planners, it was clearly a hotel issue. Sound was also topically on the low end for hearing.	1/25/2018 2:11 PM
13	I loved how everything was so close to each other.	1/25/2018 1:32 PM
14	No mics in the small sessions. Mics in larger rooms did not help either! Rooms were also set up in inconvenient and not accessible ways.	1/25/2018 12:50 PM
15	It was too cold.	1/25/2018 12:34 PM
16	Heard a lot of complaining about conference center being too cold. I was ok, but there was a large number of people wearing coats all day. Sound was good, but mics did not seem flexible enough so people could easily speak into them.	1/25/2018 12:33 PM
17	First sessions on Monday the room was not arranged well. People could not come and go at all without being very disruptive.	1/25/2018 12:18 PM
18	It was a little chilly, but not terrible.	1/25/2018 12:09 PM
19	As most conference rooms are, they were cold, especially the first day.	1/25/2018 12:00 PM

Q8 Please answer the following with regard to the dining options at the conference

Answered: 58 Skipped: 6



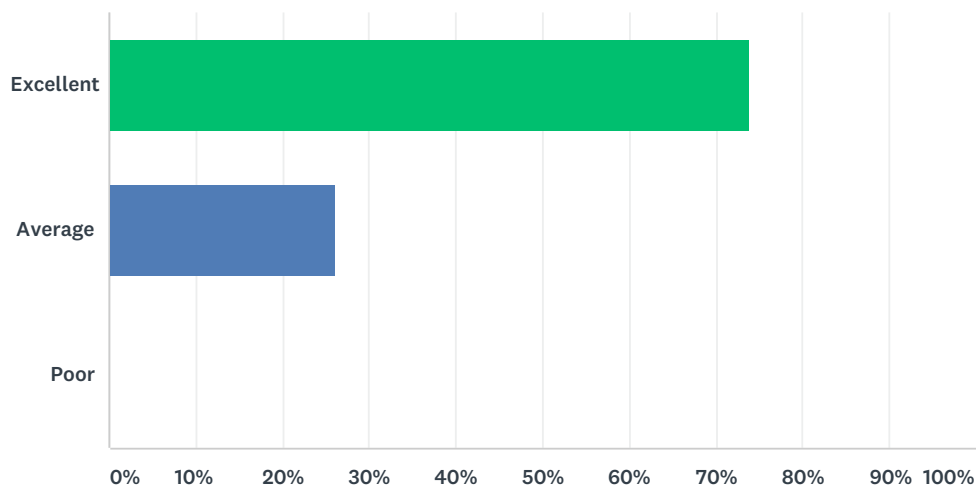


■ Excellent
 ■ Good
 ■ Average
 ■ Fair
 ■ Poor

	EXCELLENT	GOOD	AVERAGE	FAIR	POOR	TOTAL
Presentation	48.28% 28	43.10% 25	8.62% 5	0.00% 0	0.00% 0	58
Quantity	61.40% 35	31.58% 18	7.02% 4	0.00% 0	0.00% 0	57
Quality	51.72% 30	34.48% 20	12.07% 7	0.00% 0	1.72% 1	58
Selection	48.28% 28	34.48% 20	13.79% 8	3.45% 2	0.00% 0	58
Seating	41.38% 24	46.55% 27	12.07% 7	0.00% 0	0.00% 0	58

Q9 Please rate the online registration process

Answered: 61 Skipped: 3

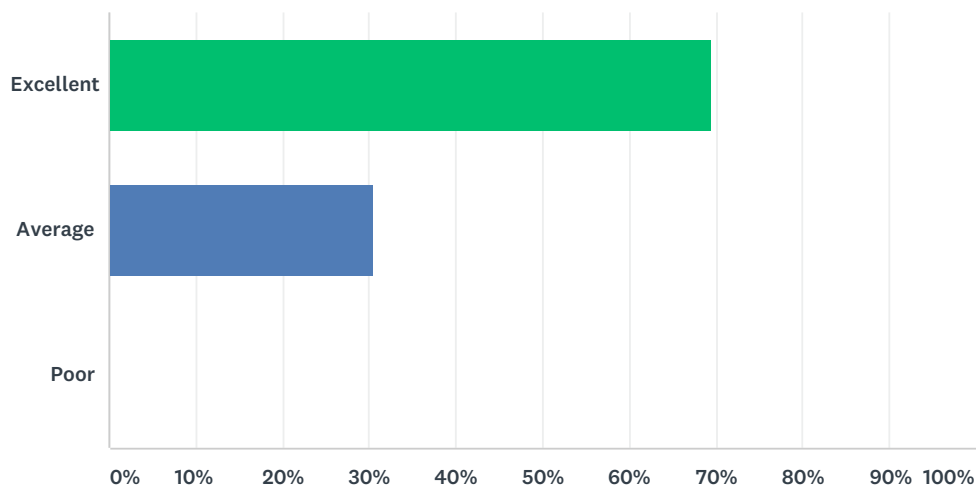


ANSWER CHOICES	RESPONSES	
Excellent	73.77%	45
Average	26.23%	16
Poor	0.00%	0
TOTAL		61

#	PLEASE SHARE ANY SPECIFIC COMMENTS REGARDING THE ONLINE REGISTRATION PROCESS AND/OR ASSISTANCE WITH THE PROCESS.	DATE
1	Some of us have to separate out the CE costs from the conference. Maybe that can be done more easily for future. I am grateful for those responsible for working with me.	1/30/2018 12:50 PM
2	I registered so long ago, I kind of forget about the process itself. That being said, there were A LOT of emails sent from the planning committee asking people to attend. Made us (the conference) seem a bit desperate.	1/30/2018 12:34 PM
3	The closing dinner food was poor.	1/27/2018 4:55 PM
4	wild apricot is easy to use, but difficult if you need to add a CE after the initial registration. It just took a bit of extra time through email, and not a big deal.	1/25/2018 4:23 PM
5	Easy as pie!	1/25/2018 2:44 PM
6	I would have two categories (1) early bird and (2) regular registration or three categories (1) early bird (2) regular and (3) late registration. My institution does not pay for late registration and because there was no category for regular registration I had to pay the difference.	1/25/2018 11:56 AM

Q10 Please rate the usefulness of the online program.

Answered: 59 Skipped: 5

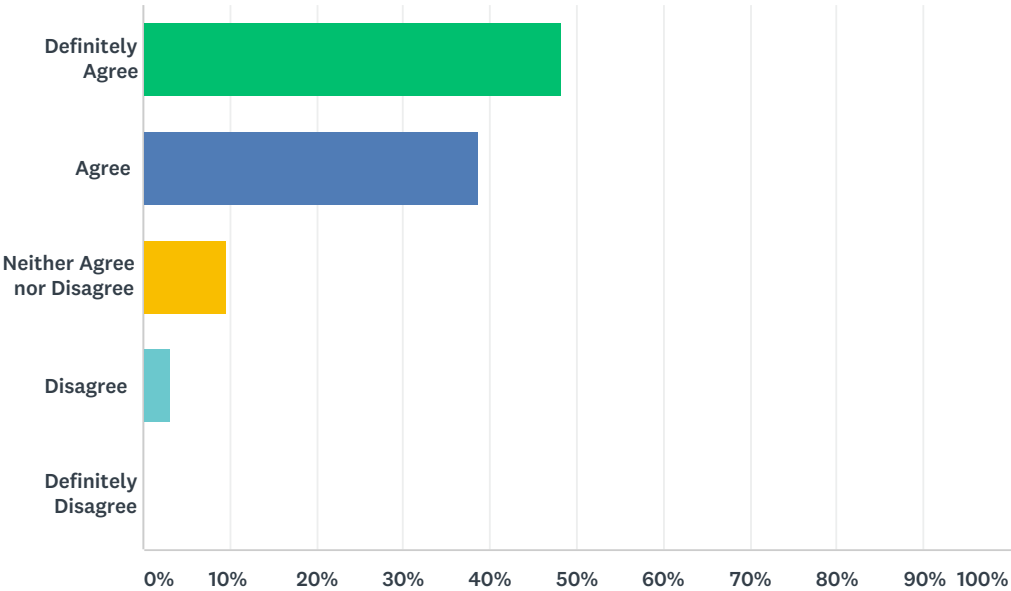


ANSWER CHOICES	RESPONSES	
Excellent	69.49%	41
Average	30.51%	18
Poor	0.00%	0
TOTAL		59

