



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

**From:** Sjoerd Koopman

**Date:** 28 June 2011

**Re:** IFLA World Library and Information Congress, San Juan, Puerto Rico

Dear Colleagues,

The IFLA World Library and Information Congress in San Juan, Puerto Rico 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, 14 August and a request to select interesting conference papers and submit them for IFLA Journal.

There are three attachments to this mailing: the form for [submitting \(Professional\) Resolutions to the General Assembly](#), a [Speakers Protocol with regard to Simultaneous Interpretation](#) and [Guidelines for making visual presentations accessible to audience members with print impairments](#).

You may want to forward this message to the Standing Committee Members of your Section.

#### **Rooms at the Puerto Rico Convention Centre (PRCC)**

HQ Secretariat – Room 203  
Speakers Preview – Room 103A  
Interpreters – Room 207  
Press, incl. bloggers – Room 202C

A number of 'Division rooms' may be reserved for special Working Group Meetings. Please contact the IFLA/HQ Secretariat [ifla@ifla.org](mailto:ifla@ifla.org) now at the office 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 203

### 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/ifla77/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. There will be a CD-ROM with papers received before 1 July 2011 included in participants' bags.

Papers received later may not be processed until after the Congress. However, to ensure that late-arriving papers are part of the official proceedings of the conference, please deliver a copy of the paper (in electronic format) to the IFLA HQ Secretariat. The only exception to processing will be made for translations of papers, provided the original language version has been received and coded.

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

The *IFLA Monitor* contains all information needed for the General Assembly on 17 August, such as the convening notice and resolutions received ahead of the Congress. It will be made available at the meeting location.

### Congress communication / IFLA e-xpress

This year IFLA will again be using **social media** to bring out the best of the IFLA experience. At <http://2011.ifla.org> you will find all the news and stay updated on the congress 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 with computers free to use.

Please attend anyone to <http://2011.ifla.org> to follow the conference as it happens, to hear opinions, to enjoy the pictures and videos, and to browse the blogs and tweets. Official IFLA news will be provided in all seven IFLA working languages. Apart from the electronic news provision, a brief summary of the main conference news will be distributed on paper each day: **IFLA e-xpress**.

We are always looking for interesting news items, brief reports and articles; please submit them. Please be aware that all copy is subject to approval of IFLA; the IFLA Editor has the right to shorten any texts to make them more suitable for publication.

Anyone with a Twitter account, or a blog, or anyone who wants to share photographs, is invited to share their experiences through the conference website. A leaflet with guidance on being active with new media at the Congress is provided in the conference bag.

## Conference Sessions

The management of meetings was one of the items which received poor evaluations during previous conferences. Participants thought that speakers used all their time to read their papers and did not allow enough time for questions and answers and for discussion. We hope to avoid this during the San Juan Congress.

If you are chairing a meeting, please remember these ground rules:

- 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 have copies of these texts (if your meeting has simultaneous interpretation);
- 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 in the audience will not be native speakers of the language they are using;
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. allow 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 207).

Please see also the attached '[Speakers Protocol](#)' with some special instructions with regard to the Simultaneous Interpretation. Please pass it on to your speakers if your Session has **SI** during the conference.

## Off-site Workshops

For workshops taking place off-site the conference venue, there is a special arrangement. There will be registration lists for all approved off-site events at the IFLA Headquarters Secretariat. Section officers will have to come and collect these, the day before the session is being held. Pre-registration can only be done at the conference centre and not before the Congress.

Please make sure that IFLA/HQ has all details: location, time, contact person and "how to get there".

### **Conference Evaluation**

There will be an electronic evaluation of the Congress sent to you after the conference. Please help us improve the conference by encouraging everyone to filling it out and returning it!

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

### **Division Leadership Forum meetings – 13 and 14 August**

On Saturday 13 August, 08:00-09:00 (Room 101b) there is a “Leadership Brief” session for all Officers.

Core Activity Directors, Section Officers and SIG Convenors constitute the Leadership Forum per each Division. Meetings are scheduled Sunday 14 August, 08:30-10:00 (for locations inspect Programme). Separate agendas will be distributed to those concerned.

### **Officers Training Session(s) – 13 and 14 August**

We would like to brief Officers on issues like officers’ roles and responsibilities, (financial) reporting, strategic planning, publications and working with the new 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 held on Monday 15 August, 11:45-12:45 and Tuesday 16 August, 11:45-12:45 (both in Room 208). 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 mailing I will distribute the agenda for this meeting.

### **Officers' Reception – 14 August**

There will be a reception sponsored by Infor for all IFLA Officers and Information Co-ordinators on Sunday evening, 14 August. Please return the form that was sent to you by a separate e-mail, to IFLA Headquarters by fax (or let us know by e-mail) if you plan to join the reception. Your official invitation will be available at the IFLA Headquarters Secretariat in San Juan.

### **Orientation for Newcomers – 14 August**

A Newcomers Session will be held this year, on Sunday 14 August from 08:30-10:00 in Grand Salon B. There is an opportunity for questions and answers during this session and therefore we hope that you will encourage as many of your SC members to attend. We hope that you will do all you can to make Newcomers feel welcome during their first IFLA congress.

### **IFLA Highlights & News – 15 August**

The IFLA President, President-elect and the IFLA Secretary General will present to the audience highlights and current news issues from within the IFLA community (Room: Grand Salon A). Keep up-to-date with the news and listen in!

### **Professional Resolutions – 16 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 203) is Tuesday 16 August at 12:00 noon. These will be printed in IFLA Express, Wednesday 17 August and responded to by the Professional Committee in its next meeting.

**Meeting IFLA Web editors – 16 and 18 August**

IFLA web editor Louis Takács has scheduled two time slots where he will be available to meet Sections' web editors: Tuesday 16 and Thursday 18 August, 11:45-12:45.

**IFLA Publications – 17 August**

There is an opportunity to be informed about important publications that have appeared in IFLA's publications programme during the last year. Authors and editors will be presenting some of the top new titles recently published. They will sketch the backgrounds and the importance of these new publications for the various subfields of the profession. Take this opportunity to meet the authors, to learn about the latest state of play or to place your orders! Saturday 17 August, 09:30-11:30, Room 209 (Programme session 165)

**IFLA General Assembly – 17 August**

The General Assembly will be held on Wednesday 17 August, 16:15 hrs. in Grand Salon A . If you are a voting delegate, please make sure that you **collect your voting papers** at the IFLA Secretariat (Room 203)

Wishing you a very happy and rewarding congress!  
Kind regards,

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