Supporting Details for 9ᵗʰ International Evidence Based Library & Information Practice Conference (EBLIP9)

1. SUMMARY OF REQUIREMENTS

EBLIP Conferences typically last between 2.5 and 3 days and are accompanied by a Continuing Education Programme of workshops of between 0.5 and 2 days duration. (The Continuing Education Programme is optional for delegates and is not included in the Registration fees for the Conference). A Social Program usually includes a Welcome Reception and Conference Dinner (both included in the Registration fees) and additional optional pay-as-you-go social events. Day registration rates are provided to encourage attendance by local participants.

Conference venues have previously included academic, hotel, and commercial conference facilities. Local organizing committees (LOCs) should be coordinated by a professional working in the public sector (e.g. academic, public, school, national, professional organisation). Conferences are run on a not-for-profit basis with any surplus (after all deductions) being handed on to the successive local organising committee. An exhibition of commercial sponsors can be organized as a necessary source of conference income.

The Conference Program is the responsibility of the International Program Committee (IPC) co-ordinated by an IPC Chair/Co-chairs working in liaison with the LOC. The Conference Program should include invited keynote speakers (whose travel, accommodation and registration is typically covered by conference income), submitted papers (abstracts) (selected by the IPC) and submitted posters (abstracts) (again selected separately by the IPC). Paper and poster abstracts should be reviewed by the IPC using a double-blind review process. Awards for best paper and best poster are typically made by the IPC with commendation certificates provided to shortlisted presentations.

The EBLIP International Advisory Committee (IAC) (comprising one representative from each of the previous hosts) will select the venue for each conference based on submissions of Expressions of Interest from potential LOCs.

2. INTRODUCTION

The EBLIP Conference is a biennial conference designed to promote the use of best available evidence to improve library and information practice in all types of libraries. It aims to bring together practitioners, researchers, and students involved in critical and reflective information practice to think through new ways to address contemporary issues of evidence based practice in less isolated, more collaborative, ways.

The first EBL(IP) Conference took place in Sheffield, UK in 2001. The success of this conference led to further conferences in Edmonton (Canada, 2003), Brisbane (Australia, 2005), Chapel Hill (USA, 2007), Stockholm (Sweden, 2009), Salford (UK, 2011), Saskatoon (Canada, 2013) and Brisbane (Australia, 2015).

3. ORGANIZING THE CONFERENCE

3.1 Rights to the Conference
All rights to the Conference belong exclusively to the IAC.

3.2 Roles and Responsibilities
IAC:

- The IAC appoints an LOC to organize the Conference.
- The IAC ratifies the Chair(s) of the International Program Committee as nominated by the successful LOC.

Conflicts of Interest: Individual members of the IAC are permitted to be associated with a maximum of one Expression of Interest as a prospective member of either an LOC or the IPC. Upon declaring their potential conflict of interest they may register a vote for that specific bid but must not canvas the support of other IAC members either directly or indirectly. Upon official announcement of the successful bid they must withdraw from the IAC to fulfil their new role. Thus they will not be able to influence subsequent negotiations with the IAC.

International Advisory Committee (IAC):
- The IAC shall provide advice, academic input, and coordination support to the LOC.

Local Organizing Committee (LOC):
- The LOC assumes entire responsibility for the organization of the Conference, both logistically and financially.
- The LOC shall appoint a Chair who shall have responsibility for the overall organization and conduct of the Conference and shall act as the primary liaison with the IPC and IAC.
- The LOC shall be comprised of individuals selected for their expertise in organizing international conferences, meetings, and relevant events.
- The LOC shall be responsible for the selection of the Conference venue, official hotel and other accommodation facilities, as well as all financial arrangements regarding such facilities. The choice of the Conference venue, official hotel and other accommodation facilities shall be subject to final approval by the IAC.

The LOC shall be solely responsible for:
- The organization of all aspects of the Conference comprising, but not limited to, transportation, accommodation, catering, participant registration (including assisting with entry visa procedures) and correspondence with participants.
- All aspects of financial planning and generation of external financial support.
- The establishment of a hospitality program for the Conference.
- The printing of all material related to the Conference, including announcements, programs, promotional items, registration forms, and information forms.
- The organization of all preparatory meetings, virtual or face-to-face, in relation to organization and conduct of the Conference.
- Contracting a third-party liability insurance policy to cover any incident that may occur during the Conference.