#	PLEASE SHARE ANY SPECIFIC COMMENTS REGARDING THE ONLINE PROGRAM BELOW.	DATE
1	didn't really use, doesn't work well for me for some reason	1/30/2018 1:36 PM
2	would have appreciated seeing titles of individual speakers and speaker affiliation since there is no print program to refer to..	1/30/2018 1:26 PM
3	I am still pretty paper based and it was okay to print out, but not great.	1/30/2018 12:45 PM
4	The online program was fine. What I didn't enjoy was the evaluations at the end of each day in my email from the online program software. I hope participants didn't respond to them thinking it was the conference evaluation. In future, if we want to use the conference scheduler software again, maybe we should consider it as an option for evaluation.	1/30/2018 12:34 PM
5	Great	1/29/2018 10:09 AM
6	There were a couple discrepancies with the times listed online and the actual times of the events. Most notably registration times. Also, the times given on the signs put up by the hotel were sometimes different than the actual events. So it was confusing.	1/27/2018 3:10 PM
7	I did not expect a mobile schedule at a regional conference. Thank you for arranging this.	1/26/2018 1:39 PM
8	It was not easy to see the various topics for multiple topics for each time. Like Lightning rounds or papers presented. Easier online versus app.	1/25/2018 4:03 PM
9	It is a little cumbersome, I had to check the online program several times a day to figure out where I wanted to go, even though I had a printout of the schedule manager.	1/25/2018 2:13 PM
10	i was always checking my schedule!	1/25/2018 1:32 PM

Q11 The cost of the conference was well worth it considering what was included.

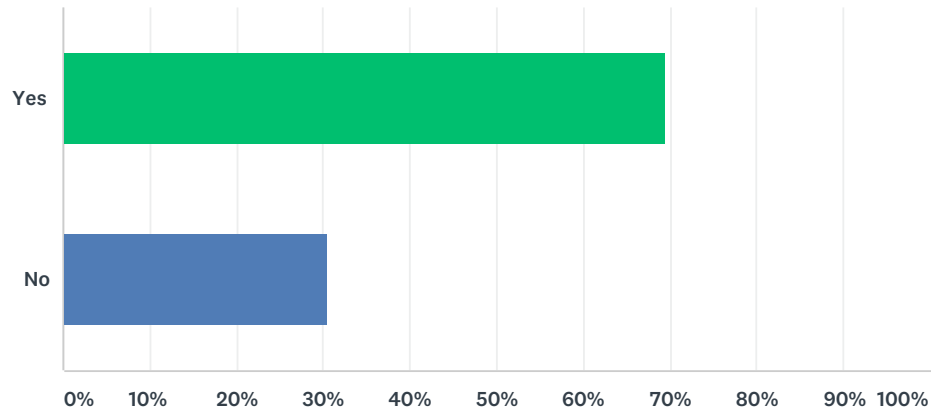
Answered: 62 Skipped: 2



ANSWER CHOICES		RESPONSES	
Definitely Agree		48.39%	30
Agree		38.71%	24
Neither Agree nor Disagree		9.68%	6
Disagree		3.23%	2
Definitely Disagree		0.00%	0
TOTAL			62

Q12 Did you stay in the conference hotel?

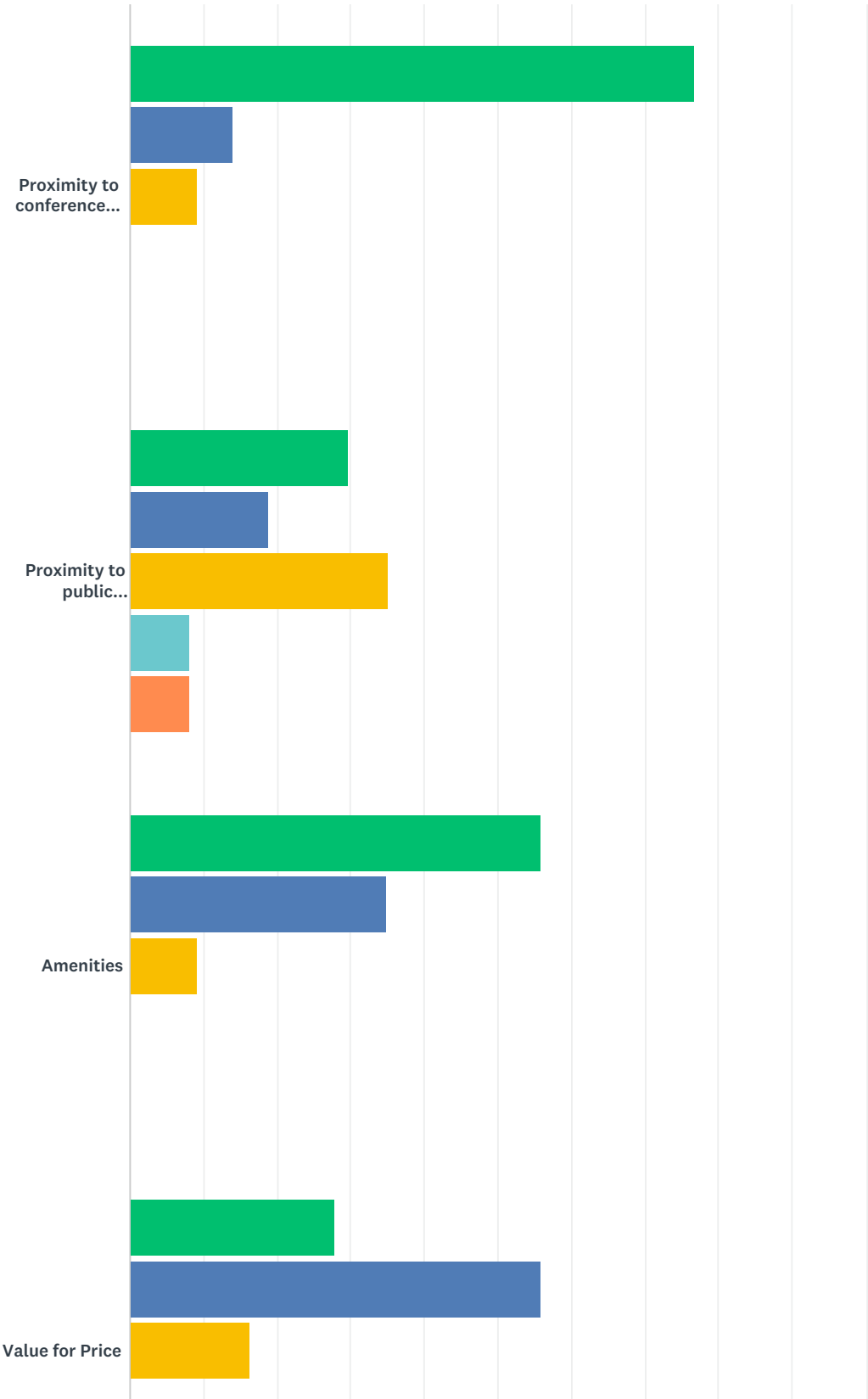
Answered: 62 Skipped: 2

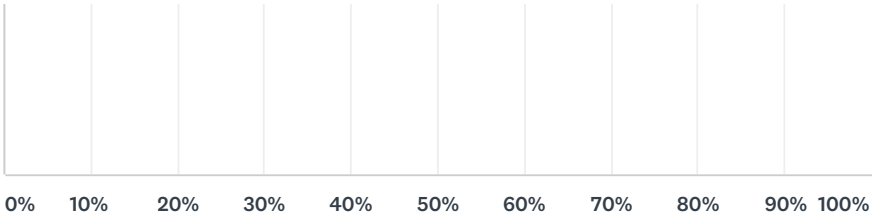


ANSWER CHOICES		RESPONSES	
Yes		69.35%	43
No		30.65%	19
TOTAL			62

Q13 Please respond to the following questions about your stay at the conference hotel.

