ACRL Workshop Host Information

Scholarly Communication: From Understanding to Engagement

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

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.

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 [http://www.ala.org/acrl/scholcommrroadshow](http://www.ala.org/acrl/scholcommrroadshow).

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