

## “Dollars & Cents”

**One of the speakers for our program is a New Jersey librarian. Does he/she have to register for the conference?**

The most direct answer is - they should support the professional association. However, if a speaker is not registered for the conference, they can only attend the program at which they are presenting and visit the exhibits. They may not attend any other programs, special events or meal functions.

**How do I determine how much to pay the speaker we want for our program?**

First, consult the [speaker reimbursement policy](#) to determine what can be offered to the speaker. Secondly, ask the speaker what their usual honorarium is. If you have questions about the amount, email the Conference Committee Chairs ([NJLA.Conference@gmail.com](mailto:NJLA.Conference@gmail.com)) BEFORE you confirm. The Conference Committee has a good idea of appropriate ranges. And, if the amount is higher than we would like, you can always ask if they will negotiate, or if they will consider offering more than one presentation while they are at the conference. We have had speakers agree to reduce their price because they are pleased to be by the ocean or they have family on the East Coast. It never hurts to ask.

**An honorarium has been approved for the speaker my section/committee has invited. How do I obtain that honorarium for him/her?**

You must fill out the reimbursement form **after** the conference. If the honorarium is above a certain level\*, you will be informed by the Conference Committee that you must fill out a Letter of Agreement ([http://njla.pbworks.com/f/workshop\\_planning.pdf](http://njla.pbworks.com/f/workshop_planning.pdf), page 26). Since NJLA must issue a 1099 form for individuals that receive reimbursements, the speaker must provide information, such as a social security number.

\*[The threshold is \$500 and for future reference the form is available online on the IRS website at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> ]

## “Food & Lodging”

**My speaker will be staying at the hotel. Who should reserve the room?**

If your speaker is approved to travel, including a room, you will receive confirmation of that. The Conference Committee makes the room reservations for invited speakers; this ensures that the hotel bills NJLA, not the speaker. **Neither you nor your speaker should make a reservation; if you need a confirmation of a reservation, email the Conference Committee Chairs ([NJLA.Conference@gmail.com](mailto:NJLA.Conference@gmail.com)).**

**How can I get luncheon tickets for my speaker?**

Luncheon tickets are only available for speakers who are entitled to some type of reimbursement. Include a request for a luncheon ticket on the proposal form. If the request arises after the proposal date, send an email to the Conference Committee Chairs ([NJLA.Conference@gmail.com](mailto:NJLA.Conference@gmail.com)).

Questions?

Contact [NJLA.Conference@gmail.com](mailto:NJLA.Conference@gmail.com), using “NJLA 2010” as subject

## “Travel”

### **How can flight reservations be made?**

The speakers must make their own reservations. Security issues make it very difficult for reservations to be made by another organization. Reservations (Economy class) must be made at least 3 weeks in advance, for the best rates. Speakers are reimbursed after the conference.

### **My speaker will be arriving at the airport. How is travel from the airport arranged?**

If travel is approved and airport pickup is required, notify the Conference Committee Chairs ([NJLA.Conference@gmail.com](mailto:NJLA.Conference@gmail.com)) who will refer this information to the member of the Conference Committee who will make car service arrangements. However, if your speaker is willing to rent a car, we actually prefer that. The car rental rate is much less than a car service.

### **My speaker will be taking the train from NYC. How do I arrange for the hotel shuttle to pick him/her up?**

Send email to the Conference Committee Chairs ([NJLA.Conference@gmail.com](mailto:NJLA.Conference@gmail.com)) and we will refer it to the Conference Committee member who will be handling travel. The hotel has a shuttle available, but we will try to coordinate it.

### **My speaker will be driving their own vehicle. How does reimbursement work?**

Speakers will be reimbursed according to the current IRS rate and for tolls & parking. Receipts for tolls and parking need to be included with the reimbursement form so please remind your speaker to save them. Speakers are reimbursed after the conference.

## “Workshop/Session Details”

### **My speaker needs a data projector. How do I arrange for that?**

NJLA does not supply laptops or data projectors. Please poll your committee to see if a member has equipment available to bring to the conference.

### **We need photocopies for the audience. How do I accomplish that?**

If your library can subsidize the photocopies, NJLA will be deeply grateful. Otherwise, either your speaker or you can have the copies made at Kinko's or Staples and submit a form for reimbursement. **Do not ask the NJLA office to make copies for the program.**

### **We would like the seats in the room to be arranged in a different way. Is that possible?**

Except for preconferences and meal functions, all rooms must be set up theater style and must remain that way. The quick turnover of programs throughout the day does not make it possible to change the arrangements of rooms.

### **We would like to offer refreshments at our program. Is that possible?**

Our contract with the hotel specifies no outside food must be brought in. And, the per person cost of any kind of refreshment prohibits any special arrangements.

## Questions?

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## “Books & Book Signings”

### **My speaker has published several books. Can he/she sell them at the conference?**

There is a place on the proposal form for information about books that have been published. You will also receive an email in the beginning of 2010 for a list of currently available titles. Barnes and Noble has been the vendor at the conference, handling all sales.

### **How are book signings arranged?**

If your speaker is a published author, you will be contacted by a member of the Conference Committee to set up a book signing.

## Additional notes on **Caring for Your Speaker.**

If you are hosting a speaker who is not a librarian or is from out of state, please treat them graciously.

- Confirm all details with them when they accept an invitation to speak. Review the costs that NJLA will be reimbursing and the manner in which they will receive payment. Verify possible travel arrangements, arrival time, presentation needs, etc.
- Select a moderator for the program
- Obtain approval from the Conference Committee for all costs and assure your speaker that these details have been set.
- Keep in touch with them periodically prior to the conference date to avoid confusion (or disaster). Encourage them to let you know when their travel arrangements have been finalized.
- Communicate these travel details to the Conference Committee as they become available.
- Follow up on any photocopy needs or other presentation needs, such as a projector.
- Confirm with the moderator.
- Identify who, from your section or committee, will tend to the care and feeding of your speaker. Who will meet the speaker when they arrive to greet them? Many speakers prefer to have a quick tour of the conference site, see the room where they will be presenting, obtain a conference schedule, etc. to orient themselves when they arrive.
- Settle the details regarding meals for (and with) your speaker. Some professional speakers are self-sufficient. Some library colleagues prefer company when they dine. Some of us (that is, NJ librarians) want to have the opportunity to spend more time with the speaker.
- Follow up with your speaker soon after the conference. They can either give you receipts at the conference for you to submit for reimbursement or send them to you. The sooner they are submitted, the sooner they receive the check!
- Enjoy the experience!

## Questions?

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