Answered: 43 Skipped: 21



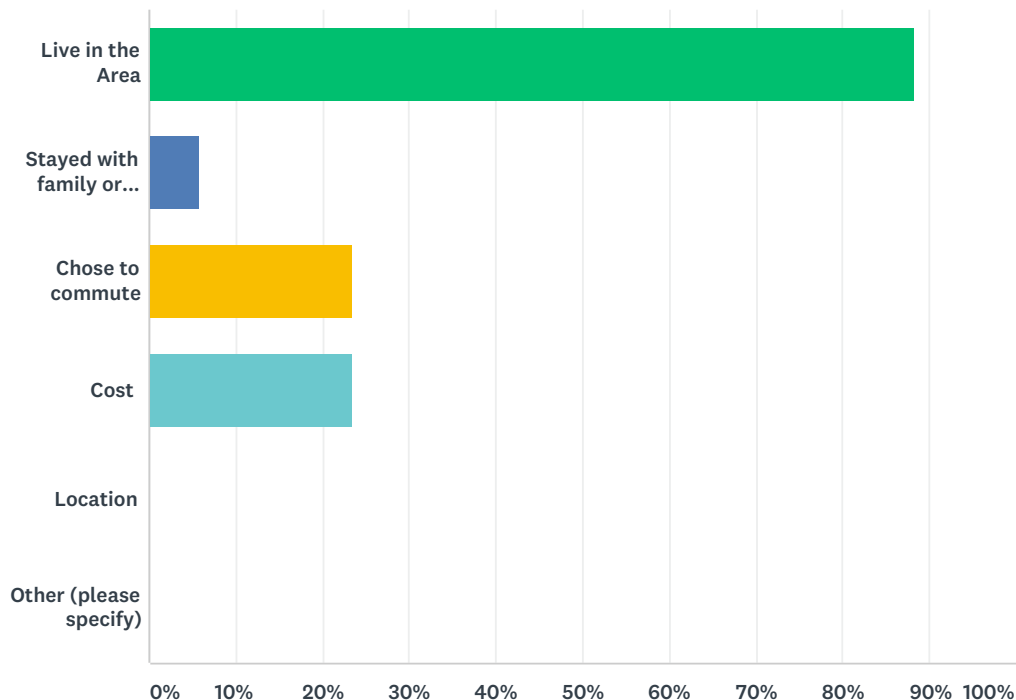


Excellent Good Average Fair Poor

	EXCELLENT	GOOD	AVERAGE	FAIR	POOR	TOTAL
Proximity to conference events	76.74% 33	13.95% 6	9.30% 4	0.00% 0	0.00% 0	43
Proximity to public transportation options	29.73% 11	18.92% 7	35.14% 13	8.11% 3	8.11% 3	37
Amenities	55.81% 24	34.88% 15	9.30% 4	0.00% 0	0.00% 0	43
Value for Price	27.91% 12	55.81% 24	16.28% 7	0.00% 0	0.00% 0	43

**Q14 Please indicate your reasons for not staying at the conference hotel.
(Select all that apply.)If you DID stay at the conference hotel, please go
to the next page.**

Answered: 17 Skipped: 47



ANSWER CHOICES	RESPONSES	
Live in the Area	88.24%	15
Stayed with family or friends	5.88%	1
Chose to commute	23.53%	4
Cost	23.53%	4
Location	0.00%	0
Other (please specify)	0.00%	0
Total Respondents: 17		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q15 The one thing I liked best about the JOINT 2018 conference was:

Answered: 51 Skipped: 13

#	RESPONSES	DATE
1	The sessions were all very interesting and informative.	2/5/2018 6:03 PM
2	The plenary speakers were outstanding.	2/5/2018 2:32 PM
3	The conference was just the right length of time without being to overwhelming. There were good choices and not too much running around.	1/31/2018 11:18 AM
4	CE session	1/30/2018 6:55 PM
5	Meeting health science librarians who work in my city	1/30/2018 1:52 PM
6	the people	1/30/2018 1:46 PM
7	networking with my colleagues and learning more about their challenges and accomplishments	1/30/2018 1:29 PM
8	Networking and great plenaries!	1/30/2018 1:09 PM
9	Exposure to the wonderful work being done in other libraries. Dr. Carmona was a great choice for speaker.	1/30/2018 12:53 PM
10	the opportunity to network with colleagues in both planned and spontaneous ways	1/30/2018 12:50 PM
11	Dr. Carmona's talk was an unexpected highlight.	1/30/2018 12:46 PM
12	Dr. Carmona's speech	1/30/2018 12:39 PM
13	The overall content was excellent. The speakers, the plenary speakers and the posters were amazing.	1/29/2018 1:31 PM
14	Networking	1/29/2018 10:18 AM
15	networking	1/29/2018 9:49 AM
16	intimacy - physical networking!!	1/29/2018 8:55 AM
17	Networking	1/28/2018 6:08 PM
18	networking with friends and talking to vendors	1/27/2018 5:27 PM
19	A couple of the lightning talks and the ability to present my poster.	1/27/2018 3:13 PM
20	Small size so you could easily talk to people	1/26/2018 4:54 PM
21	Arizona location was excellent, particularly in January.	1/26/2018 1:45 PM
22	contributed papers and CE	1/26/2018 1:25 PM
23	Close to home!	1/26/2018 11:51 AM
24	The lightening talks, the networking	1/25/2018 5:32 PM
25	networking; small classrooms, lightning talks, posters, great value for money	1/25/2018 4:47 PM
26	The venue - it was so nice having the breakfast and happy hour right there for meeting with colleagues or hanging out. The rooms were so nice too, it made the conference much easier.	1/25/2018 4:30 PM
27	meeting and seeing people from other areas. Hearing interesting speakers and meeting vendors.	1/25/2018 4:04 PM
28	Networking / renewing contacts	1/25/2018 2:47 PM
29	Dr. Carmona, he was fantastic.	1/25/2018 2:40 PM
30	tight focus on highly relevant content	1/25/2018 2:38 PM
31	The final speaker AND lots of good speakers, sessions, and ideas	1/25/2018 2:22 PM
32	Programming was terrific, including plenary speakers and colleague presentations	1/25/2018 2:13 PM

33	I liked how intimate it was.	1/25/2018 1:34 PM
34	Not too many/few people. Easy to communicate and network.	1/25/2018 12:59 PM
35	The diversity of the presentations, but also limited number, made me go to sessions that I did not think would apply directly to my work, but in the end really offered me invaluable insight.	1/25/2018 12:53 PM
36	Networking	1/25/2018 12:52 PM
37	I was able to meet clients that currently subscribe to VisualDx, as well as meet potential clients.	1/25/2018 12:46 PM
38	The information was useful for my job. It was motivating, and provided some new ideas to try at my work.	1/25/2018 12:36 PM
39	Seeing colleagues and having meaningful and useful conversations with them & hearing Dr. Carmona speak.	1/25/2018 12:36 PM
40	Dr. Carmona's talk. Discovery tool talks---both Ovid and the special content session	1/25/2018 12:35 PM
41	A variety of useful sessions this time. Meaty!	1/25/2018 12:30 PM
42	Networking with vendors and colleagues. The food was also quite good!	1/25/2018 12:20 PM
43	lightning sessions	1/25/2018 12:17 PM
44	Plenty of time to network with friends and colleagues (but not too much networking time!)	1/25/2018 12:12 PM
45	The lightening talks/papers	1/25/2018 12:10 PM
46	Seeing colleagues in person; getting to network face to face. And Richard Carmona-he was terrific!	1/25/2018 12:06 PM
47	Special session on library closures.	1/25/2018 12:03 PM
48	Networking with my colleagues and hearing about what they are doing and how they are doing it!	1/25/2018 12:03 PM
49	Dr. Richard Carmona's talk. I could have listened to him for another hour.	1/25/2018 11:58 AM
50	Lots of relevant content and engaging speakers	1/25/2018 11:56 AM
51	Networking	1/25/2018 11:23 AM

Q16 The one thing I liked least about the JOINT 2018 conference was:

