



Responsibilities of National Planning Council

**International Conference of Indigenous Archives, Libraries, and Museums
Hyatt Regency Tamaya, Santa Ana Pueblo, New Mexico
October 9-12, 2017**

The Local Planning Council works closely with the ATALM's President/CEO and Conference Director (Susan Feller) and the Project Director (Melissa Brodt).

The Conference Director has sole authority to negotiate and sign contracts and is responsible for the overall direction of the conference. The Project Director is responsible for overseeing all finances and is responsible for the overall management of the Conference.

The National Planning Council (NPC), in general, is responsible for providing guidance, evaluating programs, generating support, and promoting the conference across professional networks. Members of the Council who live locally help with identifying and securing local resources, planning and executing special events and tours, and recruiting local partners and volunteers.

The Honorary Chair provides a welcoming keynote, a message for the program book, and may officiate at special events. The Honorary Chair is usually a local dignitary or nationally recognized leader in the field of archives, libraries, and museums.

The National Planning Council Chair is from the local community and works closely with ATALM staff and the National Planning Council. In addition to general oversight of the NPC, the Chair is responsible for helping design the opening and closing ceremonies, helping generate local support, and helping plan evening events.

Members of the National Planning Council include committee chairs, representatives of local partnering organizations and others. Committee Chairs are appointed for each active committee. The Committee Chair is responsible for appointing additional members to his/her committee. All members of the National Planning Council are expected to serve actively on at least one committee and attend/volunteer at the conference.

Committees include:

Guardian Awards – Conference staff distributes a “call for nominations” for the *Guardians of Culture and Lifeways International Awards Program*, after which the Awards Committee reviews the applications and proposes recipients for the seven awards. Awards Chair assists with preparing copy for certificates, writing talking points for luncheon, organizing a Power Point presentation to show during luncheon, writing media releases, and ensuring posts on Social Media.

Conference Programming – There are seven tracks/focus areas at the conference: 1) Archives; 2) Labs; 3) Language; 4) Libraries; 5) Historic Preservation; 6) Museums; and 7) STEM. Planning for each track is overseen by a Chair and a committee knowledgeable in the focus area. The process is as follows:

Conference staff distributes a call for proposals and collects information for review and discussion by the programming committees.

In addition to the sessions submitted as a result of the responses to the call for proposals, the programming committees are encouraged to recruit presentations in keeping with needs or priorities of the focus area.

Each Program Committee Focus Group is responsible for planning:

1. One **Summit** (optional). A Summit can be a half or full day. Summits engage stakeholders in developing action plans and/or protocols that help ensure productive and unified approaches to building support for indigenous cultural institutions, identifying viable and needed initiatives, and developing methodologies for advancing cross-cultural understanding. Summits are scheduled for Monday.
2. A **Fieldtrip** to a local attraction and/or a **Preconference Workshop** can be half-day or full-day. These are on Tuesday.
 - **Field Trips -- The committee**, along with Conference staff, works with cultural facilities, determines maximum size of the tour group, and helps prepare a description of the tour. On the day of the tour, committee members greet participants at the bus, serve as guides, and distribute refreshments. Cultural facilities typically waive all entrance fees and provide behind-the-scenes tours or learning experiences not typically available to the general public.
 - **Pre-Conference Workshops** – These workshops may take place at cultural venues or the hotel. Most pre-Conference workshops have extensive hand-outs and provide attendees with tangible skills. Typical responsibilities include reviewing program submissions and, if necessary identifying workshop topics and recruiting presenters if submitted programs are not acceptable.
3. A minimum of four 30-minute **“Inspire”** sessions on timely, innovative, or challenging topics. These are ideally suited for single presenters. (Wednesday and Thursday)
4. A minimum of five 10 or 15 minute **“Ignite”** talks which are organized into one 75-minute session. (Wednesday and Thursday)
5. A minimum of one **Forum** or **Listening Session** that are 75-minutes in length and designed to allow for sustained interactions for participants and organizers around a particular topic. Forums are intended for organizers to get early feedback, facilitate a conversation around critical issues, or begin to frame new directions or approaches in a particular area. Ideally, organizers should document input received and produce a white paper. (Wednesday and Thursday)
6. A minimum of seven 75-minute **Panel Discussions** on key topics and issues related to the committee’s focus area. The primary focus areas of libraries and museums may have more sessions. The majority of sessions should have broad appeal to a variety of disciplines. (Wednesday and Thursday)
7. A minimum of one hands-on **Skill-Building Lab**. (Wednesday and Thursday)
8. A minimum of one **Maker Space** demonstration (optional). Ideally, these should be learning opportunities that train participants to replicate the Maker Space activity as a public program in their community. (Wednesday and Thursday)
9. A minimum of two **Thursday Topical Roundtable Conversations** held as a precursor to the Honoring Luncheon.

In considering programs, the committee gives priority to sessions that:

- 1) Meet current needs or addresses issues related to a particular discipline;
- 2) Provide useful and practical information;
- 3) Have a strong audience engagement component;
- 4) Have at least one indigenous presenter;
- 5) Feature presenters that are likely to attend and participate in the full conference.

The Program Committee is responsible for reviewing and editing session titles and descriptions as well as presenter bios

Exhibitors and Artist Booths - Approximately 40 exhibitors participate, as well as arts and crafts vendors. The role of the Exhibitors Committee is to help build relationships with vendors and to work with vendors at the Conference to ensure their needs are met, for example, helping exhibitors during setup, ensuring all exhibitor packages are delivered to the booths prior to setup, collecting door prizes, and overseeing the door prize activity. During the conference, checking on the exhibitors periodically and thanking them. Artist Booths typically feature local artists.

Foundation/Sponsorship/Gifts – Works with Conference staff to develop sponsorship opportunities and to seek local financial support. Example of past sponsorship items include underwriting events such as reception, keynote speakers, program books, tote bags, name tags, and individual conference sessions. This committee also seeks items that may be used for prizes, gifts for major speakers, and items to be included in the registration packet.

Local Hospitality/Tourism - Responsible for providing attendees with information about the local area including restaurants, attractions, tours, and other activities, negotiating discounts and acquiring promotional materials.

Marketing, Communications, and Materials – Works with Conference staff to design print materials, including editing the program book. Produces and distributes media releases relating to conference activities. Creates a social media presence before, during, and after the conference. Helps identify new audiences.

Photography – Ensures all events are covered and works with volunteers to upload photos to show during general sessions. ATALM has eight cameras it loans out for this purpose.

Scholarship Review – With IMLS support, ATALM awards between \$50,000 and \$75,000 in scholarships including registration, shared lodging, and travel stipends. Applications are submitted online. The Scholarship Committee is responsible for helping to distribute the application notice, reviewing the applications, and recommending awards.

Special Events – Typically, depending on sponsorship, there are two or three receptions and/or dinners. These events are ticketed separately and usually cost no more than \$50 per person. Typical responsibilities include developing a theme, arranging for entertainment, developing a budget, identifying and securing a site, and all duties associated with ensuring a successful event.

Conference Volunteers – Recruits, organizes, and recognizes volunteers. Volunteers are needed for:

- Stuffing Conference bags and coffee mugs (Saturday/Sunday)
- Staffing the Registration Desk (Sunday-Thursday)
- Serving as Room Monitors
- Taking tickets at meal functions (Wednesday/Thursday breakfast and lunch)
- Photographers