Sections, Strategic Programmes and Special Interest Groups (Professional Units) are requested to fill out the attached form by **Monday 10 November 2014** at the latest, to request a programme session during the Cape Town Congress in August 2015.

The official Congress dates are 15-21 August 2015. Please be aware that some business meetings may be held outside those dates.

Please see the provisional programme in the table below.

<table>
<thead>
<tr>
<th>Thursday 13 Aug</th>
<th>Friday 14 Aug</th>
<th>Saturday 15 Aug</th>
<th>Sunday 16 Aug</th>
<th>Monday 17 Aug</th>
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<tbody>
<tr>
<td><strong>Conference Advisory Committee</strong> 12.00-14.00</td>
<td><strong>PC Meeting</strong> 08.30-11.00</td>
<td><strong>Officers Training</strong> 08.00-09.30</td>
<td><strong>Division Forums</strong> 08.30-10.00</td>
<td><strong>Plenary Session</strong> 08.30-09.15</td>
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<td><strong>GB Meeting</strong> 11.30-17.00</td>
<td><strong>SC Meetings</strong> 09.45-12.15</td>
<td><strong>Newcomers Session</strong> 08.30-10.00</td>
<td><strong>Sessions</strong> 09.30-11.30</td>
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<td><strong>SC Meetings</strong> 12.30-15.00</td>
<td><strong>Opening Session</strong> 10.30-12.00</td>
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<td><strong>Sessions</strong> 11.45-12.45.</td>
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<td><strong>SC Meetings</strong> 15.15-17.45</td>
<td><strong>President’s Lunch (invited)</strong> 12.15-14.00</td>
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<td><strong>Lunch Break &amp; Exhibition Visits</strong> 12.45-13.45</td>
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<td><strong>Finance Committee</strong> 14.00-16.00</td>
<td><strong>Division 5 Caucus</strong> 09.30-17.30</td>
<td><strong>Sessions</strong> 13.45-15.45</td>
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<td><strong>Executive Committee</strong> 16.00-18.00</td>
<td><strong>Canada Caucus</strong> 17.30-18.30</td>
<td><strong>Sessions</strong> 13.45-15.45</td>
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<td><strong>Caucus Meetings</strong> 18.30-19.30</td>
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<td><strong>Plenary Session</strong> 08.30-09.15</td>
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<td><strong>PC/GB Meeting</strong> 09.00-13.00</td>
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<td><strong>General Assembly</strong> 16.15-18.00</td>
<td><strong>Closing Session</strong> 16.15-17.30</td>
<td><strong>Full day &amp; Half day</strong></td>
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Guidelines for Planning Congress Programmes

The following points are intended to assist in planning for the IFLA WLIC 2015, 15-21 August 2015, Cape Town, South Africa.

1. **Themes**

2. **Duration of Programme Sessions**
   The Congress will take place over seven days, including Section Standing Committee meetings on Saturday 15 August, the Congress Programme from Sunday 16 August to Thursday 20 August, and Library Visits on Friday 21 August.

   Professional units are allowed to (co-)organise any number of sessions in the Congress Programme but have a maximum allocation of 2 hours that they can use for their programming.

   This might mean that an individual Unit organizes a 1 or 2 hours session as well as joining other Units to organise one or more joint sessions and contribute the Unit’s hours to those sessions, or a combination of the two.

   Sessions organised jointly by more than one Unit have a maximum duration of 3 hours, regardless of the number of Units organising the session. The Units organising a joint session will have to decide between themselves how their hours are used to make up that session, for example, a 3 hour session might be composed of 1 hour from the Section X and 2 hours from the Section Y, leaving the Section X 1 hour to use in another session.

   Requests for extra programme time (beyond the maximum 2 hours normally allocated) will be considered by the Professional Committee, subject to availability of space in the Congress programme.

3. **Room set-up options**
   Most meeting rooms are set up according to a traditional theatre-style layout. However, we will have one room with a banquet style layout: a number of round tables with approximately 10 seats at each; simultaneous interpretation will not be available in this room, and as a result of the alternative layout, the number of seats is limited. Please note that there is only one banquet-style room so it may not be possible to meet all requests for such a set-up. If there is more interest we will endeavour to make another room available.

