



To: IFLA Officers (Chairs and Secretaries of Sections)
Special Interest Group Conveners (incoming and outgoing)
Information Coordinators
CC: Governing Board Members
Strategic Programme (Core Activities) Staff
Regional Managers
All SC members (current and incoming)

From: Joanne Yeomans
Date: 22 July 2013
Re: IFLA World Library and Information Congress, Singapore
Subject: Officers' pre-Congress information

The text of this email is also available in the Officers Corner, under Conference Related information, related documents:

<http://www.ifla.org/files/assets/hq/officers/conference-information/officers-pre-congress-letter-2013.pdf>

Dear Colleagues,

I am looking forward to seeing you all again at the 2013 IFLA World Library and Information Congress in Singapore in about four weeks now.

In Singapore we have a changeover of SC members but we hope that for those of you leaving the SC, this will only be for a short break and that you will stay involved in the work of IFLA so that this isn't the last time that we see you. We hope all of you will welcome the new SC members, share with them information about what you have been doing, and help them to carry on the good work.

This email contains lots of important information, mainly for Officers, and for them to hand on to others in the SC. Please read it carefully and disseminate information to those others who need it. A copy of the contents of the email is attached as a Word document for ease of printing. The email and document include links to some other documents that might also be useful for you to print or pass on, such as the "Guidelines for Chairs of Sessions", information for speakers, etc. Please therefore, take a look at any linked information too.

Rooms at the Singapore WLIC venue

HQ Secretariat – Room 332
Speakers Preview – Room 320
Interpreters – Room 336

A number of 'Division rooms' may be reserved for special working group meetings. Please contact the IFLA/HQ Secretariat ifla@ifla.org now or during the Congress to reserve times for your meetings. Please be aware that the rooms are almost fully booked, so that it may not be possible to accommodate all your needs.

Standing Committee (SC) meetings

During the first SC meeting, you should invite the SC members that will be in place from August 2013 – 2015 to elect their new Officers and appoint their new Information Coordinator. This process should be managed by the current Chair. Guidelines for the **procedures for the election of new Officers** are now updated and online:

<http://www.ifla.org/officers-corner/election-procedure>

Please ask the new Officers and Information Coordinator to complete their details on the form at <http://www.ifla.org/files/assets/hq/officers/key-documents/new-officers-registration-form-2013.doc>. A printout of this form is also available from the HQ Secretariat in Singapore.

Please also identify a representative of your Section to attend Session 131 — Professional Units Key Initiatives Session on Tuesday 20 August 2013, 10:45 - 12:45. Further information about this session will be sent to you shortly and put online.

A number of other documents that should be useful for the SC meetings have already been sent to you in draft form earlier in June and are now available as web pages with other useful documents in the Officers Corner:

- **Roles and responsibilities of SC members:** <http://www.ifla.org/officers-corner/sc-members> (also in pdf form for easy printing and distribution to SC members)
- **Action plan:** <http://www.ifla.org/officers-corner/action-plans>
- **Annual report:** <http://www.ifla.org/officers-corner/annual-reports>
- **Dates and deadlines (2012 – 2013):** <http://www.ifla.org/files/assets/hq/officers/key-documents/dates-and-deadlines-for-officers-2012-2013.pdf> (a new version of this for 2013 – 2014 will be issued shortly after the Congress).

Outgoing SC Members

All outgoing SC members are entitled to receive a Certificate of Appreciation. These will be available for Officers to collect from the HQ Secretariat in Room 332 from Friday 17 August to distribute in the SC meetings. Any that are not distributed should be returned to the Secretariat from where they can be posted, on request by the outgoing SC members in question, after the Congress. Please inform SC members who are not present in the meeting of this possibility.

Please thank the outgoing SC members on behalf of the Governing Board, Professional Committee and all HQ staff. Their contribution to the IFLA community is appreciated by us all.

Preparing for your Conference Session

If you make changes to your Conference Schedule or Programme

Please report all changes to the IFLA HQ Secretariat, Room 332.

