



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

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

Date: 12 January 2012

Our ref.: E 2012.4.2/JO

**Subject: IFLA World Library and Information Congress, Helsinki, Finland 11-17 August 2012**

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 Helsinki and other related matters. Please keep to the instructions and the deadlines indicated. This will help us to plan the conference smoothly.

#### **Important deadlines:**

15 March 2012	- return Full Programme Form to HQ
15 March 2012	- return details of off-site sessions to HQ (see Full Programme Form)
15 March 2012	- return Satellite Meeting Proposal Form 2013 to HQ
15 May 2012	- deadline for early-bird registration
01 June 2012	- deadline for receipt of congress papers for inclusion on cd-rom
01 June 2012	- deadline for programme corrections for printed programme
01 July 2012	- 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 Helsinki conference. I am now enclosing another form, asking for more detailed information about your programme: **Full Programme Form**.

This should be returned, duly completed, by **15 March 2012**.

Also enclosed is the overview 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 15 March 2012**. 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 01 June will **not** be printed in the programme.

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 the Full Programme Form.

There will be registration lists for all off-site events at the IFLA Headquarters Secretariat during the conference. Section officers are asked 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, do not fully book the session with pre-registration only.

## Programme Outline 2012

Thursday 09 Aug	Friday 10 Aug	Saturday 11 Aug	Sunday 12 Aug	Monday 13 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	
				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	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	Library Visits Full day & Half day
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			

The 2<sup>nd</sup> PC and GB meetings will be held on Friday 17 August, as will the Library Visits!

**Half-day Library Visits** in the Helsinki **Metropolitan Area** can be booked **onsite only**.

This year there are also some **Full-day Library Visits** to the **Regional Areas**

It is essential that delegates **book** these visits **prior** to the Congress via the **online** registration form.

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.

### **Conference Programmes**

Attached you will find a document 'Approved programmes as per xxxxxx'

This is an overview of all programmes approved by the PC.

### **Satellite Meetings 2013**

For planning purposes it is desirable to start planning the Satellite Meetings for the Singapore 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 2013 conference, please complete and return the enclosed **Satellite Meeting Proposal Form (Form S)** no later than **15 March 2012**.

The Professional Committee has defined the following countries as meeting its guidelines in which satellite meetings can be planned in August 2013:

Singapore, Malaysia, Cambodia, Brunei, Thailand, Indonesia, Laos, Vietnam, Philippines

To assist Sections in organizing their meeting the National Committee has sent out a call for potential Satellite Meeting Hosts, which has resulted in the following list of institutions that have offered to be a host for one of IFLA's Satellite Meetings:

SN	Institution	Country
1	National Library of Indonesia	Jakarta, Indonesia
2	Goethe-Institut	Singapore
3	Bishan Public Library, National Library Board	Singapore
4	Jurong Regional Library, National Library Board	Singapore
5	Tampines Regional Library, National Library Board	Singapore
6	Woodlands Regional Library, National Library Board	Singapore
7	Li Ka Shing Library, Singapore Management University	Singapore
8	Sarawak State Library	Sarawak, Malaysia
9	Sukhothai Thummathirat Open University	Bangkok, Thailand
10	Vietnam National University	Ho Chi Minh City, Vietnam
11	Wee Kim Wee School of Communications and Information, Nanyang Technological University	Singapore
12	Choa Chu Kang Public Library, National Library Board	Singapore
13	Serangoon Public Library, National Library Board	Singapore
14	Library and Information Resources, Temasek Polytechnic	Singapore

The Professional Committee encourages Sections to any of these potential hosts to discuss cooperation in organizing a Satellite Meeting for the 2013 congress.

The list with full contact details and other details on the venue is attached to the e-mail that also included this Satellite Meeting Enquiry Form.

Should a Section wish to select a host that is not on this list, please make sure you adhere to the list of eligible countries.

### **Conference papers**

Enclosed are a **sample instruction letter and an author's form**,

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

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 2012 to [papers@ifla.org](mailto:papers@ifla.org).

Please send the information as a **Word compatible document in an e-mail attachment**.

### 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 2012** 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 2012.**

Thank you in advance for your cooperation.

With kind regards,

Josche Ouwerkerk  
Conference Officer

Enclosures: Full Programme Form,  
Sample Letter,  
Authors Form,  
Satellite Meeting 2013 Proposal Form,  
Potential Satellite Host details (excel),  
Approved programmes list,  
Timetable of SC I meetings on Saturday 11 August 2012.

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