



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

From: Joanne Yeomans, Josche Ouwerkerk and Ingeborg Verheul
Date: 2 July 2011 (corrected version)
Re: IFLA World Library and Information Congress, Helsinki, Finland
Subject: Officers letter June 2012

Dear Colleagues,

The IFLA World Library and Information Congress in Helsinki, Finland, is coming nearer and nearer and it is our pleasure to inform you of a number of issues which are important to you as IFLA Officers and other key persons.

Some issues are addressed in separate email messages: an invitation to the Officers' Reception on Sunday, 12 August and a request to select interesting conference papers and submit them for *IFLA Journal*.

There are three attachments to this email: the form for submitting (Professional) Resolutions to the General Assembly, *WLIC 2012 Speaker Guidelines* and *Guidelines for making visual presentations accessible to audience members with print impairments*. A copy of this email is also attached for ease of printing.

Please forward the *Speaker Guidelines* and the *Guidelines for making visual presentations* to the speakers of your session.
It may also be useful to forward this message to the Standing Committee Members of your Section.

Rooms at the Helsinki Exhibition & Convention Centre (HECC)

HQ Secretariat – Room Exhibitors Lounge
Speakers Preview – Room 103
Interpreters – Room 211

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.

Changes in Conference Schedule and Programme

Please report all changes to the IFLA HQ Secretariat, Room 'Exhibitors Lounge'.

Equipment

Please tell your speakers that they must test their equipment well before they are due to speak. Equipment and presentations can be tested in the Speakers Preview room; all speakers are requested to report to this room.

Paper submission and processing

Conference papers are continuously being made available on the IFLA web-site at <http://conference.ifla.org/ifla78/programme-and-proceedings>

Papers received on time will be processed /coded and be made available on the IFLA web-site and from the paper Printing Centre which is located in the Exhibition area. A CD-ROM containing the papers received before 1 July 2012 will be included in the delegate bags.

Papers received later may not be processed until after the Congress. To ensure that late-arriving papers are part of the official proceedings of the conference, make sure that you send the paper to papers@ifla.org.

It is of vital importance that all papers for sessions with SI (Simultaneous Interpretation) are available in advance of the meeting. Please take 7 copies of late-arriving papers urgently to HQ staff - they will ensure that the interpreters receive a copy or will hand them to the interpreters directly in the session room.

The *IFLA Monitor* contains all information needed for the General Assembly on 15 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 Session Room 1.

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://2012.ifla.org> you will find all the news and you 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 there will be dedicated areas throughout the conference centre where computers will be available free to use.

At <http://2012.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 tag 'wlic2012' on twitter, blog posts or photographs so that we can pick them up; see the IFLA Express website for more details.

Conference Sessions

The results of the Congress Evaluation of previous conferences showed that delegates were often not happy with the management of meetings.

Please share these ground rules with the chair(s) of your sessions:

- briefly introduce each speaker, and say in which language s/he will speak;
- make absolutely sure that the presentations and meetings do not run over time, since this may affect the meetings following yours;
- if the speakers intend to use short speaking texts, make sure the interpreters (if your meeting has SI - simultaneous interpretation) have copies of these texts;
- if participants ask questions from the floor, ask them to introduce themselves and speak into the microphone;
- if an announced speaker is absent from the conference, you may ask another person to summarise the paper.

Please remind speakers that they should:

1. test their audio-visual presentations the day before their session (Speakers Preview room);
2. ensure that if Simultaneous Interpretation (SI) is being used, the interpreters have their text in advance;
3. speak slowly and clearly to enable their audience to follow. Many delegates will not be native speakers of the language the paper is presented in;
4. avoid using idiomatic or other expressions unfamiliar to an international audience;
5. avoid using acronyms or sets of initials where possible;
6. explain acronyms and initials if you have to use them;
7. do not read the paper word by word, summarise the highlights instead;
8. aim to finish speaking a few minutes before the end of their allotted time so that there is time for questions and discussion.

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, German, Russian, Spanish. The interpreters may be contacted in the interpreters' lounge (Room 211).

Please see also the attached *Speakers Guidelines* with some special instructions with regard to the Simultaneous Interpretation. Please be sure to forward these to your speakers.

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!

Specific sessions to note

During the conference week a number of special meetings will be held, to which we would like to draw your special attention.

Division Leadership Forum meetings – 11 and 12 August

On Saturday 11 August, 08:00-09:30 (Room 201) there will be a “Leadership Brief” session which all 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 Division Forums (one per Division) take place on Sunday 12 August, 08:30-10:00 (for locations see the programme) and offer a chance for 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 Training Session(s) – 14 and 15 August

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.

There will be two sessions: Tuesday 14 August, 13:45-15:45, and Wednesday 15 August, 11:45-13:45 (both in Room 6). The two identical sessions are held at two different times to give as many people as possible a chance to attend one of them. With a separate e-mail we will distribute the agenda for this meeting.

Officers' Reception – 12 August

There will be a reception sponsored by Infor and Intersystems Benelux BV for all IFLA Officers and Information Co-ordinators on Sunday evening, 12 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 Helsinki, please make sure you collect it as you will need it to enter the bus.

Orientation for Newcomers – 12 August

A Newcomers Session will be held this year, on Sunday 12 August from 08:30-10:00 in Room 2. As it takes place at the same time as the Division Leadership Forums, 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 to attend and introduce themselves and your section’s role to the newcomers. We hope that you will do all you can to make Newcomers feel welcome during their first IFLA Congress.

IFLA Highlights & News – 13 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 (13 August, 09.30-10.45, Room: Room 5). Come along and keep up-to-date with the news!

Professional Resolutions – 14 August

You will find attached a resolution form. If your group wishes to propose a resolution, please use the standard form for submission. The deadline for submitting all resolutions to the IFLA HQ Secretariat (Room 'Exhibitors Lounge') is Tuesday 14 August at 12:00 noon. These will be published on the Congress Website on Wednesday 17 August and responded to by the Professional Committee in its next meeting.

Meeting IFLA Information Coordinators & Web editors – 14 and 16 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 14 and Thursday 16 August at 11:45-12:45 in room 306 on both days.

IFLA General Assembly – 15 August

The General Assembly will be held on Wednesday 15 August, at 16:15 in Session Room 1. If you are a voting delegate, please make sure that you **collect your voting papers** at the IFLA Secretariat (Room 'Exhibitors Lounge') before 16.00 on Wednesday the 15th.

Finally, a short note to inform you that as part of the Professional Committee's review of IFLA's publishing programme, Mike Heaney will from 2013 become external editor of the IFLA Publications Series, published by IFLA and De Gruyter. Mike is a former member of IFLA's Professional Committee and will start in his new role as editor of the 'Green Backs' in 2013. As he will be present at the Congress in Helsinki, he may well approach you or your unit to discuss possible topics for the future IFLA Publications Series

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 Helsinki, where we look forward to meeting you.

With kind regards,

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Ingeborg Verheul (Director of Communications & Services; Ingeborg.Verheul@ifla.org)