

Inspiring Ideas

Dartmouth College Library's
Internal Staff Conference

Introduction

- Staff Development Committee
- Diversity Committee
- Idea germination
 - Event that could include all staff
 - Be held onsite and during intercession
 - Low cost
 - Showcase work being done in our own library system

Initial Planning – September

- Multiple simultaneous sessions, 45 minutes long, repeated in afternoon
- Short walk time between sessions
- Keynote that was in both morning and after lunch
- Coffee/tea available in morning and afternoon
- Lunch held in central location

Initial Planning – September

- Internal committees and other campus departments represented at tables for a number of hours to allow browsing
- Poster and digital displays of staff presentations from other conferences
- Staff Development Committee began brainstorming the event name, presentation topics, and how the event could be coordinated

Planning - December

- Asked department head group to submit ideas for presentation topics
- Decided on twelve different session topics (in your packet)
- Eliminated idea for a catered lunch
- Eliminated plan for committee/dept tables and posters in Main Hall
- Added two brown-bag lunch discussions

Planning - December

- Developed a schedule outline (in your packet)
- Developed a planning timeline by working backwards from the event date
- Created a program document format
- Conference title – Inspiring Ideas

Conference Coordination

- Primarily myself and Julie Blain, who works on library event planning
- Room planning, technology needs, obtaining presentation blurbs, program development
- Asked for a single contact person for each presentation
- Setting deadlines and follow-up was key

Conference Coordination

- Communicated with staff about event
- Set up online sign-up for sessions with limited space or participation
- Had technical assistance available if needed that day
- Invited Provost Office contacts to attend

Conference Expenses

- \$250 for coffee/tea/hot chocolate for both morning and after lunch
- \$26.50 for candy
- Staff and student employee time for the planning and presentation development, and staff time to attend the conference (no extra hours)
- Some supplies may have been purchased by groups for their presentations

Conference Expenses

- Used name tags, tables, coat racks, and tablecloths we already had
- Emailed program documents and had printed copies available along with a map of the room locations
- Obtained parking passes from the Dartmouth Parking Office free of charge for staff located off-site

Conference Assessment

- Plain vanilla – send us your thoughts via an online form
- Didn't ask for session head count until after day was over
- Overall feedback was quite positive: wanted to see it become an annual event, longer sessions, more time to get to sessions, and have lunch next time.

Assessment Comments

- “Great conference! I was a little skeptical that it would work, but ended up pleasantly surprised and learned a lot”
- “As a presenter, I thought it went very well...I was happy to see a lot of people I don't usually see and representation from all over the library system at the sessions.”

Lessons Learned

- Post documents on Staffweb instead of emailing
- List title of keynote address
- End earlier – for some sessions attendance faded in the late part of the afternoon
- Aim for more staff leading sessions and fewer department heads

2010 Planning

- Developed a draft purpose statement
- More expansive idea gathering
- Will develop a submission policy and process
- The Staff Development Committee will be developing a formal assessment process
- We have invited Dartmouth Computing to be our guest as both presenters and attendees

2010 Planning

- The sessions have been extended to one hour from 45 minutes
- Budget allowing, there will be a community lunch
- Every single room we might need was reserved as soon as the date was set

QUESTIONS?

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