# Taking it online:
## How to survive planning a virtual depository conference

*Hints and Helps from:*

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# You have decided to hold a virtual conference

Rationale:

- Participants are geographically dispersed
- Limited funding for travel or program support
- Ability to share information with large group at one time
- Larger group of potential attendees
- Ability to archive and watch when it suits viewer

# This session

- Overview and introduction to basic ideas and planning
- Breakout into facilitated talk tables
- Come back together as a group and share a couple of ideas from each area with the group
- Share final comments and audience questions

# Conference Planning

# Our Choices

We focus on the:

- Issues of interest to participant community
- Topics that the regional librarians have been asked or that others want more information on

We use the talents of our librarians –

- We draw all speakers from participating group (e.g., multi-state area) - except keynote and U.S. government agency speakers

# Figure out the basics

Choose a conference coordinator – or 2 working as a team

Identify conference planning committee

Identify point people to reach out to parts of participant group (e.g.,one person in each state)

Set up subcommittees

      Program planning

      Marketing and Outreach

      Documentation and Tech Support

# Other topics

- How many days? How many presentations each day? How long for the presentations?
- Train your speakers on the virtual system – not conceptually, but through practice time
- Hold committee meetings on virtual software system. All planners will know how to use it
- Set up system of coordinators, chat monitors and other helpers to make it run smoothly
- Set up a system for conference registration

# Program Planning

# Needs and Offers

- Track issues that come up in State meetings
- Survey depository librarians in the Region
- Input from Planning Committee members
- Changes/updates in core resources/processes
- Identify potential speakers
  - Knowledgeable Colleagues = Local Experts
  - 'Outside' consumer/purveyor of Gov. Info

# Who's On First?

- Assemble program
  - Time Zones
  - Program length
  - Program flow
- Formalize schedule
  - Participant  letters
  - Presentation template – Live/Canned?
  - Deadlines (resources, run-throughs, etc.)

# Marketing and Outreach

# Becoming known

- Create a logo
  - Prominently display on conference webpage
  - Use the logo in templates for conference PowerPoints (include credits for funding sources)

- Prepare email promotion – send to each state contact

## Six-State Virtual Government Information Conference
## August 11-13 and 16-17, 2010

Continuing Education - It's free! No travel costs!

We recently polled government information librarians about their continuing education needs and came up with what we hope will be a stimulating program for government information specialists and non-specialists alike. Join your colleagues from Arizona, Colorado, Nevada, New Mexico, Utah and Wyoming (the Six States) in our first online conference. We'll kick off the conference with a keynote presentation by Gabriela Schneider, communications director for the Sunlight Foundation, a national organization that promotes transparency and accountability in government focused on digitization of government data and easy info accessibility for all. We're also planning exciting sessions on using Census data, tracking use of e-resources, maps and GIS, and more. A preliminary schedule is posted on the conference web site at http://ucblibraries.colorado.edu/govpubs/conference/6state/index.htm. We'll be adding a registration mechanism and technical information on using OPAL, the conference software provided through the Government Printing Office (GPO), and other information in the weeks to come. In the meantime, mark your calendar.

Schedule conflicts? Don't worry. You can attend any or all of the sessions or view the archived presentations at a later date.

To participate you need an internet connection, OPAL conference software pre-loaded on your computer, speakers and a microphone (optional).

We are looking forward to meeting with you in the virtual world!
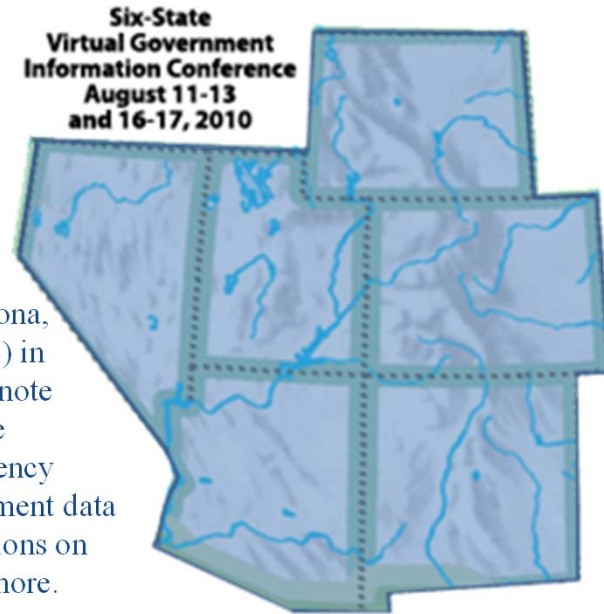
# Stay connected to your potential audience

- Set up webpage with information, schedule, and links to presentations
- Set up blog, twitter account or other current awareness and social media tools
- Have each partner group point to the conference webpage from their home pages
- Send out periodic emails

# 2012 Six-State Virtual Government Information Conference

The 2012 Six-State Virtual Government Information Conference was held August 8-10, 2012. This free conference, while focusing on the states of **Arizona**, **Colorado**, **Nevada**, **New Mexico**,**Utah**, and **Wyoming**, was open to all. An archive of all presentations is linked from within the schedule. Please see below for additional information.

