Metropolitan Detroit Medical Library Group (MDMLG)

Pre-Event
Two Months
Confirming letter to the host librarian requesting
- A map
- Directions
- Parking details
- Information on refreshments
- Discuss person likely to extend official welcome to group, often host's direct report.
- Request a microphone and a podium.
- Confirm the room seats about 30-50 people.
- Arrange for a registration table and coat rack just outside the meeting room.
- Lunch & Learn - get confirmed vendor support at least 2 months before meeting date. Send vendor a contract letter to sign and return to you.
- Lunch & Learn - ask vendor to pay donation by check or PayPal at least 4 weeks before the meeting date. Vendor donation must be received before the actual meeting date.

Confirmation letter to the speaker(s)
- Reiterate the topic
- Reconfirm the time & length of the program as well as their time allotment.
- Special audiovisual requirements and any other special equipment needed. Notify the host librarian of these needs.
- Offer assistance, i.e., lodging advice, copying handouts.
- Request biographical information for their introduction at the meeting.
- Confirm fee and expenses or offer honorarium of $100 per program (to be split if more than one speaker panelists).

One month
- Prepare meeting announcement. Example follows.
- Send meeting announcement to newsletter editor.
- Post meeting announcement on listserv, website & blog.

Day of Event
- Oversee speaker details
- Meet & transport if necessary
- Welcome
- Discuss intended introduction
- Orient to site & equipment

- o Introduce
- o Handouts
- o Evaluation forms: distribute & collect
- o Name tags & markers/pens
- o Sign-in sheet for members
- o Sign-in sheet for non-members
- o Directional signs in place
- o Podium
- o Microphone
- o AV, e.g., laptop and/or screen
- o Room arranged as desired
- o Food & beverages

Post Event
- o Send thank you letter to speaker(s) with fees/honorarium.
- o Send thank you letter to host.
- o Contact Webmaster to post evaluation results
- o Calculate expenses and forward total to Program Chair.
- o Copies of all documents and correspondence to Program Chair for Manual and Archives.

Please join us for the MDMLG General Business Meeting & Lunch on Wednesday, November, 17, 2010. The meeting will include a Lunch & Learn presented by Swets on eBook acquisitions, and an informative program on E-readers, the latest devices that are impacting how people acquire and read books. Reserve your place today!

PROGRAM: Kindle, Kobo, and the iPad: What Everyone Should Know About E-Readers and eBooks

With sales of E-readers expected to double in 2010, eBooks are redefining how publishers and libraries deliver content. Come and learn about e-book readers and other mobile devices, and the implications of electronic content; including who's using them, potential pitfalls, and future trends. Learn how libraries can adapt to this changing technology, and see for yourself how the newest generation of E-readers compares to traditional content.

Presented by Paul Gallagher, Developer Librarian for the Wayne State University Library System with the Digital Library Initiatives Team.

DATE: Wednesday, November 17, 2010

LOCATION: One Ford Place (near Henry Ford Hospital)
Detroit, MI 48202
Room 3C51 (3rd floor)

AGENDA: 11:30am-12:00 noon – Registration
12:00 noon-12:45pm – Lunch & Presentation by John Dobson / Swets
12:45-1:00pm – Break
1:00-1:30pm – Business Meeting
1:30-2:00pm – Refreshments and Networking
2:00-3:30pm – Program

LUNCH: John Dobson from Swets will be discussing "Easy E-Book Acquisitions." Lunch will be provided by Swets and catered by Jimmy Johns. It includes a box lunch with your choice of Italian, turkey, or vegetarian sub sandwich.

RSVP: Please contact Valerie Reid at (313) 916-5337 or vreid1@hfhs.org by Thursday, November 11th to reserve your spot. Indicate your lunch choice (Italian, turkey or vegetarian sub). Even if you decide not to join us for the lunch, please RSVP so we can add your name to the list of attendees for building security.

MAP: Map to One Ford Place
One Ford Place is located on 3rd Street between West Grand Blvd. and I-94. Free parking is available on the west side of 3rd Street. Visitors must check in at the Security desk at the entrance to the building

Look forward to seeing you there!

MDMLG Program Committee