ACRL Workshop Host Information

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

**Sample Schedule (8 hours)**

- **30 minutes**  Introduction
- **45 minutes**  An Overview of Research Data Management
- **75 minutes**  Applying Liaison Skills to RDM
- **75 minutes**  Learning to Serve Your Discipline’s Data Needs
- **1 hour**  Lunch
- **90 minutes**  Planning for Data Management
- **75 minutes**  Developing Campus Partners and Collaborations
- **30 minutes**  Tying It All Together

**Room setup and A/V Supplies Needed**

- Room set with roundtables, plus head table for presenters
- Two wireless microphones (lapel microphones highly preferred)
- Projector and screen
- Computer that can connect to the 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.

For questions, please contact Chase Ollis at [collis@ala.org](mailto:collis@ala.org) or 312-280-2521.