Should the LOC choose to include an Exhibition by commercial sponsors, the LOC shall appoint an Exhibition Committee, with access to expertise and experience in the organization of international exhibitions, and shall have the primary responsibility for the overall organization and conduct of the Exhibition.

International Programme Committee (IPC):
- The International Program Committee shall be responsible for the composition and content of the program, including the identification of keynote speakers and the review and coordination of abstracts and proceedings. Note that the LOC may suggest keynote speakers of particular interest in the local setting.
- The International Program Committee shall include at least one member nominated by the LOC to act as a liaison between the two committees.

3.3 Dates & Schedule

The LOC shall recommend dates for the Conference, which shall be subject to final approval by the IAC.

The provisional schedule shall be as follows and shall be subject to final approval by the IAC:

Day 1: Pre-conference Workshops (where appropriate)
Day 2: Conference
      Welcome Reception
Day 3: Conference
      Conference Dinner (alternate Day 4)
Day 4: Conference
      Closing Ceremony (including Awards)
Day 5: Post-conference Workshops (optional)
      Departures

3.4 The Program

The Conference should include, but not necessarily be restricted to, the following events:
1. Continuing Education Workshops
2. Conference and Discussion Sessions (scientific program, seminars, workshops, fringe meetings etc.)
3. Poster Presentation Area
4. Exhibition Area (for vendors of library products and equipment, relevant organizations, publishers, etc. if the LOC chooses to go this route)

3.5 Theme

The theme of the Conference shall be open to any field related to Evidence Based Library and Information Practice. All poster presentations, seminars, workshops, clinics and related displays shall reflect the theme, with the exception of the Exhibition Area.

3.6 Participants

The audience for the Conference shall typically include library and information students, practitioners, educators, administrators, policy makers and managers. Previous EBLIP Conferences have had an attendance of 100-350 participants.

3.7 Staffing

It is the responsibility of the LOC to provide sufficient numbers of volunteers to ensure the smooth running of the Conference.

4 LANGUAGE

The official language of the Conference will be English.

5 GENERAL LOGISTICS

The following logistical matters must be detailed in the bid application for the Conference:

5.1 Accommodation

- Official hotel(s) designated by the LOC, with a reasonable room rate, subject to the approval of the IAC.
- LOC may provide alternative accommodation facilities for participants seeking lower rates.
- Room rate (including breakfast) shall be paid by participants, as it is not included in registration fee.

5.2 Audio, Visual & Information Technology
The Conference venue shall have access to suitable audiovisual technology, including:
- Microphone on stage
- Portable microphones
- Large projection screen at front of room
- Projector (suitable for PowerPoint & video)
- DVD, CD & video player (suitable for all international formats)

5.3 Catering
All the following meals shall be included in the registration fee, except breakfast, which shall be included in the hotel room rate.

Coffee Breaks for each day To be organized for each day in the morning and afternoon, with non-alcoholic beverages

Lunch for each day Served at Conference venue or an alternative venue in close proximity

Dinner Organized by the LOC as part of the hospitality program or arranged by the LOC at the official hotel and accommodation facilities.

Traditionally an **Opening Reception** is hosted by the LOC and a **Conference Dinner** is hosted with financial assistance from sponsors.

It is expected that a free evening, when delegates are expected to make their own dining arrangements, will be included in the three day programme. Catering arrangements for the Continuing Education Workshops are discretionary and costs of these will be expected to be covered from separate income derived from these workshops.

5.4 Conference Venue
The Conference venue shall be suitable for research presentations, symposia, and activity sessions and should be located within 3 miles of the official hotels, in order to limit transportation needs, where possible.

The Conference venue shall include:
- Classroom style seating for up to approximately 300 participants (plenary room)
- Accessible stage with lectern
- All standard audiovisual equipment shall be made available (see Article 5.2)
- 'Speaker-ready rooms' for all presenters (concurrent sessions)

In addition 2-3 extra rooms shall be made available for all parallel sessions. These rooms may be smaller in size but shall have the same facilities as the main Conference venue available for the duration of the sessions.

