

NJLA Conference Committee

Thursday, September 17, 10:00- 12:30 PM (Coffee 9:30)

Monroe Township Library, 4 Municipal Plaza, Monroe Township, NJ 08831 (732) 521-5000 Directions: http://www.monroetwplibrary.org/directions.htm#directions

10:00 Welcome & Introductions - Kathy Schalk-Greene, chair

Icebreaker: Your name, library, what NJLA Committee, Section or Roundtable you represent

Brainstorm: What word do you think of when you think of the conference?

10:15 Agenda Review - Kathy

Meeting roles: timekeeper:

recorder:

Update contacts list

Who's on for lunch?

10:20 Getting into "Conference Mode": Kathy Schalk-Greene

Looking Back:

10:35

12:05

2009 Conference Evaluations James Keehbler

2009 Conference Attendance Lynn Schott

Looking Ahead:

10:50	2010 Theme:	Susan Briant
11:00	2010 conference planning schedule	Kathy Schalk-Greene
11:15	How to fill in the online form	Karen Klapperstuck
11:30	How to promote	Paul Schroeder
11:45	How to host a conference program	Kathy Schalk-Greene
11:55	Room Set-up & AV	Karen Klapperstuck
12:00	Care and feeding of speakers	Lynn Schott

Evaluate Meeting

Summarize Next Steps