



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

From: Ina Dijkstra
Date: 22 July 2014
Re: IFLA World Library and Information Congress, Lyon
Subject: Officers' pre-Congress information

Preparing your visit to the Conference

Presentations

Speaker Guidelines, templates and other useful guidelines for presenters can be found on the "Guidelines for Paper Authors and Presenters" page:
<http://conference.ifla.org/ifla80/authors-and-presenters-accepted-wlic-papers>

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 (Salon Lumière); 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.

If you make changes to your Conference Schedule or Programme

Please report all changes to the IFLA Secretariat, St. Clair 2.

Session Chairs

Please ask the chair(s) of your sessions to refer to the Session Chair Guidelines:
<http://conference.ifla.org/ifla80/wlic-session-chairs>

Throughout the conference week, in two sessions at each time, there will be **Simultaneous Interpretation (SI)** in Arabic, Chinese, English, French, Russian, and Spanish. The interpreters may be contacted in the interpreters' lounge (Salon Tête d'or).

If SI is taking place in your session, please refer to the SI Guidelines for Chairs of Sessions, also found linked from the Session Chair page above. This year there is one additional room with French/English and English/French interpretation only.

Availability of papers for conference participants and for interpreters

Conference papers are continuously being made available in the IFLA Library 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. Ensure that all papers are uploaded to the IFLA Library, and become part of the official proceedings of the conference.

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 30 June deadline, please take 7 copies of the paper, in the language in which it will be presented, urgently to HQ staff in Lyon - 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

Standing Committee (SC) meetings

During the first SC meeting, please identify a representative of your Section to attend the following two sessions:

- Session 67 B — Professional activities – what makes an IFLA unit successful? — IFLA Market on Sunday 17 August 2014, 12:15 - 13:30.
- Session 67 D — Producing IFLA standards – a “how to” session for IFLA units — IFLA Market on Sunday 17 August 2014, 12:15 - 13:30.

A number of other documents that should be useful for the SC meetings are 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 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 (2013 – 2014):**
<http://www.ifla.org/files/assets/hq/officers/key-documents/dates-and-deadlines->

[for-officers-2013-2014.pdf](#) (a new version of this for 2014 – 2015 will be issued after the Congress).

- **Frequently asked questions:** <http://www.ifla.org/officers-corner/key-documents#faqs> (Although these are from the Officers Training in 2012, many of the answers are still valid and relevant; we hope to update these during the course of the next year).

IFLA Express

This year IFLA has integrated its online congress newsletter, IFLA Express, with the WLIC website to help bring out the best IFLA experience. At <http://2014.ifla.org> you will find key WLIC-related news in the form of interviews and reporting and can keep up-to-date on the conference programme (highlights, room changes, etc.).

At <http://2014.ifla.org> everyone—both conference attendees and non-attendees—can follow the conference as it happens, catch the latest developments, media releases, and enjoy timely photos and videos. Official IFLA news will be provided in all seven IFLA working languages.

Join the conversation by using **#wlic2014** in your Tweets and **'wlic2014'** for other social media. There will be a free WiFi network available to delegates in the conference centre.

Cash reimbursements of small amounts from your Section's Administrative Funds:

Please contact Ina Dijkstra at the IFLA Secretariat. She will check your invoice and receipts. 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>

When your claim has been approved, funds can be collected from IFLA Finance Officer, Christine Zuidwijk. She will be at the IFLA booth (B110) in the Exhibition Hall. Please make all claims for reimbursement by Tuesday 19th August at 6pm.

All claims must be in line with the Administrative Funds Guidelines:
<http://www.ifla.org/node/8376>

Sessions to your interest

Officers Training Session – Saturday 16 August

This year there will be only a single Officers Training session on Saturday at 8:00 - 9:30 in room Forum 1. The session will not be repeated, as all Officers should be available at this time. The timing of the session will mean that any questions can be answered before the SC meetings.

The session offers a chance for IFLA Staff and IFLA Professional Committee members to brief Section Officers on news, frequently asked questions, and issues that have arisen during the year. It is also the chance for Officers to ask any questions they may have regarding their work as an IFLA Officer, or raise any suggestions for how their

work might be better supported. This session might also be useful for Information Coordinators.

Division Forum meetings – Sunday 17 August

The Division Forums (one per Division) take place on Sunday 17 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. All Strategic Programme (Core Activity) Directors and Chairs, Section Officers and SIG Conveners should attend their relevant meeting; separate agendas will be distributed to those concerned.

Officers' Reception – Sunday 17 August

There will be a reception sponsored by *Infor* for all IFLA Officers and Information Coordinators on Sunday 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 Secretariat in Lyon, please make sure you collect it as you will need it to enter the venue. Your delegate badge is part of the entrance procedure, don't forget it!

If you are buying a ticket for a guest, IFLA Secretariat must be informed of the name in advance for security reasons.

Orientation for Newcomers – Sunday 17 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.

IFLA Market: 17 August 12:15 - 13:30, various rooms

- **How to get published**
- **Professional activities – what makes an IFLA unit successful?**
- **@ Your Library**
- **Producing IFLA standards – a “how to” session for IFLA units**

These sessions are of a more general nature and therefore of interest to a wide range of units. We would especially encourage you to ensure your SC is represented at the two sessions: Professional Activities and Producing IFLA Standards.

IFLA Highlights – 19 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 Forum 2.

Presentation of awards – 19 August

Several professional awards are made during this session, held in the Expo Pavilion in the Exhibition Hall at 12:45 - 13:45.

Professional Resolutions deadline – 19 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-2014.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 Secretariat is Tuesday 19 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.

IFLA General Assembly – 20 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 Auditorium Lumière.

The General Assembly will be held on Wednesday 20 August, at 16:15 in the Auditorium Lumière. If you are a voting delegate, please make sure that you **collect your voting papers** at the IFLA Secretariat (St. Clair 2) before 16.00 on Wednesday the 20th.

At the end of the Congress

This year marks a change in the manner in which conference papers will be considered for inclusion in a future issue of the *IFLA Journal*. The development of the new IFLA Library has enabled us to provide open access to all IFLA conference papers. In addition, we are trying to improve the editorial standards of the Journal to a highly-cited, peer reviewed publication. As a result, Sections will no longer automatically be invited to select one or two papers for consideration by the Editorial Committee (EC) of the *IFLA Journal*.

Authors of WLIC papers who wish to see them published will be advised to submit them directly to the Editor of the IFLA Journal at zest@sapo.pt after the WLIC, where they will be peer reviewed along with all other submitted papers. Sage and the IFLA Journal will follow standard industry practice and require that submitted papers contain at least 30 percent of new content. The editor and the EC will be closely monitoring for a title change and the addition of content outside of the actual conference paper presentation.