5.5 Exhibition Hall
An Exhibition Hall may be made available for potential exhibitors and demonstration events. The Exhibition Hall shall be advertised to potential vendors, publishing companies and professional organizations. An effort should be made to attract vendors involved in all aspects of library services, products and activities. An exhibition fee shall be agreed in consultation with the Chair of the IPC. The Chair of the IPC shall approve the final list of exhibitors.

5.6 Publications
The LOC shall produce the following publications:
1. Registration Form
2. Official Programme
3. Accreditation Card/Badge
4. Abstract Booklet

All publications are subject to the final approval of the Chair of the IPC.

5.7 Registration
- The LOC shall make available invitations and registration forms to the participants within the time frame designated by the IAC and shall be responsible for the entire registration process.
- The LOC shall manage the registration process and provide a registration desk at the Conference venue.
- Each participant will be provided with an accreditation card/badge.

5.8 Transportation
Information on transportation arrangements should be provided for all participants and should include arrangements for travel to and from the nearest airport/train station and the accommodation facilities and to venues for any social events.

5.9 Welcome
The LOC will provide welcome services at the Conference venue. The organizers will prepare a "Welcome Package" containing practical information for the participants (e.g. official programme, services, plans, cultural activities, phone numbers, etc.).

6 LOC FINANCIAL ARRANGEMENTS
- The LOC assumes the entire financial responsibility for the organization of the Conference.
- The LOC will cover all travel expenses for return commercial economy class air transportation for keynote speakers up to a maximum of five (5) persons from their countries of residence on occasion of the Conference.
- The LOC will cover the local transportation, accommodation and full board for Keynote speakers up to a maximum of five (5) persons for the complete duration of the Conference.

6.1 Commercial Partnerships
- The LOC is authorized to seek support from commercial partners in order to reduce the costs of the Conference. Support can be in the form of contributions in cash or in kind (ie. by supplying goods or services).
- The LOC may not accept any contribution from companies whose activities are ethically unsound (e.g. tobacco companies).
- Any acknowledgement of companies who have contributed to the Conference must be made in a discreet manner, clearly separate from any reference to the IPC or the LOC (e.g. "The EBLIP9 Conference is supported by…..").
- No promotional activities are authorized during the Conference in the venue or the official hotels by any companies other than those approved by the IPC.
- **Before entering into any partnership agreement, the LOC must obtain the prior approval of the Convenor of the IAC.**

6.2 Registration Fee

- The LOC may charge a registration fee to the participants of the Conference to cover costs related to its organization, including welcome services, transportation, catering, participation in the Conference and hospitality events.
- Keynote speakers, up to a maximum of five (5) persons, are not subject to any registration fee.
- The registration fee(s) charged is/are subject to the final approval of the Chair of the IAC.

6.5 Look & Image

The Conference look and image will be congruent with the ideals and values of the international EBLIP community.

8 TIME FRAMES

The LOC must abide by the following timelines:
Bid Application Submitted to the Convenor of the IAC **November 30 2015**
Official Invitation to Host EBLIP9 Conference by **December 31, 2015**
18 Months prior*
1st LOC Meeting & Meeting Schedule Established
10 months prior*
Call for Abstracts
Select Keynote Speakers & Invited Continuing Education Workshops
8 months prior*
Publication Registration Information and Form
6 months prior*
Confirm and Publish Accepted Abstracts
2 months prior*
Due Date for Return of Registration Forms
Accepted Extended Abstracts Submitted to LOC in Presentation Format
Publication of Official Programme & Abstract Booklet
Conference
Within 12 months
Publication of Conference Proceedings (possibly in conjunction with EBLIP journal)
* Exact dates shall depend on approved date of Conference.

9 HOW TO APPLY

9.1 Expression of Interest Template & Process

Candidate LOCs wishing to host the Conference must apply to Helen Partridge, the Convenor of the IAC, helen.partridge@usq.edu.au by **November 30, 2015** using the official Expression of Interest Template. Applicants are encouraged to provide additional information supporting their bid.

All bid applications should include the following:

- Proposed dates
- Brief description of the city (location, population, climate, etc.)
- Brief description of Conference venue
- Information on accommodation facilities
- Transportation details
- List of countries whose nationals require entry visas
- Proposed budget and registration fee
- Membership of the Local Organizing Committee
- Initial indication of the availability of the Conference venues and hotel(s) for the proposed dates
- Expressions of support (including financial support) by appropriate organisations