## Conference Information
- **Schedule: Abstracts, Powerpoints, Handouts, and the Recorded Archive of all Presentations**
- Conference Planners and Contributors

## Pre-Conference Information
- Using Adobe Connect

## Past-Conference Information
- Information about the 2010 Six-State Conference

**AUGUST 8-10** **2012**

**Six-State**
Government
Information
Conference

**KEYNOTE SPEAKER**
Thursday, August 9th,
11:00 a.m. MDT / 10:00 a.m. PDT

**MALCOLM** **BYRNE**

AP Photo/Manuel Balce Ceneta

**DEPUTY DIRECTOR and**
**DIRECTOR of RESEARCH**
**NATIONAL SECURITY ARCHIVE**

Speaker's Biography at NSA

# Recognition for …

Those that help

- Identify those that actively participate
- Mention funding sources
  - E.g., funding received through LSTA may be noted as part of your PowerPoint template

Attendees

- Certificates of attendance

# Documentation and Tech Support

# It is as easy as riding a bike…

- Decide on your conference platform (early!)
- Is there user documentation?  Is it readable?
- Remember there should be:
  - Slides pointing to the conference
  - Slides on what to do before the conference starts (test your audio/video)
  - Tech support person on hand, in case a problem arises

# General Support Guidelines

- Have someone (not presenter) monitor chat (for those already online) and monitor a phone (for those with problems logging in).

- It is important to have all presenters practice with the interface before the presentation. There are often compatibility, browser, mic, and other problems.

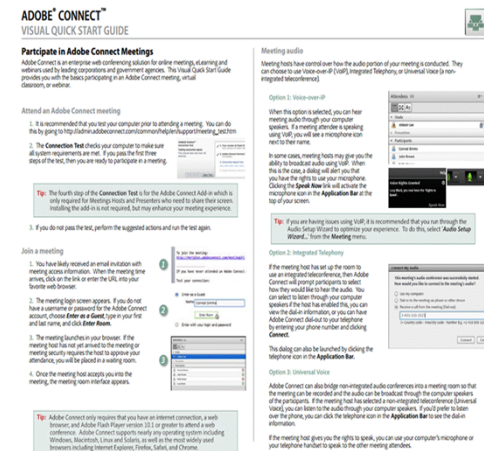# Monitoring Chat in Adobe Connect

While presenting, monitor the chat in another window. Here, an iPad is used to monitor chat, while larger screen shows what participants see.
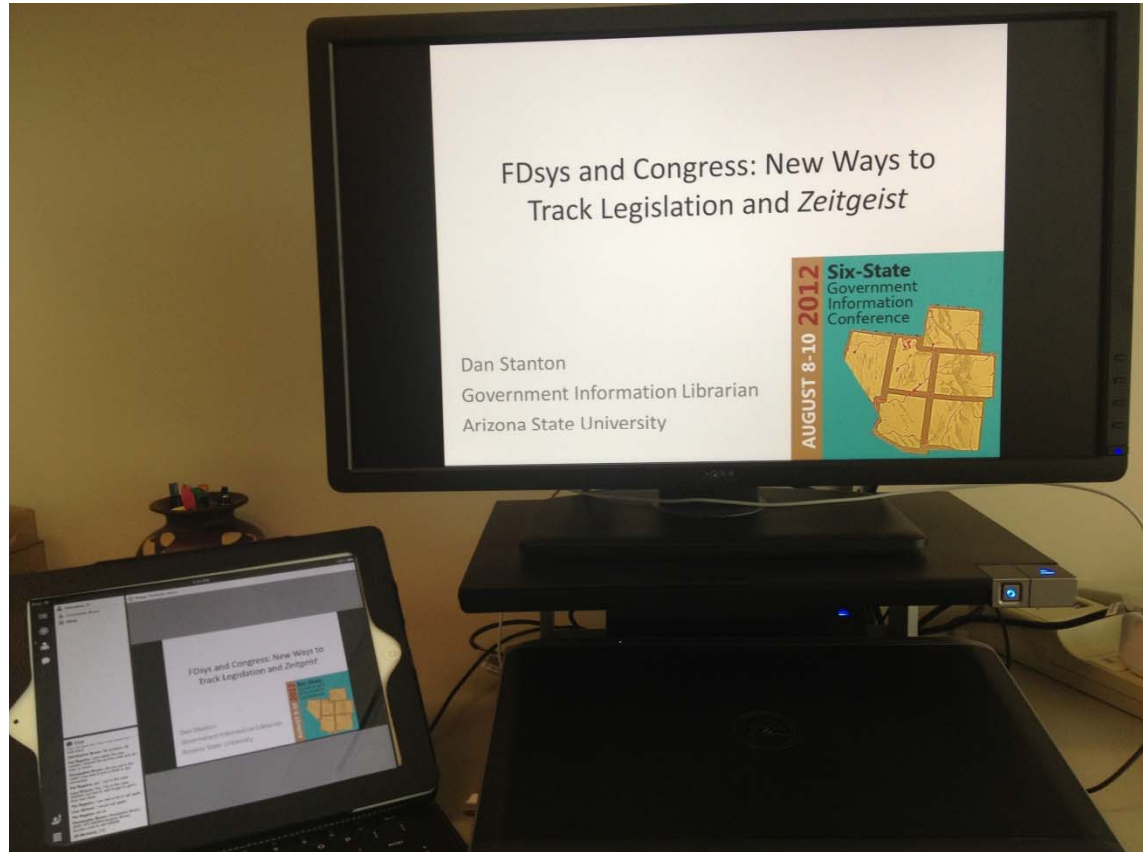
# Technical Support Documentation

- 2010 Virtual Conference - Used OPAL – a system no longer in existence. Support page: http://ucblibraries.colorado.edu/govpubs/conference/6state/Gettingstarted.pdf

- 2012 – used Adobe Connect. Needed fewer instructions: http://ucblibraries.colorado.edu/govpubs/conference/6state/atraining.htm

# Facilitated Talk Tables

# Talk Tables

Move around the room and get ideas about:

- Conference planning
- Program Planning (topics of presentations)
- Marketing and Outreach
- Documentation and Tech Support

**OR**

Use this time to discuss plans for a virtual conference you are creating.

(Did you bring your partners?)

# It's all about you

# Closing thoughts

- Don't be afraid to try something new
- Last minute ideas can work, except with Tech Support

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