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

ACRL Workshop Host Information

Scholarly Communication: From Understanding to Engagement

Schedule (7 hours, 30 minutes)
15 minutes  Welcome
30 minutes  Introductory Exercise
30 minutes  Understanding Scholarly Communication: Framing the Issues
15 minutes  Break
90 minutes  Copyright & Publication Agreement Exercise
1 hour      Birds of a Feather Lunch
15 minutes  Midday Summary – share out from lunch
75 minutes  Module 1
15 minutes  Break
75 minutes  Module 2
30 minutes  Conclusion & Wrap-Up Discussion

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.

Room setup and A/V Supplies Needed
- Room set with roundtables, plus head table for presenters
- Two wireless microphones
- Projector, screen, and computer connected to projector (PC, must have Office 2007 or higher)
- At least 1 large flipchart/whiteboard and colorful markers
- Packet of handouts – one for each participant

More information about this workshop can be found at http://www.ala.org/acrl/scholcommroadshow.