

**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: 12 February 2013

Our ref.: E 2013.4.2/JO

**Subject: IFLA World Library and Information Congress, Singapore, 17-23 August 2013**

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

**Important deadlines:**

01 March 2013 - return comments on Draft Conference Programme

15 March 2013 - return Full Programme Form to HQ

15 March 2013 - return details of off-site sessions to HQ (see Full Programme Form)

15 March 2013 - return Satellite Meeting Proposal Form 2014 (see separate mailing)

15 May 2013 - deadline for early-bird registration

01 June 2013 - deadline for receipt of congress papers

01 June 2013 - deadline for programme corrections for printed programme

15 July 2013 - deadline for receipt of translations.

**Important changes:**

- All conference papers will be uploaded to the new IFLA repository in 2013 from where they will be available for reading and download.
- All Units must therefore ensure that the Author(s) sign and return the Author Form, which ensures that they agree to the IFLA license conditions.
- Units are also now asked to format conference papers using the attached template. Only papers correctly formatted will be accepted into the repository, and they must be submitted via the Unit, not by the Author themself.

**Conference Programme**

Last September we sent you our Programme Enquiry Forms asking for information on the involvement of your professional group in the Singapore conference. I am now asking for more detailed information about your programme: please fill out and return the **Full Programme Form**: <http://www.ifla.org/files/assets/hq/officers/conference-information/full-programme-form-2013.doc>

This should be returned, duly completed, by **15 March 2013**.

**Draft Conference Programme**

Attached is a draft of the Conference Programme for the WLIC 2013 in Singapore.

Please let me have your comments no later than 01 March, then I can make any necessary changes and finalise the programme for wider distribution.

## 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 2013**. We would like to have these details as complete as possible in the (on-line) programme.

If the details for off-site sessions are not made available by **01 May 2013, at the latest** the Professional Committee may decide that your session will **not** be advertised in the Conference 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 collect the list 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 2013

Thursday 15 Aug	Friday 16 Aug	Saturday 17 Aug	Sunday 18 Aug	Monday 19 Aug
	PC Meeting 08.30-11.00	Leadership Brief 08.00-09.30	Leadership Forums 08.30-10.00	Plenary Session 08.30-09.15
		SC Meetings 09.45-12.15	Newcomers Session 08.30-10.00	Sessions 09.30-11.30
	GB Meeting 11.30-17.00	SC Meetings 12.30-15.00	Opening Session 10.30-12.00	Sessions 11.45-12.45.
Conference Advisory Committee 12.00-14.00		SC Meetings 15.15-17.45	President's Lunch (invited) 12.15-14.00	Lunch Break & Exhibition Visits 12.45-13.45
Finance Committee 14.00-16.00		Division 5 Caucus Canada Caucus 17.30-18.30	Sessions 13.45-15.45	Sessions 13.45-15.45
Executive Committee 16.00-18.00		Caucus Meetings 18.30-19.30	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 20 Aug		Wednesday 21 Aug		Thursday 22 Aug	Friday 23 Aug	
Plenary Session 08.30-09.15	Exhibition 09.30-17.30 Poster Sessions 19.30-17.30	Plenary Session 08.30-09.15	Exhibition 09.30-14.30	Sessions 08.30-10.30	PC/GB Meeting 09.00-13.00	Library Visits Full day & Half day
Sessions 09.30-11.30		Sessions 09.30-11.30				
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						

The 2<sup>nd</sup> PC and GB meetings will be held on Friday 23 August, as will the Library Visits!

**Half-day Library Visits** in Singapore can be booked **onsite only**.

This year there is also one half day visit in Malaysia, this can only be pre-booked 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. Note that in an election year for SC members, the newly elected SC members officially take up their office from the end of the congress. However, as these new SC members are eligible to stand, nominate and vote in the election of the Section's Officers for 2013 – 2015, they should be invited to the SC meeting when the election will take place. These new SC members will also be invited to the relevant Division Forum and in order to ensure an efficient handover, it is suggested that they are invited to all relevant SC or other meetings of the Section.

### Conference papers

Please see the following documents (linked from the Officers Corner): <http://www.ifla.org/officers-corner/key-documents#papers>

1. Instructions for Session Coordinators;
2. Sample Instruction Letter;
3. Author Form;
4. Conference Paper Template;
5. Translated Paper Template.

Please pass on this pack of documents to the coordinator of your session in Singapore (if this is not you). Because we will for the first time in 2013 be using the IFLA repository for storing and managing the conference papers, we will need your help this year in formatting the papers for your session (using the templates) and communicating directly with your own authors and presenters to ensure the data and papers for your session are accurate and complete.

### 1) Deadlines

As we need to prepare the printed and online programme, we need the Author Forms and full text papers to be submitted to HQ by 1 June 2013. Translations can be submitted later but still need to be submitted by 15 July 2013 to guarantee having them available before the conference.

As soon as you have selected the papers for your session, please ask the authors to sign and return the Author Form to you so that you can collect these and return them to HQ for your session by 1 June 2013.

To speed up the formatting process, we suggest sharing the Conference paper template with your authors. It is available through a link on the "guidelines for authors" page so we suggest directing them there: <http://conference.ifla.org/ifla79/general-guidelines-for-authors-of-papers>

However, we will also need you to check the format of your papers using the checklist in the session coordinators instructions. IFLA staff will not have the time this year to edit the layout so will return papers to you if they are not correctly formatted.

To enhance the quality of conference papers, they should be reviewed by members of the Section. Please allow time for this review process before you forward the 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 Units have established a "paper review committee" to take care of this quality control in consultation with authors.
- check that the format matches the template and use the checklist in the attached instructions to check that all the formatting requirements are met.
- Agree on a final version of the paper and submit this to IFLA HQ.  
(NB: IFLA HQ will not accept papers received directly from authors).

Please allow plenty of time for this process to enable you to submit the final version by 1 June.

Presenters preparing a Power Point Presentation should bring the file to the congress centre in Singapore to upload it to the conference network, and submit it to the IFLA website (if they choose to do so). We will no longer load presentations to the website in advance of the conference.

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 by the Unit to obtain as many translations of conference papers as possible. These translations are also official conference texts and should be correctly formatted and submitted to the website (see the instructions and checklist in the attached instructions). Units are asked to focus primarily on translations into official IFLA languages.

Please note that the interpreters in Singapore will use the papers to give them background and help prepare for the interpretation.

The deadline for the receipt of translations at IFLA HQ for upload to the website: 15 July 2013.

Thank you in advance for your cooperation.

With kind regards,

Josche Ouwerkerk  
Manager, Conferences and business relations

Enclosures:  
Draft Programme IFLA WLIC 2013  
Timetable of SC I meetings on Saturday 17 August 2013.