

To: All Convenors of Special Interest Groups
 CC: Members of IFLA's Professional Committee



All Special Interest Groups are requested to fill out the webform by **Friday, 15 November 2019** at the latest, to request a timeslot during the Dublin Congress in August 2020.

SIGs are encouraged to hold an **interactive discussion** during, or as part of, their session so that activities and volunteers to carry them out can be identified. As SIGs do not have additional meeting times, some time, 20 – 30 minutes, should be allocated to talk about the work of the SIG and its activities outside the WLIC programme.

SIG programmes can be either in one of the six session rooms or in a more informal set-up in a small business meeting room with a maximum capacity of 30 people, U-shape.

The official Congress dates are 15-21 August 2020. Please be aware that some business meetings may be held outside those dates.

Please see the provisional congress overview in the table below and at:
<https://2020.ifla.org/conference-programme/congress-outline/>

Friday 14 August	Saturday 15 August	Sunday 16 August	Monday 17 August	Tuesday 18 August	Wednesday 19 August	Thursday 20 August	Friday 21 August
PC Meeting 08:30-11:00	Officers Briefing 08:00-11:00	Leadership Forums 08:30-10:00	IFLA Highlights 08:30-09:30	Sessions 08:30-10:30	Sessions 08:30-10:30	Sessions 08:30-10:30	PC Meeting 09:00-11:00
		Newcomers' Session 08:30-10:00	Sessions 09:30-11:30	Plenary Session 10:40-11:40	Plenary Session 10:40-11:40	Sessions 10:45-12:45	
GB Meeting 11:30-17:00	SC Meetings 11:15-17:45	Opening Session 10:30-12:00	Sessions 11:45-12:45	Sessions 11:45-12:45	Sessions 11:45-12:45		GB Meeting 11:30-17:00
		President's Lunch (by invitation only) 12:15-14:00	Lunchbreak 12:45-13:45	Lunchbreak 12:45-13:45	Lunchbreak 12:45-13:45	Lunchbreak 12:45-13:45	
		Sessions 13:45-15:45	Sessions 13:45-18:00	Sessions 13:45-18:00	Sessions 13:45-15:45	Sessions 13:45-15:45	
		Exhibition & Opening Party 16:00-18:00			General Assembly 16:15-18:00	Closing Session 16:00-17:30	
	Caucus Meetings 18:00 - 20:00	Officers' Reception (by invitation only) 19:00-21:00		Cultural Evening 19:00-23:00			

SIG Guidelines for Planning Congress Programmes



The following points are intended to assist in planning for the **IFLA WLIC 2020** which will take place from **15-21 August 2020 in Dublin, Ireland**.

1. Themes

In order to strengthen IFLA's work, the Professional Committee would like you to align your programme with one of the following:

- the theme for WLIC 2020 – Inspire, Engage, Enable, Connect
- the President's theme 2019 - 2021 – Let's Work Together, connecting and aligning the library field;
- an identified focus area for your professional unit.

When approving programme requests for Dublin the IFLA Professional Committee (PC) will take into consideration the extent to which the proposed session/programme enriches the themes or one of the focus areas for your professional unit.

2. Type of Session and Duration

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 two hours that they can use or contribute towards their programming.

SIGs are encouraged to have an interactive discussion during their conference programme. As SIGs do not have additional meeting times, some time, 20 – 30 minutes, should be allocated to talk about the work of the SIG and its activities outside the WLIC programme.

SIG programmes can be in one of the six session rooms or in a more informal setup in a small business meeting room with a maximum capacity of 30 persons, U-shape.

3. Simultaneous Interpretation

During the congress there will be Simultaneous Interpretation to make the session available in all seven IFLA Working Languages. It is only offered in the two of the six session rooms.

Please be aware that the demand for Interpretation is generally higher than what is available, so there is no guarantee that your session will be allocated to a room with Interpretation.

IFLA HQ aims to have the draft programme available by the end of January 2020, by then it is also known which Sessions will have Interpretation.

4. Room Setup Options

Four out of the six session rooms at the Congress are set up according to a traditional theatre-style layout. There will be two rooms with a banquet style layout: a number of round tables with approximately 10 seats each; simultaneous interpretation will NOT be available in these rooms, and, as a result of the alternative layout, the number of seats is limited.

Please note that due to the limitations of banquet-style rooms, it may not be possible to meet all requests for such a setup.

5. Off-site Sessions

Organising an off-site session during the IFLA World Library and Information Congress may sometimes be interesting or necessary for a Professional Unit, however, they are not always convenient for Congress delegates. The Professional Committee will therefore only approve off-site sessions if absolutely necessary and according to the guidelines below.

Guidelines

A Professional Unit should only plan off-site sessions if there are compelling reasons to do so.

- All off-site sessions shall be formally approved by the Professional Committee.
- In principle, a session should only be held off-site if one of the following applies:
 - it is combined with a visit to a special library, not otherwise on the list of site-visits, or
 - a particular set-up is required that cannot be offered at the main congress venue (for example, a computer lab).
 - another compelling reason detailed by the Professional Unit in its Programme Proposal Form and approved by the Professional Committee.
- The duration of an off-site session cannot be longer than 2 hours (see note (1) below).
- Attendance at off-site sessions shall be free of charge to Congress attendees; transportation costs from the main conference venue should be zero or kept as low as possible with waivers if a delegate cannot pay (see note (2) below).
- Off-site sessions that are on the IFLA WLIC Programme can only be attended by delegates registered for the WLIC.

Notes

(1) If a Unit wishes to organise an off-site session that is longer than 2-hours it is recommended that this is done either as a formal pre- or post-congress Satellite Meeting or as part of a Library Visit on the day after the Closing of the Congress.

(2) As off-site sessions are an official part of the WLIC Programme, in principle, any costs related to attendance should be covered by the Registration fee. If there is an additional cost for transportation to an off-site session, this should be kept to a minimum and a provision should be made in case payment is problematic for a delegate.

6. 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.

Special Interest Groups are particularly encouraged to plan time for discussion and interaction at the session, rather than have paper presentations only.

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 2020 should be available under a Creative Commons Attribution 4.0 license. Authors of submitted papers have to sign IFLA's Author Form which formalises this.

In case you have paper presentations, the 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 SIG should try to organise translations of the papers into IFLA's official languages where possible.



Depending on the nature of the session that is being planned, convenors should be actively involved both in the selection of speakers and in the review and subsequent formatting of papers according to the 2020 template which will be made available in January 2020.

If paper presentations are planned, it is preferred that all Speakers submit a formal paper in advance. In some cases, 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.

7. Speaker registration

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.)

8. Standing Committee and Leadership Meetings

SIG Convenors are also expected to attend a number of business meetings during the Congress. These include the Professional Committee's Officers Forum, and the Division Leadership Forums for all Officers, SIG Convenors and Chairs of Strategic Programmes, as well as some 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. We will inform you of the exact times for these meetings closer to the Congress.

9. Satellite Meetings IFLA WLIC 2020 Dublin, Ireland

The official Call for Satellite Meetings for 2020 has been sent out in October 2019, with a deadline for submissions in November 2019. This message is to inform all Professional Units of the process.

IFLA, with the 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.

A list of these potential host organisations has been distributed with the Call for Applications and is available in the Officers Basecamp.

If you have questions or need help, please send a message to: conferences@ifla.org
We look forward to receiving your SIG Programme Enquiry Form by the deadline: 15 November 2019.

With kind regards,
Vicki McDonald
Chair, Professional Committee