



TO: Chairs, Secretaries and Information Coordinators of Divisions and Sections, to the Convenors of Special Interest Groups and to the Directors of the IFLA Core Activities

Copies to: Members of IFLA's Professional Committee,
Managers of Regional IFLA Offices

Date: 14 January 2011

Our ref.: E 2012.4.2/JO

Subject: IFLA World Library and Information Congress, San Juan, Puerto Rico 13-18 August 2011

Dear colleagues,

It is my pleasure to provide you with detailed practical information about the organisation of sessions for the IFLA World Library and Information Congress in Gothenburg and other related matters. Please keep to the instructions and the deadlines indicated. This will help us to plan the conference smoothly.

Important deadlines:

31 March 2011 - return Form O to HQ

31 March 2011 - return details of off-site sessions to HQ

31 March 2011 - return Satellite Meeting 2012 proposal to HQ

06 May 2011 - deadline for early-bird registration

01 June 2011 - deadline for receipt of congress papers for inclusion on CD-ROM

01 June 2011 - deadline for programme corrections for printed programme

01 July 2011 - deadline for receipt of translations for inclusion on CD-ROM

Conference Programme

Last September we sent you our Programme Enquiry Forms (Form P), asking for information on the involvement of your professional group in the Gothenburg conference. I am now enclosing an additional enquiry form, asking for more detailed information about your programme: **(Form O)**.

This should be returned, duly completed, by **31 March 2011**.

Also enclosed is a list of approved programmes for your information.

Equipment

All conference rooms are equipped with a PC and projector, prepared to be able to use Internet, PPT and DVD.

Off-site sessions

All groups who intend to hold an off-site event should send in the details for that event to IFLA HQ **no later than 31 March 2011**. We would like to have these details as complete as possible in the (on-line) programme.

Those sessions for which we have **not** received details by the deadline will **not** be printed in the programme. Of course the sessions can still be held, but there will not be advertisement through the main programme channels.

The details we will need by the deadline are:

- Location
- Time
- and if possible a 'how to get there'
- contact person for the session

There is a section for this on Form O.

There will be registration lists for all off-site events at the IFLA Headquarters Secretariat during the conference. Section officers will have to come and pick that up the day before the session is being held. Please make sure that delegates are able to register on-site as well, so do not fully book the session with pre-registration only.

Programme Outline 2011

Thursday 11 Aug	Friday 12 Aug	Saturday 13 Aug	Sunday 14 Aug	Monday 15 Aug
	PC Meeting 08.30-11.00	Leadership Brief 08.00-09.00	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 11.30-17.00	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		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 To be confirmed, Saturday OR Sunday				Exhibition 09.30-17.30 Poster Session 09.30-17.30

Tuesday 16 Aug	Wednesday 17 Aug	Thursday 18 Aug	Friday 19 Aug
Plenary Session 08.30-09.15	Plenary Session 08.30-09.15	Sessions 08.30-10.30	PC Meeting 08.30-10.00
Sessions 09.30-11.30	Sessions 09.30-11.30		GB meeting 10.00-13.00
Sessions 11.45-12.45.	Sessions 11.45-12.45.	Sessions 10.45-12.45	
Lunch Break & Exhibition Visits 12.45-13.45	Lunch Break & Exhibition Visits 12.45-13.45	Lunch Break 12.45-13.45	
Sessions 13.45-15.45	Sessions 13.45-15.45	Sessions 13.45-15.45	
Sessions 16.00-18.00	General Assembly 16.15-18.00	Closing Session 16.15-17.30	
Cultural/social event			
Exhibition 09.30-17.30 Poster Sessions 19.30-17.30	Exhibition 09.30-14.30		Library Visits Full day & Half day

The 2nd PC and GB meetings will be held on Friday 19 August, as will the Library Visits!

Library Visits can only be booked on-site on a first come, first served basis.

The schedule for the first SC meetings is attached to this message.