Answered: 43 Skipped: 21

#	RESPONSES	DATE
1	The meeting rooms were very cold during the first CE day.	2/5/2018 6:03 PM
2	The location of the hotel in relation to other things to do in the area. It would have been nice to be able to walk easily to some other attractions.	2/5/2018 2:32 PM
3	While Betsy Humphries is a great resource, her presentation was not engaging at all, and I found it difficult to follow along.	1/31/2018 11:18 AM
4	Didn't get a chance to stay, connect, and see the rest of the conference	1/30/2018 6:55 PM
5	having to fly to get there	1/30/2018 1:46 PM
6	Cold rooms!	1/30/2018 1:09 PM
7	The hotel cost was high.	1/30/2018 12:53 PM
8	Poor timing and spacing of events. I can appreciate that Dr. Carmona had a tight schedule and fit us into his day. However, if we knew that his talk should start at 4 on the dot, then we needed to adjust the rest of the conference program to allow for transition between the different sessions. It was not fair to the presenters nor the participants to have their sessions cut off so indelicately. And in general, transitions and timing were off, either the breaks were too long or there wasn't enough time to collect your thoughts and network between events. Also, the vendors looked bored out of their minds most of the time. We just didn't have a lot of attendees and I wonder how many of them would return for a conference with only 100 people.	1/30/2018 12:46 PM
9	--	1/30/2018 12:39 PM
10	freezing rooms	1/29/2018 10:18 AM
11	everything was fine	1/29/2018 9:49 AM
12	Loved it all! (OK, one thing... conference badges could have had work affiliations)	1/29/2018 8:55 AM
13	Location	1/28/2018 6:08 PM
14	no problem with anything	1/27/2018 5:27 PM
15	The final Dinner and "Music" was rather average. I was expecting something more. The rooms for the lightning talks and such were way too small.	1/27/2018 3:13 PM
16	Distance from the hotel area to the conference rooms area and having to go outside to get to the restrooms	1/26/2018 4:54 PM
17	Layout of one of the rooms with seating extending all the way to the side walls.	1/26/2018 1:45 PM
18	Putting U in UX	1/26/2018 1:25 PM
19	Too much "down time" on Tuesday pm waiting for Dr. Carmona. None of the talks were of interest.	1/26/2018 11:51 AM
20	Nothing really	1/25/2018 5:32 PM
21	recordings not available to see later as I couldn't attend some sessions.	1/25/2018 4:47 PM
22	The cold room temps	1/25/2018 4:30 PM
23	CEs weren't really applicable for me.	1/25/2018 4:04 PM
24	"video tools" presentation	1/25/2018 2:47 PM
25	Th cold temperature.	1/25/2018 2:40 PM
26	Tuesday schedule seemed to have some big gaps in it	1/25/2018 2:38 PM
27	nothing	1/25/2018 2:22 PM
28	Tuesday evening reception - it was nice but it made me stay and extra night	1/25/2018 2:13 PM

29	It was a bit pricey for such a small conference.	1/25/2018 1:34 PM
30	The outdoor bathrooms.	1/25/2018 12:53 PM
31	Seating arrangements / where sessions were held	1/25/2018 12:52 PM
32	It was in Scottsdale and I had to deal with all that traffic.	1/25/2018 12:36 PM
33	n/a	1/25/2018 12:36 PM
34	The second day had too much downtime and items not relevant to my work.	1/25/2018 12:35 PM
35	Rooms were cold at first. Lighting in session rooms was poor; too low for me.	1/25/2018 12:30 PM
36	It was cold.	1/25/2018 12:20 PM
37	cold venue	1/25/2018 12:17 PM
38	I wish the reception had been on Monday night- I had to leave on Tuesday and I was sad to miss it.	1/25/2018 12:12 PM
39	The opening reception...it was lame. I realize it wasn't sponsored but chips and a cash bar? That did not encourage me to stay and connect with the vendors or my colleagues. MLGSCA should have at least sprung for one drink and cheese/crackers. Fortunately the rest of the meeting was great, but it gave me pause at first.	1/25/2018 12:10 PM
40	Not all sessions had moderators/time keepers/introducers of presenters which I think is necessary.	1/25/2018 12:06 PM
41	Layout of conference center (outside bathrooms, long distance to boardrooms).	1/25/2018 12:03 PM
42	Mother nature was not cooperative. It was cold in the conference center rooms and especially the hallways. I had to have my coat on all the time. This had nothing to do with the planning committee. Maybe the hotel?	1/25/2018 11:58 AM
43	Overlapping events meant I couldn't attend all I wanted to	1/25/2018 11:56 AM

Q17 The one thing that could make this conference even better is:

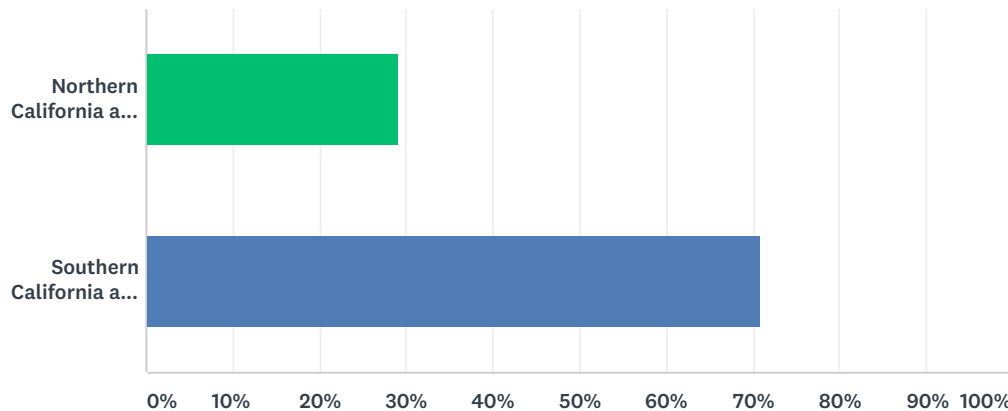
Answered: 36 Skipped: 28

#	RESPONSES	DATE
1	More free food!	2/5/2018 6:03 PM
2	Although there were electronic screens outside of the doors, I think at least one large map of where rooms are located would be useful since there was no paper program.	2/5/2018 2:32 PM
3	warm up the meeting rooms!	1/30/2018 1:46 PM
4	more people	1/30/2018 1:29 PM
5	No suggestions - thought it was great!	1/30/2018 1:09 PM
6	For me - more of a focus on consumer health.	1/30/2018 12:53 PM
7	to have it in Tucson!	1/30/2018 12:50 PM
8	Anyway we could make the RML presentation a session instead of a mandatory lunch meeting event. It was difficult to hear over lunch discussions and was a bit haphazard with all of the presenters coming up and down from the stage.	1/30/2018 12:46 PM
9	some of the contributed papers could have been entire hour-long programs by themselves	1/30/2018 12:39 PM
10	More attendees.	1/29/2018 1:31 PM
11	Maybe a chill DJ and BYOB or low-cost evening lounge setup	1/29/2018 10:18 AM
12	I thought it was well organized overall	1/29/2018 9:49 AM
13	I think everything was great.	1/29/2018 8:55 AM
14	Bigger meeting rooms.	1/27/2018 3:13 PM
15	Allow a 10--15 minute break between sessions, and maybe a longer mid-afternoon break to enjoy the sunshine.	1/26/2018 1:45 PM
16	have a few minutes between sessions to allow for movement between rooms. sessions were always running behind because you had no buffer.	1/26/2018 1:25 PM
17	Better signage: events of day and locations; outside rooms	1/26/2018 11:51 AM
18	I really cannot think of anything right now. Enjoyed it	1/25/2018 5:32 PM
19	Record some important sessions, or make slides available, esp for the plenary and make available to registered attendees.	1/25/2018 4:47 PM
20	More in-depth presentations instead of lightning rounds.	1/25/2018 2:47 PM
21	Add a few crunch snacks besides nuts.	1/25/2018 2:40 PM
22	a location more accessible via public transit	1/25/2018 2:38 PM
23	option to have a local library tour or an outing in the area	1/25/2018 2:22 PM
24	None really - good event!	1/25/2018 2:13 PM
25	snacks available or coffee breaks	1/25/2018 1:34 PM
26	A little more time between sessions and/or a space for hands on work.	1/25/2018 12:53 PM
27	Longer poster session (why was it only 30min!?)	1/25/2018 12:52 PM
28	Add programming for students/support staff/paraprofessionals and encourage them to attend!	1/25/2018 12:36 PM
29	more attendees	1/25/2018 12:17 PM
30	Closer to public transportation, but it was a really nice hotel.	1/25/2018 12:12 PM
31	Group social events other than dine-arounds and a conference facility dinner	1/25/2018 12:10 PM

