

# Top 10 Tips for a Great 2016 Reaching Forward

## 1. Plan Ahead

With a full day of programming ahead of you, take some time to view the entire conference schedule at <http://bit.ly/1SvlEdx> to determine the programs you want to attend.

## 2. Know Where You're Going

The conference will be held at the Donald E. Stephens Convention Center, at 5555 N. River Road in Rosemont. Visit <http://bit.ly/1K5A2Rm> for driving directions.

For those taking public transportation, the Convention Center is a quarter mile south of the CTA Rosemont Blue Line station. Visit <http://www.transitchicago.com/> for full information.

Parking is available at the Rosemont parking garage across the street from the Convention Center, directly behind the Embassy Suites and DoubleTree Hotels, for a cost of \$15 per day. When inside the parking garage, take the elevator to the SB (SkyBridge) level and follow the sky bridge to the convention center. You may want to consider paying for your parking when you arrive to avoid long lines at the end of the day. Visit <http://bit.ly/SaDdSQ> for a map of the route between the parking deck and conference center.

## 3. Bring Your Badge

This mailing includes your conference badge. To speed up the morning check-in process, please be sure to bring your badge along so you can grab your registration materials when you arrive and head into the ballroom for breakfast.

## 4. Don't Forget Your Appetite

Registration for Reaching Forward includes a continental breakfast and luncheon. The continental breakfast includes coffee, tea, fruit juices, breakfast pastries, and fresh fruit. Grab your breakfast and find a table – the morning welcome will begin at 8:45 a.m.

This year's luncheon features a garden salad and freshly baked rolls. The entrée will be rosemary garlic roasted chicken breast with oven-roasted potatoes and green beans. The vegan/gluten-free entrée will be a quinoa and tofu stuffed pepper with roasted red pepper sauce.

If you need a special meal, such as vegan or gluten free, and have not yet requested it, please email Tina Koleva at [tina@ila.org](mailto:tina@ila.org) as soon as possible. A ticket will be required for special meals and requests cannot be accommodated onsite. Tickets can be picked up onsite at the Help Desk.

## 5. Dress for the Day

As much as we try, it's difficult to control the climate in a large building. Consider dressing in layers so you can adjust to changing temperatures. Remember to wear comfortable shoes – you may be covering a lot of ground!

## 6. Visit the Exhibits

Exhibits will be open from 8:00 a.m. to 3:45 p.m. Take some time to check out what our exhibitors have to offer – library materials, continuing education opportunities, and something special for yourself. Exhibits help to underwrite the cost of the conference and keep registration fees down – so please help us make our exhibitors feel welcome. Visit <http://bit.ly/1rOWc1o> for a full list of exhibitors.

## 7. Challenge Yourself

Step outside your comfort zone – sit with someone you don't know at breakfast or lunch. Seating is open, so take a chance and make a new connection!

## 8. Discover Something New

Attend a program outside your experience. Check out the Performers' Showcase to find a new program for your library. Visit the Conversation Stations to share your ideas and pick up some new ones.

## 9. Tell Us What You Think

Your feedback will help us plan next year's conference. Please take a moment to fill out the conference evaluation, which will be sent via email. We really do listen to our attendees!

## 10. Take the Next Step

If you enjoy your experience at Reaching Forward, consider taking the next step and joining the Reaching Forward planning committee. We're always looking for new ideas and fresh faces! Contact Cyndi Robinson at ILA – [robinson@ila.org](mailto:robinson@ila.org) or (312) 644-1896 – for more information.

## Questions?

Contact the Illinois Library Association at (312) 644-1896 or [ila@ila.org](mailto:ila@ila.org). We look forward to seeing you on May 6.