

ICOLC General Meeting Information for Host Consortia

Timing

Fall meeting

(Outside North America, historically in Europe)

- Typically September or October

Potential Conflict Dates

- Frankfurt Book Fair
- ASIS&T
- See <http://www.infotoday.com/calendar.asp>

Spring meeting

(Historically in North America)

- Typically March-April

Potential Conflict Dates

- Recurring events to work around are Easter, Passover, and UKSG and ALA major division meetings
- American College and Research Libraries meets every two years.
- Check ARL (Association of Research Libraries) and CNI (Coalition of Networked Information) Spring Meeting Dates
- Check ER&L conference dates

Schedule

- Should accommodate overseas travel; Sun – Wed and Thurs – Sat seem to work well
- Duration: currently 2.5 days for both meetings
- Typical Schedule:
 - Day 0: Evening before: social reception
 - Day 1: Full day
 - Day 2: Full day
 - Day 3: Half day including business meeting

ICOLC Representation

ICOLC Member Organizations on listserv, by Region (November 30 2018)

Region	# Consortia from Region	% of ICOLC list membership
Unknown	1	0.13%
Africa	12	1.56%
Australasia	10	1.30%
Central Asia	1	0.13%
East Asia	47	6.10%
Europe	253	32.86%
International	6	0.78%
Middle East	14	1.82%
North America	398	51.69%
South America	11	1.43%
South Asia	13	1.69%
Southeast Asia	4	0.52%
Grand Total	770	100.00%

ICOLC Meeting Attendance

	Spring		Fall	
2004	New Orleans	107	Barcelona	133
2005	Boston	120	Poznan	84
2006	Philadelphia	104	Rome	??
2007	Montreal	132	Stockholm	124
2008	San Francisco	114	Munich	120-130
2009	Charlottesville	92	Paris	???
2010	Chicago	95	Amsterdam	107
2011	Austin	89	Istanbul	93
2012	Denver	104	Vienna	84
2013	Toronto	114	Vilnius	66
2014	Portland	109	Lisbon	110
2015	Albany	100	Oslo	104
2016	Los Angeles	99	Amsterdam	115
2017	Jacksonville	96	Prague	96
2018	Detroit	107	London	97
2019	Vancouver	102	Luxembourg	TBD
Average		105		101
Ave. last 5 yrs		102		104

Venue

- North America (NA) norms: typically use one hotel in which the meeting is held (often in several meeting rooms) and for which the host negotiates a block of hotel rooms at a reduced rate.
- For European meetings, the meeting venue is still typically held at an academic institution with a variety of nearby hotel options and rates offered by the hosts depending on their local administrative capabilities. There may be a limited number of special rates at any one hotel.
- Example venue needs (for a complete list, see Best Practices document):
 - High Speed WiFi for conference rooms
 - Breakout rooms (3-4)
 - Adequate consortial staff/volunteers to staff registration/information table, attendants at plenary sessions to run mics, venue liaison
 - Catering/food:
 - Typically a pre-conference reception is held with drinks and appetizers
 - Breakfasts and lunches for attendees
 - Often the host will organize a group dinner, usually off-site

- **NB: Individual reimbursement rates for attendees:** Many US attendees only get reimbursed for General Services Administration (GSA) rate for the conference city. <https://www.gsa.gov/travel/plan-book/per-diem-rates>. If there is a \$30+ gap between this reimbursement per night for the hotel and the nightly rate negotiated, some attendees may stay elsewhere which will lower the occupancy guarantee.

Budget and Registration Considerations

- As of 2018, a total NA registration fee of \$400-\$450 USD exclusive of individual hotel room costs has been average. EU fees have been similarly priced. Costs will depend on venue and food arrangements. Hosts should consider the total costs carefully when deciding location, venue, food, and other costs – too high a registration fee will suppress attendance.
- North America norms: the economic premise is that each meeting is conducted at least a break even for costs, with the local host providing personnel and meeting materials. In NA, any end of each meeting any surplus is sent to a reserve fund (currently housed at LYRASIS) to cover other ICOLC expenses in NA throughout the year (e.g. ALA breakfasts) and act as a contingency fund for future meetings.
- In global venues, the breakeven expectation was less prominent and hosts have typically invested more funds into the meeting than are covered by the registration fee. The practice with EU meetings of contribution to the reserve fund has not been usual, since there are fewer events that most ICOLC members in EU attend compared to NA. Given the different philosophies at work in EU/elsewhere about the funding of these meetings, contribution to the fund in the EU will remain a case-by-case event determined by the host.
- Local hosts contribute staff time & indirect costs and pay to register participants from their organization who are attending as conference participants (not conference staffing/support). Sometimes it is possible to negotiate a few complimentary rooms for conference organizers.
- No vendor sponsorships are accepted; the intent is to be independent from outside influences.
- Local host provides a website with registration capabilities. Credit cards must be accepted
- Included in registration:
 - all out-of-pocket expenses to host the conference. e.g., room rental, break service, meals, equipment, lodging costs for conference staff (those that are there solely to look after the conference)
 - Any fees charged by the website to support registration and credit card payments
 - Any provided food (pre-conference reception, breakfasts and lunches, and group dinner)
 - a margin of error for low registrations and other unforeseen contingencies (e.g. breakages)