32	More attendees! Although I know that is easier said than done.	1/25/2018 12:06 PM
33	More attendees.	1/25/2018 12:03 PM
34	A reasonable hotel price. \$748.44 for three nights is too expensive.	1/25/2018 12:03 PM
35	Nothing	1/25/2018 11:58 AM
36	more sessions relevant to academic librarians	1/25/2018 11:57 AM

Q18 Please identify your regional MLA chapter affiliation (even if you are not a member of that chapter)

Answered: 62 Skipped: 2

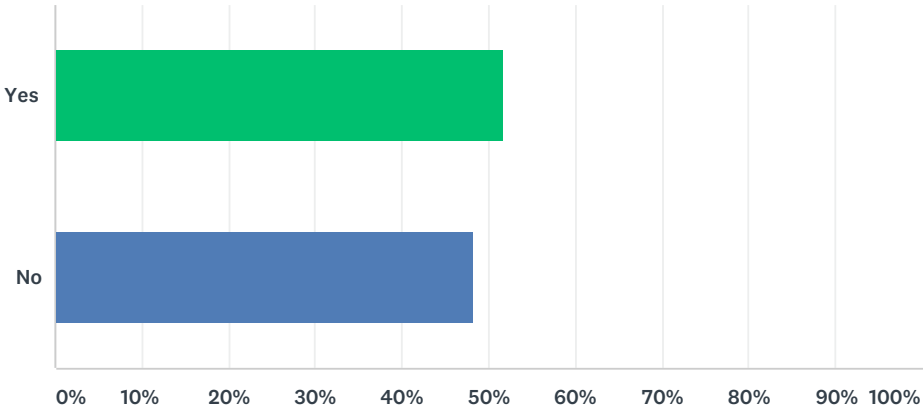


ANSWER CHOICES	RESPONSES	
Northern California and Nevada (NCNMLG)	29.03%	18
Southern California and Arizona (MLGSCA)	70.97%	44
TOTAL		62

#	OTHER CHAPTER	DATE
1	PNC	1/26/2018 1:45 PM
2	NA- I am a Vendor	1/25/2018 12:46 PM
3	PNC FYI question18 didn't allow for an 'other' option	1/25/2018 11:58 AM

Q19 Should the JOINT NCNMLG/MLGSCA conference offer a virtual option for attendees in the future?

Answered: 62 Skipped: 2



ANSWER CHOICES		RESPONSES	
Yes		51.61%	32
No		48.39%	30
TOTAL			62

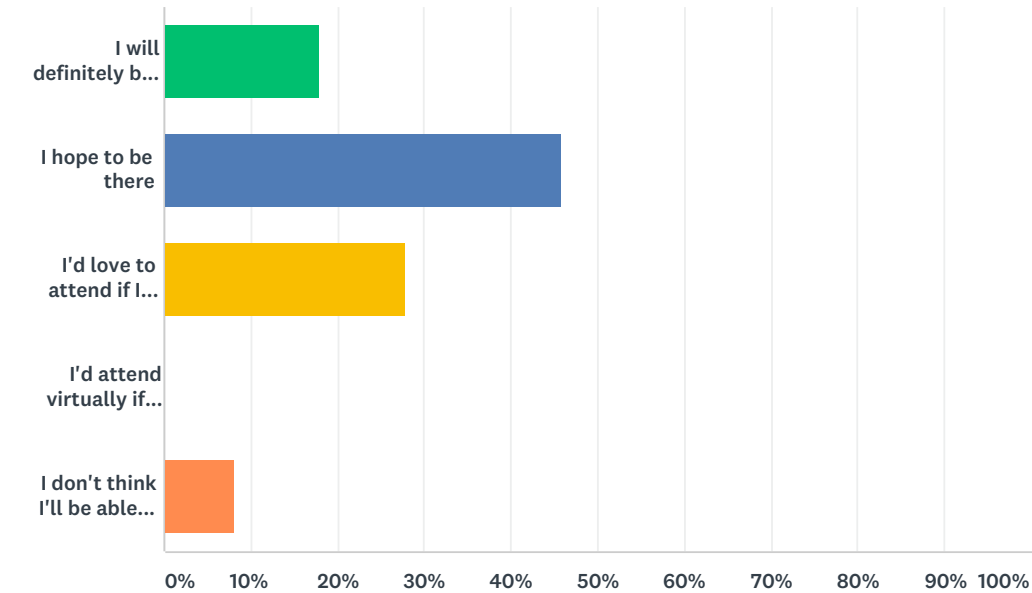
Q20 The next JOINT NCNMLG/MLGSCA meeting will be in San Francisco, CA with the theme "Critical health sciences librarianship: examining our role in social justice". Please suggest speakers of interest you would like the planning committee to contact to present.

Answered: 16 Skipped: 48

#	RESPONSES	DATE
1	I can't think of anyone off the top of my head, but I do think it should be a person of color. I do have the contact info of the planners, so I will forward any recommendations to them.	1/31/2018 11:18 AM
2	Chris Shaffer, head of USCF library Talk/Read/Sing people, here in the Bay Area (literacy start for toddlers)	1/30/2018 1:46 PM
3	Drew Bourn, Historical Curator at Stanford's Lane Medical Library	1/30/2018 1:29 PM
4	KevinMD.com	1/30/2018 1:09 PM
5	Inviting a few of the health science student organizations at the respective schools in the Bay Area to come and talk to conference attendees about the ways in which we can better collaborate to create more equitable library spaces and services. Some awesome archivist from the Bay Area who can speak on the value of archives and participatory/community involved archival collection development projects. A viewing of one of the documentaries from the Health Equity Institute for Research, Practice, and Policy from San Francisco State University. Would be cool to hear from health science librarians who work at the intersection of public health and academic medicine...yes, I'm looking at you UCSF. And pie in the sky idea is to invite Priscilla Chan to talk about the Chan Zuckerberg Initiative and how philanthropy plays a role in social justice work, either directly or indirectly.	1/30/2018 12:46 PM
6	--	1/30/2018 12:39 PM
7	Dean Guistini for Wikipedia Health or Wikipedia Rosie Stephenson-Goodknight or Monica Sengul Jones	1/29/2018 10:18 AM
8	This topic doesn't sound very interesting to me unless I'm not interpreting the title correctly.	1/27/2018 5:27 PM
9	Atul Gawande, Eric Topol	1/25/2018 4:47 PM
10	Helen Osborne - Health Literacy expert	1/25/2018 2:47 PM
11	Dr. Manoucheka Celeste Dr. Safiya Noble Dr. Kimberle Crenshaw	1/25/2018 2:40 PM
12	The author of "Unfair: The New Science of Criminal Injustice", Adam Benforado. This was the Silicon Valley Read book in 2017. - Jeannette Walls, the author of "The Glass Castle".	1/25/2018 2:22 PM
13	Don't know of anyone at present.	1/25/2018 12:30 PM
14	Kathryn Houk from UNLV- I'd like to hear her present on her graphic medicine work.	1/25/2018 12:12 PM
15	Not sure	1/25/2018 12:10 PM
16	Someone from Apple, or Facebook. After all they are located in northern california. Maybe they could donate an hour or 90 minutes of their time and write it off their taxes.	1/25/2018 11:58 AM

Q21 How likely are you to attend the next JOINT meeting in San Francisco, CA, June 2019?