Audience perception of conference sessions

Questions about how the audience perceived sessions are included in the Congress Evaluation – the guidelines below have been created as a result of this feedback. Please aim to run your session, or have your Session Chair run your session, as professionally as possible in accordance with the guidelines.

Session Chairs

Please ask the chair(s) of your sessions to refer to the Session Chair Guidelines: <http://www.ifla.org/files/assets/hq/officers/conference-information/guidelines-chairs-of-sessions-wlic-2013.pdf>

Throughout the conference week, in two parallel sessions, there will be **Simultaneous Interpretation (SI)** in Arabic, Chinese, English, French, Russian, and Spanish. The interpreters may be contacted in the interpreters' lounge (Room 211).

If SI is taking place in your session, please refer to the SI Guidelines for Chairs of Sessions: <http://www.ifla.org/files/assets/hq/officers/conference-information/simultaneous-interpretation-guidelines-for-chairs.pdf>

Presentations

Speaker Guidelines: <http://www.ifla.org/files/assets/hq/officers/conference-information/guidelines-speakers-wlic-2013.pdf>

Accessibility for audience members with visual impairments:

<http://www.ifla.org/files/assets/hq/officers/conference-information/wbu-visual-presentations-guidelines-summary.pdf>

Singapore powerpoint template and logos are available to download from:

<http://www.ifla.org/officers-corner/conference-information#full-list>

Please ask your speakers to refer to the Speaker Guidelines about the acceptable formats for presentation files and how to upload the presentation file at the Congress venue. Please tell your speakers that they must upload their presentation and test it well before they are due to speak. Presentations can be tested in the Speakers Preview Room (Room 320); all speakers are requested to report to this room.

When uploading their presentations, speakers will be asked if they are prepared to allow IFLA to make a copy available in the IFLA Library after the Congress; these presentations will be forwarded to IFLA HQ after the Congress for upload to <http://library.ifla.org>. Any permissions (such as Creative Commons licenses) indicated on the presentation will be respected, otherwise the author retains all copyright on the work and any requests for re-use in future will be directed to the email address indicated by them.

Availability of papers for conference participants and for interpreters

Conference papers are continuously being made available in the IFLA Library (IFLA's new repository) at <http://library.ifla.org>

Papers received on time will be uploaded and made available in the IFLA Library and from the “Paper Printing Centre” which is located in the Exhibition near to the poster area. The papers will always be easily accessible from the IFLA Library from where you can search, display or download them. CD-ROMs are no longer being made.

Papers received later than the 1 June deadline may not be processed until after the Congress. To ensure that all papers are uploaded to the IFLA Library, and become part of the official proceedings of the conference, make sure that you forward them to papers@ifla.org.

Please see if you can find anyone in your Section who can help translate your papers (before or after the conference) into IFLA’s official languages. Submit copies to papers@ifla.org for upload to the IFLA Library.

It is of vital importance that all papers for sessions with SI (Simultaneous Interpretation) are available to interpreters in advance of the session. If they have not been submitted to papers@ifla.org before the 1 June deadline, please take 7 copies of the paper, in the language in which it will be presented, urgently to HQ staff in Singapore - they will try to ensure that the interpreters receive a copy in advance, or will hand them to the interpreters directly in the session room.

During the Congress

IFLA Express

This year IFLA will again be using a dedicated website, IFLA Express, to bring out the best of the IFLA experience. At <http://express.ifla.org> you will find the best WLIC-related news in the form of interviews and reporting and can keep updated on the conference programme (highlights, room changes, etc.).

There will be a *free* Wi-Fi network available in the conference centre and dedicated areas where computers will be freely available to access IFLA Express.

At <http://express.ifla.org> everyone—both conference attendees and non-attendees—can follow the conference as it happens, hear opinions, enjoy pictures and videos, and browse tweets. Official IFLA news will be provided in all seven IFLA working languages.

If you would like to share your own experiences through the conference news website, use the hash tag ‘#wlic2013’ on twitter, blog posts or photographs so that we can pick them up; see the IFLA Express website for more details.