The second SC meetings will be held during the week and will be scheduled once the programme is ready. They will be printed in the programme upon request of several Sections.

Conference Programmes

Attached you will find a document 'Approved programmes + ...'

This is an overview of all programmes approved by the PC, their requirements requested in Form P (such as overlap to be avoided, simultaneous interpretation, room set-up). This is the information that is used to plan the actual programme, so please check whether the details for your group are correct.

SI is not allocated yet at this time, this document only indicates that it is requested.

Satellite Meetings 2012

For planning purposes it is desirable to start planning the Satellite Meetings for the Helsinki conference as early as possible. These Satellite Meetings have to be sponsored by one of IFLA's Professional Groups (eg. Section, Core Activity or SIG) and the Professional Committee gives final approval.

If you plan to hold a satellite meeting in conjunction with the 2012 conference, please complete and return the enclosed **Satellite Meeting Enquiry Form (Form S)** no later than **31 March 2011**.

Conference papers

*I have enclosed a **sample instruction letter (L1), an author's form (L2),***

Please ensure that all your speakers sign the declaration on the author's form (L2).

This is important because your speakers need to know that:

- 1) IFLA has first publication rights to all papers given at IFLA meetings; and that*
- 2) Only papers received before the deadline will also be made available to delegates and put up on the IFLA Web-site.*

Please read the following information carefully and pass on the relevant points to your speakers and the members of your Standing Committee.

Please send the full texts and abstracts of papers for the IFLA World Library and Information Congress 2011 to IFLA HQ.

The following is required: electronic form, as a Word compatible document, as an e-mail attachment to <papers@ifla.org>

1) Deadlines

All papers approved for presentation at the Conference must be registered and coded at IFLA HQ. Only papers received by IFLA HQ before **01 June 2011** will be made available to the IFLA conference participants on the CD-ROM with Conference Papers. To enhance the quality of conference papers, they should be reviewed by the officers.

Please allow time for this review process before you forward final texts to HQ. You also need time to have translations made - see point 3 below.

Please urge the authors and contributors to the workshops organised by you to send their papers in time.

2) Quality control and administration

As soon as you receive a paper from an agreed speaker, you should:

- check whether the content of the paper is of an acceptable professional standard. Some Sections have established a "paper review committee" to take care of this quality control in consultation with authors. (NB: IFLA HQ will not accept papers received directly from authors without evidence of approval by Section officers).
- check that the following requirements are met:
 - Title of the paper
 - Name(s) of speaker(s), their Institution, city and country
 - Abstract of approximately 100 words, summarising the presentation
 - Full text

The layout of the "title page" will be created by IFLA HQ, according to the data delivered.

If you are preparing a Power Point Presentation with the paper, it should be integrated into ONE SINGLE WORD document. Power Point Presentations, without an extensive abstract, will **not** be accepted as papers.

Please note that the interpreters can interpret only the texts of papers. They cannot reproduce charts, graphics or power point presentation parts of papers.

Papers may be written and presented in any of the IFLA working languages (Arabic, Chinese< English, French, German, Russian and Spanish).

3) Translations

Efforts should be made to obtain as many translations of conference papers as possible. These are also official conference texts and must be registered and coded at IFLA HQ.

Officers are requested to arrange for translations in IFLA languages. In case of any difficulty in arranging good quality translations of papers, especially from English into other working languages of IFLA, officers are urged to take advantage of assistance offered by the national IFLA communities of China, France, Germany, Russia, Spain or the Bibliotheca Alexandrina for Arabic.

The deadline for the receipt of all translations at IFLA HQ: 01 July 2011.

Thank you in advance for your cooperation.

With kind regards,

Josche Ouwerkerk
Conference Officer

Enclosures: Conference Programme Enquiry Form (O),
Sample Letter (L1),
Authors Form (L2),
Satellite Meeting 2012 Enquiry Form (S),
Approved programmes list incl. threads
Timetable of SC I meetings on Saturday 13 August 2011