



From: Josche Ouwerkerk.

To: Chairs, Secretaries and Information Coordinators of Divisions and Sections, to the Convenors of Special Interest Groups and to the Directors of the IFLA Strategic Programmes

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

Date: 13 February 2014

Our ref.: E 2014.4.2/JO

Subject: Draft Programme IFLA WLIC 2014 + Satellite meeting proposals WLIC 2015. IFLA World Library and Information Congress, Lyon, 16-22 August 2014

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

Important deadlines:

03 March 2014 - return comments on Draft Conference Programme

15 March 2014 - return Full Programme Form to HQ

15 March 2014 - return details of off-site sessions to HQ (see Full Programme Form)

15 May 2014 - deadline for early-bird registration

01 June 2014 - deadline for receipt of congress papers

01 June 2014 - deadline for programme corrections for printed programme

15 July 2014 - deadline for receipt of translations.

Important changes:

- All conference papers will again be uploaded to the IFLA repository in 2014 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 asked to format conference papers using a fixed template. Only papers correctly formatted will be accepted into the repository, and they must be submitted via the Unit, not by the Author themselves.
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The template and the Author Form will be distributed at a later stage.

Draft Conference Programme

Attached is a draft of the Conference Programme for the WLIC 2014 in Lyon.

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

I have tried to take into account all needs and wishes as much as possible, but please let me know if I have overlooked anything.

Simultaneous Interpretation

This year in Lyon we will have, with special thanks to the National Committee, besides our two regular rooms with Simultaneous Interpretation into the 7 IFLA Languages, a third room with interpretation between English and French.

You will see in the draft programme which groups have been allocated full SI (marked with SI) and which groups are scheduled in the 'French only' room.

Conference Programme

In September of 2013 I sent you the Programme Enquiry Forms asking for information on the involvement of your professional group in the Lyon conference.

I am now asking for more detailed information about your programme: please fill out our online Full Programme Form: <http://conference.ifla.org/programme-details>

Please complete this form with as many details by **15 March 2014**.

We will add that to information to the online programme as soon as we can to be able to recruit as many delegates as possible by showing them the congress programme in detail in advance.

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 2014**. 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 2014, 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 2014

Thursday 14 Aug	Friday 15 Aug	Saturday 16 Aug	Sunday 17 Aug	Monday 18 Aug
	PC Meeting 08.30-11.00	Officers Training 08.00-09.30	Division Forums 08.30-10.00	Plenary Session 08.30-09.15
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		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		

Tuesday 19 Aug		Wednesday 20 Aug		Thursday 21 Aug	Friday 22 Aug	
Plenary Session 08.30-09.15	Exhibition 09.30-17.30 Poster Sessions 12.30-14.30	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 10.45-12.45		
Sessions 11.45-12.45.		Sessions 11.45-12.45.		Lunch Break 12.45-13.45		
Lunch Break & Exhibition Visits 12.45-13.45		Lunch Break & Exhibition Visits 12.45-13.45		Sessions 13.45-15.45		
Sessions 13.45-15.45		Sessions 13.45-15.45		Closing Session 16.15-17.30		
Sessions 16.00-18.00		General Assembly 16.15-18.00				
Cultural/social event						

The 2nd PC and GB meetings will be held on Friday 22 August, as will the Library Visits! Library Visits in the city of Lyon can be booked **onsite only**. However, there is also an extensive visits programme outside of Lyon which are available for pre-booking in the online registration form.

Standing Committee Meetings

The schedule for the first SC meetings is attached to this message, please review the schedule and let me know if any changes are necessary.

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.

Satellite meetings 2015

Attached is also a form to propose to hold a Satellite Meeting connected to the congress in Cape Town in August 2015.

IFLA's Professional Committee would like the satellite meetings to contribute to the regional impact that the IFLA Congress offers for professional development. Therefore it has defined the following countries as meeting its guidelines in which satellite meetings can be planned in August 2015 in the following countries:

South Africa, Botswana, Mozambique (only Maputo), Namibia, Zimbabwe

Host will have to be aware that the Satellite Meeting Guidelines as they can be found in the officers corner: <http://www.ifla.org/files/assets/hq/officers/key-documents/guidelines-satellite-meetings.pdf> will apply to these Satellite Meetings.

Please submit your Satellite Meeting Proposals no later than 15 March 2014.

Thank you in advance for your cooperation.

Please be aware that I will be travelling on a site selection visit for the WLIC 2016 between 16 February and 01 March.

I will return to the office on the 4th of March.

I do have access to e-mail while travelling, however, this scheduling really requires me to sit behind my desk to oversee the broader picture so I will respond look into all requests for changes to the programme upon my return.

With kind regards,

Josche Ouwerkerk
Manager, Conferences and business relations

Enclosures:

Draft Programme IFLA WLIC 2014

Timetable of SC I meetings on Saturday 16 August 2014

Satellite Meeting Proposal Form 2015