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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