4. **Papers and Presentations**
   Professional Units should take responsibility for the quality of their sessions and the contributions to those sessions. Although some Units will need to invite specific speakers to present a particular topic, the Professional Committee encourages Units to send out a call for papers where possible, to attract and select a diverse range of speakers.
In accordance with IFLA’s Open Access Policy we ask that you inform your speakers, and include in your call for papers a note, that all papers that are presented at the WLIC 2015 should be available under a Creative Commons Attribution 3.0 license; authors of submitted papers have to sign IFLA’s Author Form which formalises this.

All speakers should be encouraged to submit a paper in advance which supports their planned presentation and which will be made available through the IFLA Library. The organising Unit should try to translate these into IFLA’s official languages where possible.

Officers and the Unit’s Standing Committee should be actively involved both in the selection of speakers and in the review and subsequent formatting of papers according to the 2015 template which will be made available at a later stage.

Although the Professional Committee prefers all Speakers to submit a formal paper in advance they have accepted that this may be impractical, but at the minimum, speakers must prepare a substantial abstract, including references, such as URLs and bibliographies if relevant, which is made available through the IFLA Library.

5. Speaker registration
IFLA has no funds available in general to support the costs for speakers to attend the Congress. However, the Professional Committee has made a provision so that speakers from outside the profession who would not normally attend the Congress can register for free for the day that they speak. A special code will be distributed for this purpose upon request. (The free registration is only for one day so any speaker wishing to attend the full Congress will have to pay the full fee; it is not possible to get partial reimbursement for that one day from the fee paid.)

6. Standing Committee and Leadership Meetings.
Sections’ Standing Committees have two meeting times allocated during the Congress: the first meeting is scheduled for 2 hours and 30 minutes on Saturday 15 August (except for the 3 Regional Sections, those meetings are scheduled on Sunday 16 August); the second meeting is scheduled for 1 hour and 30 minutes between Tuesday 18 August and Thursday 20 August. If your Standing Committee does not require these meetings, please indicate this on the Programme Enquiry Form or inform the Conference Manager as soon as possible.

Special Interest Groups are not automatically allocated a meeting time during the Congress, but can request one through the Programme Enquiry Form. Such a meeting will be open to all participants and publicized through the Programme.

Should another group wish to organise a small meeting, time can be requested in one of the small meeting rooms reserved by IFLA HQ for this purpose. There is great demand for these rooms so please submit your request as soon as you can and inform the Conference Manager if it is no longer needed. Rooms are only available from Monday 17 August until Thursday 20 August.

Members of Standing Committees, especially Officers and Information Coordinators, are also expected to attend a number of other meetings during the Congress. These include the Officers Training Session on Saturday 15 August and the Division Leadership Forums on Sunday 16 August for all Officers, SIG Conveners and Chairs of Strategic Programmes, and
other relevant training and discussion sessions which will be promoted directly to you during the year. We attempt to make sure these do not clash with your own Sessions and meetings, and if that cannot be avoided, we try to organise duplicate sessions so that you can attend one if not the other.

7. **Satellite Meetings IFLA WLIC 2016 Columbus**
   
The official Call for Satellite Meetings for 2016 will be sent out in January 2015, with a deadline for submissions in March. This message is to inform all Professional Units of the process.

In the past IFLA, with assistance of the National Committee, has made available a list of potential host organisations for a Satellite Meeting. This has proven to be useful especially in countries/regions where a Professional Unit may not have many contacts with institutions.

The WLIC in 2016 will be held in the USA and it seems that most Professional Units have many contacts there and therefore most of them will be able to find a host organisation by themselves.

Therefore Professional Committee has decided not to make available a list of potential host organisations in advance. If any Professional Unit would like to have assistance with finding a host, please contact me and I’ll connect you to the National Committee who will then be able to facilitate this.

The Guidelines for Satellite Meetings apply to all Satellite Meetings; they are attached to this message for your information.

The Guidelines state the following on the location for a Satellite Meeting:

A Satellite Meeting should be organised:

a. Ideally, in the immediate metropolitan region of the Congress;

b. Otherwise, either:
   
   i. within the country, or

   ii. within 3 hours’ travel time to the congress city (airport to airport) or 6 hours (city centre to city centre).

This means that in the case of the congress in Columbus in 2016, anywhere in the USA is acceptable, plus certain parts of Canada that fall within the limitations of ‘b-ii’ of the Guidelines.

If you have questions or need help, please send me a message: josche.ouwerkerk@ifla.org

We look forward to receiving your Programme Enquiry Form by the deadline, 10 November 2014.

With kind regards,

**Josche Ouwerkerk**

IFLA Manager, Conferences and Business Relations