Answered: 61 Skipped: 3



ANSWER CHOICES		RESPONSES	
I will definitely be there		18.03%	11
I hope to be there		45.90%	28
I'd love to attend if I were able to secure funding		27.87%	17
I'd attend virtually if that were an option		0.00%	0
I don't think I'll be able to attend		8.20%	5
TOTAL			61

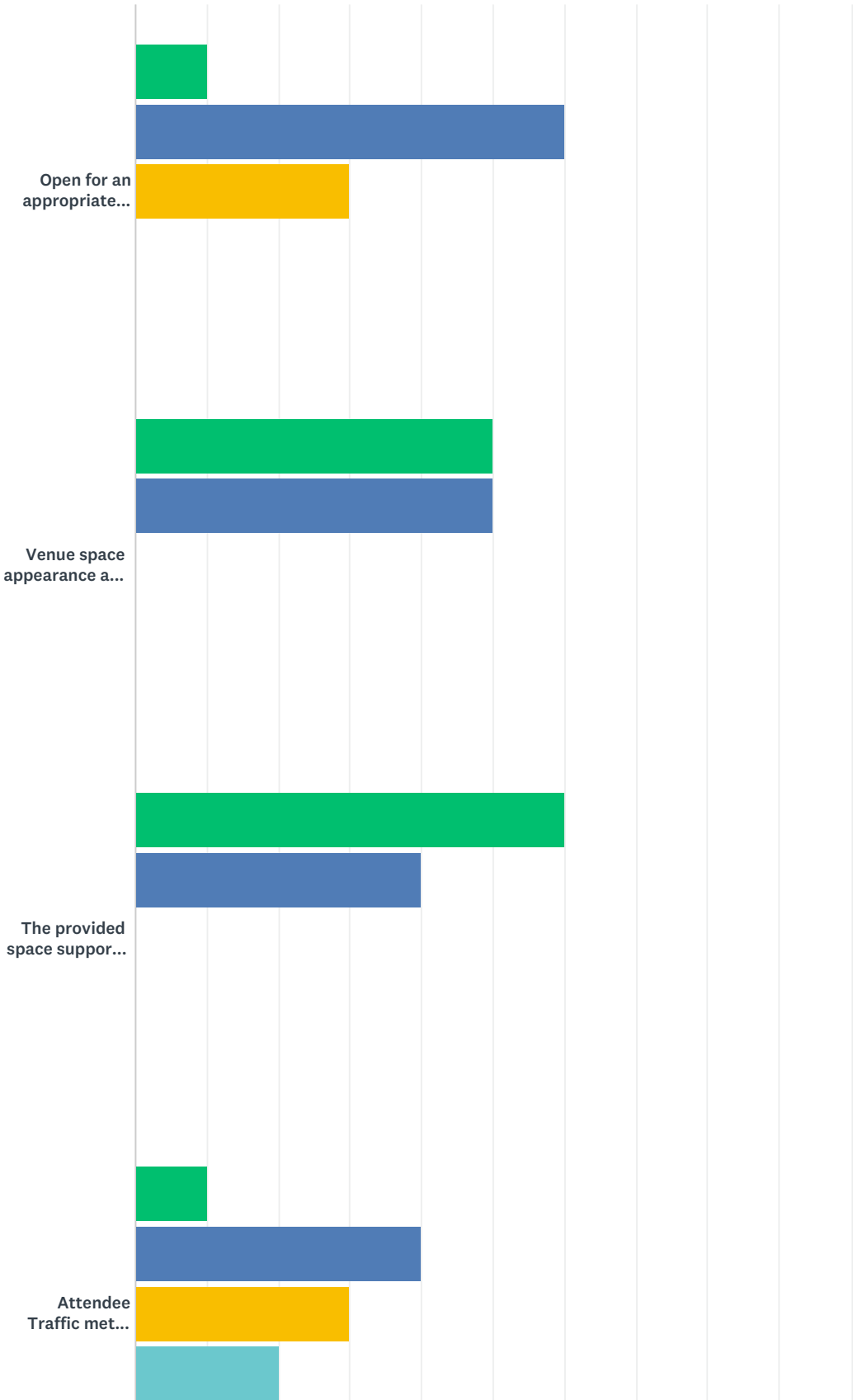
MLGSCA/NCNMLG Joint Meeting 2018
“Crossing the Canyon: Bridging Divides & Navigating Waters”
Embassy Suites by Hilton, Scottsdale, Arizona

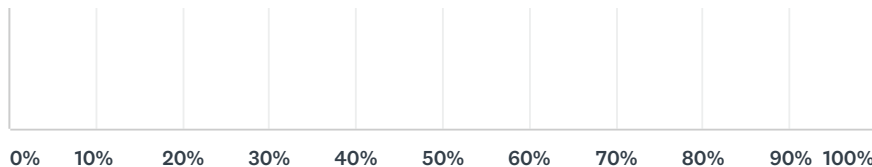
Appendix D: Vendor Survey Results

The following pages contain the results of the conference evaluation survey by vendors.

Q1 Please respond to following questions about the exhibit space.

Answered: 10 Skipped: 0



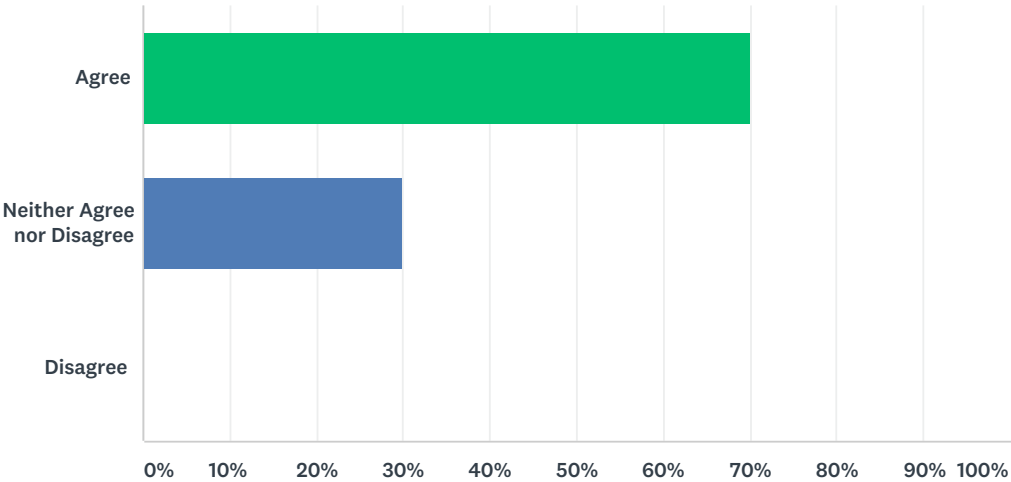


■ Definitely Agree
 ■ Agree
 ■ Neither Agree nor Disagree
 ■ Disagree
 ■ Definitely Disagree

	DEFINITELY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	DEFINITELY DISAGREE	TOTAL
Open for an appropriate length of time	10.00% 1	60.00% 6	30.00% 3	0.00% 0	0.00% 0	10
Venue space appearance and technology needs were met	50.00% 5	50.00% 5	0.00% 0	0.00% 0	0.00% 0	10
The provided space supported my reason for attending	60.00% 6	40.00% 4	0.00% 0	0.00% 0	0.00% 0	10
Attendee Traffic met expectations	10.00% 1	40.00% 4	30.00% 3	20.00% 2	0.00% 0	10

Q2 The cost of the event was worth it considering the venue.

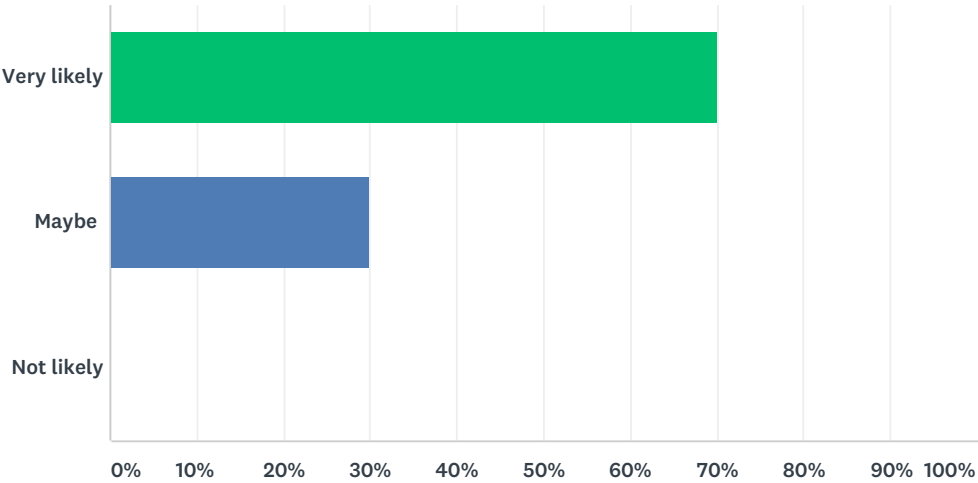
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	70.00%	7
Neither Agree nor Disagree	30.00%	3
Disagree	0.00%	0
TOTAL		10

Q3 How likely are you to send a representative to the next joint MLGSCA/NCNMLG conference in San Francisco, CA in June 2019?