Simultaneous Interpretation - SI

As usual there will be simultaneous interpretation in the General Assembly meeting, the Opening and Closing sessions, the plenary sessions and throughout the conference week in two parallel sessions in Arabic, Chinese, English, French, Russian, and Spanish. The interpreters may be contacted in the interpreters' lounge (Room 211).

Refunds from PC Administrative Funds

Cash reimbursements of small amounts from your Section's Administrative Funds can be obtained from the IFLA Finance Officer, Christine Zuidwijk. She will be at the IFLA booth in the Exhibition when it is open (from Sunday evening to Wednesday at 14:30).

Reimbursement requests must be accompanied by an invoice signed by an Officer plus relevant receipts. Copies of the invoice forms are available at the IFLA Secretariat or online: <http://www.ifla.org/files/assets/hq/officers/forms/invoice-pc-reimbursement.doc>

Any claims should also be in line with the Administrative Funds Guidelines: <http://www.ifla.org/files/assets/hq/officers/key-documents/2013-pc-administrative-funds-guidelines.pdf> otherwise special permission must be sought from the PC.

Meetings to note

During the conference week a number of meetings will be held, to which we would like to draw your attention. Please check the online programme for details of their time and location: <http://conference.ifla.org/ifla79/programme-and-proceedings-full-printable>

Division Leadership Brief and Forum meetings – Saturday 17 and Sunday 18 August

On Saturday 17 August, 08:00-09:30 (Room Summit 2) there will be a “Leadership Brief” session which all current Section Officers and SIG conveners should attend. The Professional Committee members will be present and also invited are the Strategic Programme (Core Activity) Directors and Chairs, and the Regional Managers. The current Chair of the PC will chair the meeting. Information will be disseminated for the SC meetings, and discussion on professional programme-related topics will take place.

The Division Forums (one per Division) take place on Sunday 18 August, 08:30-10:00 (for locations see the programme) and offer a chance for the Officers, Leaders and Conveners of all units within a division to meet with their Division Chair (this year both outgoing and incoming). All Strategic Programme (Core Activity) Directors and Chairs, Section Officers (both incoming and outgoing) and SIG Conveners (both incoming and outgoing) should attend their relevant meeting; separate agendas will be distributed to those concerned.

Officers' Reception – Saturday 17 August

There will be a reception sponsored by Infor for all IFLA Officers and Information Coordinators on Saturday evening, 17 August. Please return the form sent to you in a separate e-mail, to IFLA Headquarters (by fax or e-mail) indicating whether you plan to join the reception. Your official invitation will be available at the IFLA Headquarters Secretariat in Singapore, please make sure you collect it as you will need it to enter the bus.

Orientation for Newcomers – Sunday 18 August

The Newcomers Session takes place at the same time as the Division Leadership Forums, so you, as Officers, will unfortunately not be able to attend. Questions and discussion are encouraged during this session, and there is an opportunity to “mingle” afterwards, therefore we hope that you will encourage as many of your SC members as possible (both new and on-going) to attend and introduce themselves to others there.

We hope that you will do all you can to make Newcomers feel welcome during their first IFLA Congress.

IFLA Market: What your Section can achieve – planning and strategy – Sunday 18 August

Is your Unit (Section, Special Interest Group, Strategic Programme) planning to submit a professional project proposal to the Professional Committee this year? Come to this IFLA Market session at 12:15 – 13:30 in room Summit 2, to learn more about how to plan and carry out an effective professional project, and to understand more about how your project could support the Strategic Plan and Key Initiatives.

Examples taken from current professional projects will be presented, and you will have the opportunity to ask members of the Professional Committee about the selection process, and what makes a good application.

Professional Units Key Initiatives Session – Tuesday 20 August

At least one representative from each Section must be present in this session (at 10:45 - 12:45 in room Nicoll 3) to report back to the second SC meeting and to help the Section follow up on this issue for the December meeting of the PC and GB. The person attending should bring a copy of the Section's current Action Plan and be ready to actively contribute to the discussions with GB members. Further information about this session will be distributed separately.

