

POLICIES GOVERNING CONFERENCE REGISTRATION, LITERATURE DISTRIBUTION, AND CONFERENCE SPEAKERS

Adopted by the ILA Executive Board, November 22, 1996

Policies Governing Conference Registration

- 1) Admission to programs is by official conference badge only.
- 2) All attendees must register for the conference. Exceptions:
 - a.) Registration fee for ILA staff is waived.
 - b.) Special guests of ILA, such as the speakers for General Sessions, will have their registration waived for the entire conference. The ILA President, Executive Director, and/or the Conference Chair can approve guests to the conference.
 - c.) At conference social events, one guest may attend without conference registration if accompanied by a registered conferee. Guests must purchase event ticket(s) if applicable.
- 3) There will be a preferential registration fee for ILA members. A preferential registration fee may be extended to other groups with the approval of the ILA Board.
- 4) Volunteers, including committee members, are expected to pay the regular registration fees to attend the conference. There are no special discounts or preregistration for committee members.
- 5) A discounted fee for all categories of registrants will be offered to individuals who preregister.

Policies Governing Conference Literature Distribution

Nonprofit organizations may submit materials for the Literature Distribution area. These materials must be approved in advance by the conference manager. No commercial firms may use this area. All handling is the responsibility of the applicant.

Policies Governing Conference Speakers

1. Regular Conference Programs Honoraria/Expenses
 - a) ILA members will not receive honoraria nor have expenses reimbursed for presenting regular conference programs.
 - b) Employees and trustees of Illinois libraries who are not members of ILA will receive a one-day waiver of the registration fee for the day they are speaking. They will not receive honoraria nor have expenses reimbursed for presenting regular conference programs.
 - c) Speakers not related to the Illinois library community will receive a one-day waiver of the registration fee for the day they are speaking. They are eligible to receive honoraria, fee to be established on a case-by-case basis, and to be reimbursed for expenses. (Reimbursable expenses to include: a pre-established per diem, travel expenses, and host costs at the conference hotel.)
 - d) Honoraria and expenses for non-members and non-librarian speakers will be negotiated by ILA staff in consultation with the Conference Committee.

2. All speakers may be reimbursed for the duplication costs of hand-outs to be distributed to program attendees with the prior written approval of ILA staff (maximum of \$50).
3. Requests for equipment to be used by speakers must be submitted to ILA staff for review within a time frame established by the staff in consultation with the Conference Committee.
4. Decisions concerning the taping of program sessions will be made by ILA staff. A release form signed by the speaker must be on file before a conference program may be taped.

Policies Governing Preconference Speakers

For preconferences the following is in effect:

<i>Employees & trustees of Illinois libraries</i>	<i>Transport</i>	<i>Registration Waived</i>	<i>Hotel</i>	<i>Per Diem</i>	<i>Photocopies (\$50 max.)</i>
ILA members	NO	YES	YES	YES	YES
Nonmembers	NO	YES	YES	YES	YES

Sponsorship Guidelines

At the November 15, 2002, ILA Executive Board meeting, the board determined to propose the following "Sponsorship Guidelines" for the ILA membership's consideration at the 2003 ILA Annual Conference:

- 1) Sponsors will be invited to send a representative to the Opening General Session to be introduced by the ILA president; the representative would not be invited to speak at the session.
- 2) At smaller events, sponsors could be invited to speak by the organizers of the event. Presentations would be limited to five minutes.
- 3) Sponsor banners will not be displayed at the Opening General Session. They could be displayed at other events at the discretion of the event organizers.
- 4) Signs produced by ILA and bearing the sponsor's logo will be displayed at all events.
- 5) The sponsor's logo will be displayed in the conference program book.
- 6) Distribution of promotional materials would be permitted. At the Opening General Session, materials may be placed on chairs; the association, however, does not provide literature distribution tables for promotional materials. Organizers of individual events may allow promotional materials to be displayed and distributed for the length of that event only.
- 7) Sponsors will be allowed to greet attendees at receptions.
- 8) Deadlines must be met by sponsors. Those responsible for conference sponsorship fundraising will be made aware of these deadlines.

Passed by the ILA Membership, October 16, 2003.