Answered: 10 Skipped: 0



ANSWER CHOICES		RESPONSES	
Very likely		70.00%	7
Maybe		30.00%	3
Not likely		0.00%	0
TOTAL			10

Q4 The one thing that could make this conference better for vendors is:

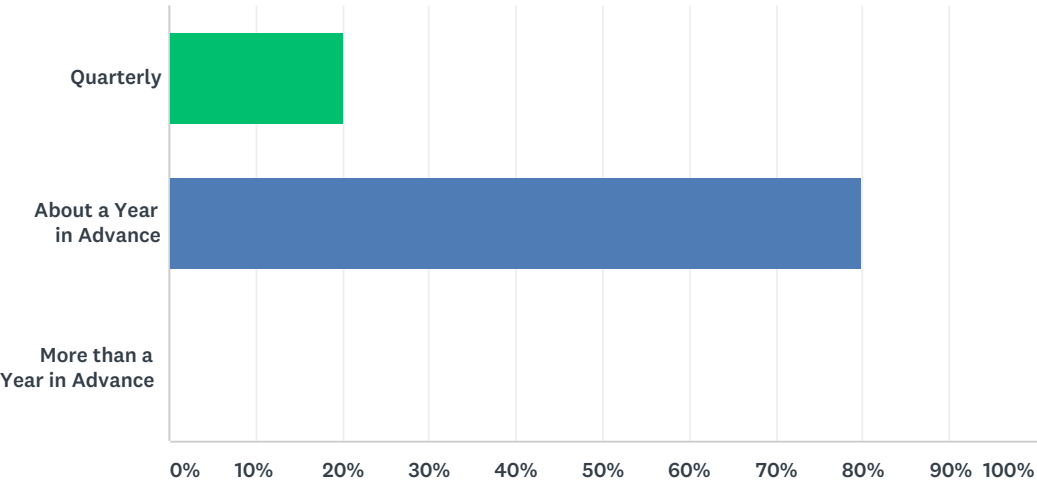
Answered: 9 Skipped: 1

Q5 If you sponsored a session (exhibit break, lunch, cocktail hour, lanyards), please share your comments. (i.e. venue, food, attendance)

Answered: 3 Skipped: 7

Q6 How far in advance do you plan your conference attendance?

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Quarterly	20.00%	2
About a Year in Advance	80.00%	8
More than a Year in Advance	0.00%	0
TOTAL		10

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Appendix E: Facilities Committee Conference Schedule Plan

This document is available upon request as an Excel spreadsheet, some parts of which are on the next page.

MLGSCA and NCNMLG 2018 Joint Conference
APPENDIX E Facilities Committee Conference Schedule Plan

Chairs: Hal Bright / Andrea Harrow
Host Central Committee: Bryan Nugent, Nancy Showalter, Sue Espe, Sydni Abrahamsen, David Bickford

y=Yes n=

		July 3 - 7
Area	To Do	
AV	Claire Sharifi; April Aguiñaga	
	Clarify electric outlet needs	
	Clarify electric outlet availabiliy	
	Set-up Logistics	
	Schedule for set-up	
	Clarify prices - What is included in each conference room and for CE classes	
	Hal work with poster people or us? Hal Whose budget for moveable poster boards? Facility	
	Layout of conference rooms - Janene	
	Connect committee with independent AV housed within ES	
	AV committee to create contract cc: facility committee - communicated	
CE	Mina Davenport, Kelli Hines	
	Clarify room amenities, sizes	
	Clarify CE date and conference room details	
	Layout of conference rooms	
	Who will get free rooms: speakers?	
Evaluations	Michelle B Bass, Kitti Canepi	
	Include food and hotel question on evaluation form	
Facility	http://mlgsca.mlanet.org/joint2018/	
	Final Payment Due	
	Remainder is due 1-2 weeks after the conference	
	Signage Conference Schedule on Easel	
	Signage Main Placard on Easel	
	Signage Each Meeting Room	

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**Appendix F: Facilities Committee Letter to Vendor Committee about
Sponsorship Opportunities**

Hi,

I represent the Hotel/Facilities committee, and we are working on budget estimates.
We want to solicit input from your committee before we submit our estimates.
We have compiled a list of vendor opportunities to sponsor specific events or promotional items; below is the list:

Logo displayed on session projection screens - \$150
Badge Lanyards - \$300
Plenary Sessions - \$300
Unrestricted - \$400
Exhibit hall break – \$500
Lunch -- \$3000
1-Hour Cocktail Reception prior to dinner on Tuesday - \$3000
2-Hour Welcome Reception on Sunday – \$5000

We also would welcome sponsorships that would defray portions of these amounts as well.
Since the expected revenue from vendor sponsorships is \$1500, any amounts we receive above that could be applied to the dinner on Tuesday night or other events.
Please let us know if you have feedback or changes to suggest, or if you think this list is reasonable.

Thank you for your help!

Nancy Showalter
Librarian
Banner – University Medical Center Phoenix
1111 E. McDowell Rd.
Phoenix, AZ 85006
602-839-4352
Nancy.showalter@bannerhealth.com

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Appendix G: Conference Menu Plan

This document is available upon request as an Excel spreadsheet, some parts of which are on the next page.

MLGSCA/NCNMLG Joint Meeting 2018 Committee Reports
APPENDIX G Facilities Committee Conference Menu Plan

GRAND TOTAL Less Sponsorship		\$22,530.00	Total
Time	Saturday January 20, 2018	Sunday, January 21, 2018	Room Set-Up
7:00	Check-In for CE Silverman Foyer Table Tops	Registration Check-In Vendor Set-up (7:00 - 4:00) Breakfast (7:00 - 8:00)	Silverman Foyer Table Tops Kiva I - Hacienda III Table Tops Mohave Foyer
8:00			en
9:00		CE (9:00 - 12:00): Practically Imperfe	Mohave I Classroom
10:00			
11:00			
12:00			
1:00		CE (1:00 - 3:00): Beginning with Endl CE (1:00 - 5:00): Doctor Speak for M	Mohave II Classroom Mohave III Classroom
2:00			
3:00			

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Appendix H: Programming Committee Presenter Agreement

Presenter Agreement

You agree to present at the opening of the 2018 NCNMLG/MLGSCA Joint Meeting and the Introduction of the Guest Speaker on the evening of the 2nd day of the conference.

You will be presenting on January 22, 2018 at 8:30 am (MLA Updates) at the Conference Center & Hotel: Embassy Suites by Hilton Scottsdale Resort The guest Speaker will be introduced at 5:30 on Tuesday 23rd.

The Program Committee will:

- Reimburse you for, airport transfers, meals and up to three nights stay at the Embassy Suites.
- Provide the conference room, equipment and supplies for the presentation.
- Pay you the agreed upon reimbursable expenses within one month after you submit all receipts.

In addition to presenting at the program, the presenter agrees to:

- Complete and return a signed copy of this agreement by August 15, 2018
- Send the presenter bio and photograph for publicity use to the Plenary Chairs by January 5, 2018.
(Barbara, if you don't have slides ignore that bit but do send us a bio as soon as you can as our guest speaker would like to see who is introducing him)
- Bring or submit prior to the meeting an electronic version of your handouts for posting to the meeting website. *(Again Barbara, if you have any)*
- Complete and return the IRS W-9 Tax Form
- Submit receipts for agreed upon reimbursable expenses within two weeks of the end of the Conference.
- Agree to allow the publication of photos taken during the conference.

Presenter Name: _____

Presenter Signature & Date: _____

Plenary Committee Co-Chair Signature & Date: _____

NCNMLG/MLGSCA Joint
Conference

MLGSCA/NCNMLG Joint Meeting 2018
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Appendix I: Programming Committee Plenary Letter



July 26, 2017

We are pleased that you have agreed to be a Plenary Speaker at the January 2018 Joint Meeting of the Medical Library Group of Southern California & Arizona (MLGSCA) and the Northern California & Nevada Medical Library Group (NCNMLG) in Scottsdale, AZ. Your presentation will most certainly enrich our educational offerings.

Plenary Speaker Session

Monday, January 22nd 2018 at 9:00am

Embassy Suites by Hilton Scottsdale Resort

The attached agreement form specifies expected responsibilities of the presenter and the program committee. This form must be signed before any presentation can be scheduled. Please send us a signed copy prior to August 15, 2017

We will send confirmation of the agreement by August 20, 2017. In the unlikely event that the program is cancelled you will be notified by December 1, 2017

Please do not hesitate to contact me if you have any questions or concerns.