Officers Training Session(s) – Tuesday 20 and Wednesday 21 August

The session on Tuesday will be at 13:45 - 15:45 and the repeated session on Wednesday at 11:45 - 13:45, both sessions in room Nicoll 3. The two identical sessions are held at two different times to give as many Officers as possible a chance to attend one of them.

These sessions offer a chance for IFLA Staff and the IFLA Professional Committee to brief Section Officers on issues like Officers' roles and responsibilities, projects, reimbursement procedures, strategic planning, publications and working with the IFLA website. We will also find time to reply to any questions you may have regarding your work as an IFLA Officer. This session might also be useful for Information Coordinators.

IFLA Highlights – 20 August

The IFLA President, President-elect and the IFLA Secretary General will present to the audience highlights and current issues from within the IFLA community. Come along and keep up-to-date with the news! 9:30 - 10:30 in room Nicoll 3.

Presentation of awards – 20 August

Several professional awards are made during this session, which for the first time will be held in the Expo Pavilion at the Exhibition at 12:45 - 13:45.

Professional Resolutions deadline – 20 August

The professional resolution form is available for you to download and print at: <http://www.ifla.org/files/assets/hq/officers/conference-information/professional-resolution-form-2013.doc>

If your group wishes to propose a resolution, please use this standard form for submission. The deadline for submitting all resolutions to the IFLA HQ Secretariat (Room 332) is Tuesday 20 August at 12:00 noon. These will be considered by the Executive Committee who will decide what the appropriate response is for handling each one.

Meeting IFLA Information Coordinators & Web editors – 20 and 22 August

IFLA web editor, Louis Takács, has scheduled two time slots where he will be available to meet Sections' Information Coordinators and Web editors: Tuesday 20 and Thursday 22 August at 11:45-12:45 in room 333 on both days. The first session is intended to introduce IFLA's web site to new ICs and to discuss their role, and the second session for more advanced topics on the Drupal-based CMS.

IFLA General Assembly – 21 August

The *IFLA Monitor* contains all information needed for the General Assembly on 21 August, such as the convening notice and resolutions received ahead of the Congress. It will be made available at the start of the General Assembly on the seats in the Exhibition Hall 404-405.

The General Assembly will be held on Wednesday 21 August, at 16:15 in the Exhibition Hall 404-405. If you are a voting delegate, please make sure that you **collect your voting papers** at the IFLA Secretariat (Room 332) before 16.00 on Wednesday the 21st.

At the end of the Congress

Conference Evaluation

There will be an electronic evaluation of the Congress sent to you after the conference. Please help us improve the conference by filling it out and returning it and encouraging others to do the same!

Publication of papers

Authors of papers have been asked to assign a Creative Commons "CC BY 3.0" license to their paper this year. The CC BY website gives full details of this license including translations into many other languages at the bottom of the page:

<http://creativecommons.org/licenses/by/3.0/>.

This is the optimum Open Access license and means that IFLA has the right to perpetually make the paper available for free on its own web pages (currently through the IFLA Library), and the author retains the right to put a copy wherever they wish.

The IFLA Journal will once again be looking to publish some of the best papers from the Congress and so you are invited to send details of any that you would like to recommend direct to Stephen Parker, the IFLA Journal Editor, via email to zest@sapo.pt before 30 September 2013. These will be considered by the IFLA Journal Editorial team and the first papers approved for publication under this procedure may be expected to appear in Vol. 40, no. 1, March 2014.

With thanks

I'd like to take this opportunity to thank you all for your hard work as IFLA Officers. Working in such a large international organisation has its challenges, and we are lucky that so many of you devote your personal time and resources to help pursue a more networked and efficient library world. We hope that if you are stepping down this year as an Officer, or as an SC member, that you will stay in touch and involved in the IFLA community. It has been a pleasure working with you all!

Finally, with this we hope we have answered many of your questions. But should you have any more questions, don't hesitate to ask now, or in person in Singapore, where we look forward to meeting you again.

With kind regards,

Joanne Yeomans (Professional Support Officer; Joanne.Yeomans@ifla.org)
Josche Ouwerkerk (Conference Officer; Josche.Ouwerkerk@ifla.org)