ACRL Workshop Host Information

Building Your Research Data Management Toolkit:
Integrating RDM into Your Liaison Work

Room setup and A/V Supplies Needed
- Room set with roundtables, plus head table for presenters
- Two wireless microphones (lapel microphones highly preferred)
- Projector, screen, and computer connected to projector (PC, must have Office 2007 or higher)
- Standard-size Post-it Note pack for each participant
- 2 packs of Giant Post-It Sheets (example here)
- Markers at each table
- Dot stickers
- Masking tape
- 18x24 Prints of Data Engagement Opportunities Poster (at least 1 per table, preferably 2-3).

Host responsibilities
- Reservation of meeting space and audio-visual equipment, and printing of workshop handouts and materials, per the requirements provided by ACRL.
- On-site instructional technology and AV support as needed.
- Reservation and purchase of lodging and ensure presenters are given clear understanding of satisfactory ground transportation options.
- Communicate regularly with presenter(s) regarding program and logistics.
- Catering for attendees and presenters (e.g. breakfast, lunch, refreshment breaks) as appropriate.
- Volunteer staff as needed (e.g., general oversight, check-in assistants).
- Management of registration process, if any.
- Compilation of attendee roster with complete contact information and registration list.
- Participant and presenter name badges.
- Limit participation to 100 attendees.

Costs
- License fee: $5,000
- Presenter expenses: Recommended total budget of $2,000 to cover flight, ground transportation, lodging, and food per diem of up to $50 per day for two presenters (may vary depending on number of hotel nights and transportation costs)
- Miscellaneous expenses: marketing, name badges, handout printing, food/beverage, AV rental, interactive materials (index cards, flipcharts, markers, etc.) and staffing
*Note: hosts may choose to recover costs by charging a registration fee for participants.

More information about this workshop can be found at www.ala.org/acrl/rdmroadshow.

To schedule a workshop, please contact Chase Ollis at collis@ala.org or 312-280-2521.