

The Hague, 20 September 2011

**To all Section Chairs, Secretaries and Information Coordinators,
Convenors of Special Interest Groups, Chairs and Directors of Core
Activities (cc Members of IFLA's Professional Committee)**

The next IFLA World Library and Information Congress will be held in
Helsinki, Finland, 11-17 August 2012.

Please see the provisional programme at a glance in the table below.

Thursday 09 Aug	Friday 10 Aug	Saturday 11 Aug	Sunday 12 Aug	Monday 13 Aug
	PC Meeting 08.30-11.00	Leadership Brief 08.30-09.00	Leadership Forums 08.30-10.00	Plenary Session 08.30-09.15
		SC Meetings 09.15-11.45	Newcomers Session 08.30-10.00	Sessions 09.30-11.30
	GB Meeting 11.30-14.45	SC Meetings 12.00-14.30	Opening Session 10.30-12.00	Sessions 11.45-12.45
Conference Advisory Committee 12.00-14.00		SC Meetings 14.45-17.15	President's Lunch (invited) 12.15-14.00	Lunch Break & Exhibition Visits 12.45-13.45
Finance Committee 14.00-16.00	Leadership Forum Briefing 15.00-16.00	Africa Caucus Canada Caucus 17.00-18.00	Sessions 13.45-15.45	Sessions 13.45-15.45
Executive Committee 16.00-18.00		Caucus Meetings 18.00-19.00	Exhibition & Opening Party 16.00-18.00	Sessions 16.00-18.00
			Officers Reception	

Exhibition 09.30-17.30
Poster Session 09.30-17.30

Tuesday 14 Aug	Wednesday 15 Aug	Thursday 16 Aug	Friday 17 Aug
Plenary Session 08.30-09.15	Plenary Session 08.30-09.15	Sessions 08.30-10.30	GB meeting 09.00-13.00
Sessions 09.30-11.30	Sessions 09.30-11.30	Sessions 10.45-12.45	
Sessions 11.45-12.45	Sessions 11.45-12.45	Lunch Break 12.45-13.45	Library Visits Full day & Half day
Lunch Break & Exhibition Visits 12.45-13.45	Lunch Break & Exhibition Visits 12.45-13.45	Sessions 13.45-15.45	
Sessions 13.45-15.45	Sessions 13.45-15.45	Closing Session 16.15-17.30	
Sessions 16.00-18.00	General Assembly 16.15-18.00		
Cultural/social event			

Exhibition 09.30-17.30
Poster Sessions 19.30-17.30

Exhibition 09.30-14.30

Guidelines for Planning Congress Programmes

The following points are intended to assist in planning for the **IFLA/WLIC 2012 Helsinki, Finland, 11-17 August 2012**.

Sections, Core Activities and Special Interest Groups are requested to return the attached **Form P** by Sunday 06 November 2011 at the latest. This form serves to request any sessions during the Helsinki Congress.

1. *Themes & Tracks*

The National Committee adopted the theme "Libraries Now! - Inspiring, Surprising, Empowering" as the theme for the 2011 Congress.

President Ingrid Parent, has adopted the theme, "Libraries – A force for change" for her 2011-2013 presidency <http://www.ifla.org/en/president/theme> When approving programme requests for Helsinki the Professional Committee (PC) will take into consideration relevancy to either of these themes.

Tracks

As with the 2010 and 2011 congresses, the Professional Committee would like to assign each programme again to one of the tracks as they were identified in 2010. The tracks remain the same for the IFLA WLIC 2012 congress and all groups are requested to identify to which track their proposed session belongs.

2. *Duration of the Programmes*

The Congress will be held over six days, including Section Standing Committee meetings on Saturday 11 August, and the Congress programme from Sunday 12 August to Thursday 16 August. The Library Visits are held on Friday 17 August.

Professional groups are allowed to have programme sessions of 1 or 2 hours. Sections are encouraged to organise sessions together with (an)other professional group(s), whose interest are complementary. Such joint programmes will have a **maximum** duration of 3 hours, regardless of the number of groups organising the programme.

If extra time slots are requested the PC will consider these requests for extra programme time. Allocation will depend on availability and relevancy to the Congress or President's themes of the proposed programme. This will apply for any extension of a programme time slot, whether they are held on-site or off-site.

3. *Quality of Programmes/Papers*

Primary responsibility for the quality of Congress programming rests with the Chairs of the Sections sponsoring each programme. Therefore the PC urges all groups to issue a Call for Papers. This should allow for a diverse pool of speakers. Officers should be actively involved both in the selection of speakers and in the review of papers.

The PC has decided that it may be impractical to require that every speaker prepares a formal paper, rather than PowerPoint slides. IFLA's first preference remains papers, translated into IFLA's official languages. If speakers cannot

produce papers, however, they **must** prepare a substantial abstract, including references such as URLs and bibliographies, to accompany their presentation.

4. *Activities beyond the Congress*

The PC does not regard the development of Congress programmes as the only, or even most important, way in which the values and professional priorities of IFLA should be advanced. It encourages each section to undertake activities - such as publications, development of guidelines, regional conferences - that makes IFLA's global voice heard well beyond our World Congress.

5. *Room set-up*

Most meeting rooms are set up according to *traditional theatre style*.

However, we will have one room with a set-up according to *banquet style*: round tables with approximately 10 seats each; **no simultaneous interpretation is provided in this room**. Please note that there is only one of these rooms planned 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. As a result of the alternative set-up the numbers of seats provided in this room are limited.

6. *SC and Leadership Forum Meetings.*

Sections' Standing Committees normally meet once during the Congress for 2 hours and 30 minutes, most of them are on Saturday 11 August.

Should a Standing Committee require a second meeting, please indicate this on Form P.

Should a group wish to organise other small meetings, they can request additional meeting time in one of the meeting rooms held by IFLA HQ for this purpose. Rooms are only available from Monday 13 August until Thursday 17 August.

IFLA's professional structure now has 5 Divisions, each with a *Leadership Forum*. All Section Officers, Convenors of Special Interest Groups and Chairs of Core Activities are invited to attend the meetings of these (5) Leadership Forums.

There will be one central 'Leadership Brief' on Saturday 11 August and the separate Leadership Forums for each of the Divisions will be held on Sunday the 12th of August.

We look forward to receiving your Form P by the deadline, 06 November 2011.

If you have questions or need help, please send me a message:

josche.ouwerkerk@ifla.org

With kind regards,

Josche Ouwerkerk
IFLA Conference Officer