Best,

Caroline Marshall MLS, AHIP

President MLGSCA

Senior Medical Librarian
Cedars-Sinai Medical Library
Cedars-Sinai Medical Center
8700 Beverly Boulevard, ST Plaza RM 2185
Los Angeles 90078
310-423-2315
Caroline.Marshall@cshs.org

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Appendix J: Programming Committee Epstein Letter

Speaker Confirmation

August 1, 2017

Dear Ms. Epstein

We are pleased that you have agreed to be the “welcome and introductory” Speaker at the January 2018 Joint Meeting of the Medical Library Group of Southern California & Arizona (MLGSCA) and the Northern California & Nevada Medical Library Group (NCNMLG) in Scottsdale, AZ. Your presentation will most certainly enrich our educational offerings.

Welcome Speaker Session

Monday, January 22nd 2018 at 8:30

Guest Speaker Introduction

Introduction of guest speaker 5:30

Embassy Suites by Hilton Scottsdale Resort

We are happy to contribute to your expenses and suggest the following

- Room for the conference January 21 to check out on January 24
- Food
- Transport to and from the airport

We will take care of the room ourselves but if you could invoice us for any food items and your ground transport that will be great.

Please do not hesitate to contact us if you have any questions or concerns.

Yours Sincerely

MLGSCA/NCNMLG Joint Meeting 2018
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Appendix K: Promotion/Web Committee Listservs Targeted

MEDLIB-L@LIST.UVM.EDU
List@mlgsca.mlanet.org
<https://www.facebook.com/groups/MLGSCA/>
<https://twitter.com/mlgsca>
<https://www.facebook.com/NCNMLG/> (inactive in 2017-2018)
https://twitter.com/NCN_MLG (inactive in 2017-2018)
ncnmlglist@lists.stanford.edu
scil@listserv.carl-acrl.org
scholars@lists.ala.org
carlall@listserv.carl-acrl.org
stella-l@du.edu
ischool-share@sjsu.edu
ischool-alumni@sjsu.edu

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Appendix L: Promotion emails

This document is available upon request as an Excel spreadsheet, some parts of which are on the next page.

(please excuse cross-posting)

It's not too late to register for the 2018 MLGSCA/NCNMLG Joint Meeting. Come learn, network, and socialize with your colleagues January 21-24, 2018 in Scottsdale, Arizona.

The online schedule is now available! Check out the upcoming CEs, lightning talks, posters, and papers - <http://mlgsca.mlanet.org/joint2018/schedule/>

Plenary speakers include:

- Betsy Humphries, M.L.S.: Acting Director, National Library of Medicine (retired), previously NLM Deputy Director
- Barbara Epstein, M.S.L.S.: President, Medical Library Association, and Director, University of Pittsburgh Health Sciences Library System
- Richard H. Carmona, M.D., M.P.H., FACS: 17th Surgeon General of the United States, Chief of Health Innovation at Canyon Ranch, and Distinguished Professor at University of Arizona

There will also be a raffle for a Kindle Paperwhite at the closing dinner.

Register now at: <http://mlgsca.mlanet.org/joint2018/registration/>

Today is the last day to register for the for the 2018 MLGSCA & NCNMLG Joint Meeting! Visit <http://mlgsca.mlanet.org/joint2018/registration/> to register today!

If you've already registered, see below for more information on the schedule:

The schedule is available online at <http://mlgsca.mlanet.org/joint2018/schedule/>. You must sign up for an account in order to create a personalized schedule and an attendee or speaker profile.

You can use the web-based app to access the schedule from your phone or tablet. This is a completely web-based app, so you cannot download it, but it works well and is easy to use.

To access the web-based app, go to the online schedule via your computer, phone or tablet. If you are on a desktop or laptop, click the mobile phone icon for instructions to access the web app. If you are on a mobile phone or tablet, you will be prompted to use the mobile app.

If you prefer a print schedule, please print the schedule before the conference.

You can print the complete schedule or your personalized schedule. There will be no printed programs distributed at the conference.

MLGSCA/NCNMLG Joint Meeting 2018

“Crossing the Canyon: Bridging Divides & Navigating Waters”

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Appendix M: Registration Committee Vendor List

bepress

Dave Stout
Morgan Ziontz

Cambridge University Press

Paul Gallagher
Stephanie Kaelin

EBSCO *

Andrea Spector
Anna Ramsay
Angie Biesterfeld
Tyson Dion
Christian Patrick
Tom Baer

Future Science Group

Robert Bergiven

JAMA Network

Natasha Nekola

Karger Publishers

Amy Gibson

LM Information Delivery

Robert Karmelich

Mary Ann Liebert Publishers

Patrick Brown

McGraw-Hill Education

Joe Boucher

Medical Library Association

Kevin Baliozian
Barbara Epstein

NEJM Group

Mike Tavares, Regional Sales Director

NNLM, Pacific Southwest Region

Our full name for registration materials or other printed materials should be:

National Network of Libraries of Medicine,
Pacific Southwest Region

Kay Deeney, MLS, AHIP
Marco Tamase

Rockefeller University Press

Gregory Malar, Business Development
Director.

Rittenhouse

Wendy Bahnsen

SAGE Publishing

Shane McCarthy

SCELC

Rick Burke Executive Director
Carly Ryan Licensing Programs Manager

Society for Microbiology

Rachel Peckover

STAT!Ref

Ali Shukri

Thieme Publishers

Jim Marcus

Third Iron, LLC

Hayley Harris

Unbound Medicine

Samantha Denny

VisualDx

Christan Brown
Jenny Clancy

Wolters Kluwer *

Kathi Grainger
Keith Neumeyer
Tom Nufer
Tom McGeough
John Schwartz

*Denotes “Gold” Vendor registration

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Appendix N: Registration Committee Attendee List

Aaronson, Ellen	Consales, Judith	Herrera, Allison
Abrahamsen, Sydni	Cuddy, Colleen	Hines, Kelli
Abueg, Jennifer	Davenport, Mina	Houk, Kathryn
Aguinaga, April	Davis, Jackie	Howell, Kerry
Akin, Kelly	Dinalo, Jennifer	Johnson, Jean
Almader-Douglas, Diana	Enslow, Electra	Johnson, Robert
An, Youngmi	Fricke, Suzanne	Kanungo, Chandrika
Bass, Michelle	Gaither, Kirsty	Kisylia, Suzy
Bickford, David	Galvan, Nicole	Kiyoi, Stephen
Birr, Rebecca	Goldman, Julie	Kysh, Lynn
Bluhm-Stieber, Hella	Gonnerman, Kristyn	Lieggi, Michelle
Bright, Harold	Goodman, Xan	Linden, Danielle
Brodie, Adrienne	Grinstead, Carrie	Lynch, Kathy
Buttner, Mary	Ham, Kelli	Lyubechansky, Alexander
Canepi, Kitti	Harrington, Molly	Mailander, Nita
Carlock, Danielle	Harrow, Andrea	Maley, Samantha
Carlson, Kathleen	Harvey, Sally	Marks, Lisa
Carr, Alan	Heilemann, Heidi	Marshall, Caroline
Christianson, Lori	Henner, Terry	McClain, Cinda
Clancy, Stephen	Hermer, Janice	McGee, Lashaon

McLeod, Beverly	Sharifi, Claire
Miller, Dick	Shelly, Susan
Mody, Nisha	Showalter, Nancy
Myers, Bethany	Sinha, Reeta
Nip, Daisy	Slebodnik, Maribeth
Nugent, Bryan	Tackitt, Suzanne
Nugent, Ruby	Tompson, Sara
Nuñez, Annabelle V Nuñez	Wandersee, Janene
Ogawa, Rikke	White, Billie
Olmos, Nancy	Wyles, Christina
O'Pry, Venessa	Yang, Anna
Osuna-Garcia, Antonia	Zeblisky, Kathy
Pardon, Kevin	Ziontz, Morgan
Patterson, Laura	Zipperer, Lorri
Perry, Gerald	
Rachal, Michelle	
Reavie, Keir	
Runnels, Cindy	
Saric, Karin	
Schilperoort, Hannah	
Schneider, Debra	
Schwatz, Diane	
Seaton, Helen J	
Shaffer, Christopher	