ACRL Workshop Host Information
Planning, Assessing, and Communicating Library Impact: Putting the Standards for Libraries in Higher Education into Action

Room setup and A/V Supplies Needed
- Room set with roundtables, plus head table for presenters
- A wireless microphone for each presenter
- Projector, screen, and computer connected to projector (PC, must be able to display file from PowerPoint 2013 and have any standard web browser installed)
- Pen and Standard-size Post-It Note pack for each participant
- One flipchart per table, plus two different colored markers per chart
- One flipchart or whiteboard for the presenters, plus at least four different colored markers

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 presenters 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:
  - $3,000 for one presenter (up to 40 participants)
  - $5,000 for two presenters (41-100 participants)
- Presenter expenses: Recommended total budget of $1,000 per presenter to cover flight, ground transportation, lodging, and food per diem of up to $50 per day (may vary depending on number of hotel nights and transportation costs)
- Miscellaneous expenses: marketing, name badges, handout printing, food/beverage, AV rental, interactive materials (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/standardsworkshop](http://www.ala.org/acrl/standardsworkshop).

To schedule a workshop, please contact Chase Ollis at [collis@ala.org](mailto:collis@ala.org) or 312-280-2521.