

# MiALA Meeting FAQ

## What are the difference between conferences and meetings?

**Annual Conference** – happens annually, usually around the 3<sup>rd</sup> Thursday and Friday of May. Usually a 1 ½ day event with general session (including a keynote speaker), poster session with posters (determined through a call for proposals in January), breakout sessions with presentations (determined through a call for proposals sent in November), and a business meeting. Interest Groups can schedule networking opportunities during the conference. There is a registration fee for members and non-members to attend. This conference is coordinated by the conference planning committee.

**Mini-MiALA Conference** – a one day educational opportunity mid-MiALA year (as not to compete with the annual conference). Takes place late fall. Provides multiple opportunities for membership participation including presenting breakout sessions and networking. There is usually a registration fee for members and non-members to attend. To keep attendee fees minimal, grant funds are available upon application and approval by the board of directors.

**Pop-up Conference** – scheduled as an educational opportunity coordinated by a specific section(s) and/or interest group(s) with one determined focus. Usually a 1-day event. There is usually a fee for members and non-members to attend to cover expenses. To keep attendee fees minimal, grant funds are available upon application and approval by the board of directors. These conferences are coordinated by Section and/or Interest Group leaders.

**Board Meetings** – The board of directors meets either in person or (more often) virtually at least quarterly, per the MiALA bylaws (but normally monthly) to conduct the business of the organization. Board members provide reports from the committees/sections that they liaise and other old/new/recurring business is discussed. Minutes are posted on the MiALA website after approval. These meetings are coordinated by the board president and secretary.

**Strategic Planning Retreat** – happens annually. Either 1 or 1 ½ days. Opportunity for incoming/outgoing board members, committee chairs, section chairs & chairs-elect, and Interest Group chairs & chairs-elect to learn about the resources available to them as well as determine the strategic plan of their respective groups in the upcoming year. Registration is complementary to all eligible attendees through budgeted association funds. This retreat is coordinated by a task force determined by the board.

**Committee Meetings** – Opportunity for committee members to meet (usually virtually) to conduct the business of the committee. These meetings are coordinated on an as needed basis by their respective committee chairs.

**Section Meetings** – Opportunity for members of a section to learn and/or network either in person or virtually. These meetings are coordinated on an as needed basis by their respective section boards.

**Interest Group Meetings** – Opportunity for members of an interest group to learn and/or network either in person or virtually. These meetings are coordinated on an as needed basis by their respective interest group boards.

[Section Chair/Board Liaison Meetings](#) – Opportunity for chairs of all sections and their respective board liaisons to meet to discuss the issues of interest to sections and their respective interest groups. Information learned and questions that need further guidance are shared with the board of directors at their next meeting. These meetings are coordinated on a regular basis by the board.

[Webinars/Online Workshops](#) – Opportunity for members and non-members to attend an educational program virtually using an online meeting platform (such as Webex, Zoom, or GotoMeeting). These programs are coordinated on an as needed basis.

The list above is not meant to be all inclusive. Committees, Sections, Interest Groups, and/or other groups may use whatever means/venues that they prefer to hold meetings and events.

[My Section/Interest Group would like to plan a meeting, where should I start?](#)

Check out the event planning section on page 28 of the [MiALA policies and procedures manual](#). There is information on planning events. Click [here](#) for the Section/Interest Group Program/Event Planning Timeline and Checklist.

[We are looking at possible dates for a meeting/event. Is there a place we can go to see if there are conflicting meetings/events?](#)

Yes. You can go to the MiALA events calendar on the [website](#). This calendar shows not only MiALA events but other library conferences/events that may be relevant to MiALA members. If there is a meeting/event that you believe should be listed on this calendar, email MiALA at [heather@miala.org](mailto:heather@miala.org). As soon as your meeting/event date is secure, be sure to have it listed on this calendar.

[Can my Section/Interest Group work with another Section/Interest Group to coordinate an event?](#)

Yes. Working amongst groups is encouraged.

[We would like to hold our meeting/conference at a location that requires a contract to be signed. Can we sign on behalf of MiALA?](#)

No. All contracts need to be sent to the board for approval and signature.

[We would like to provide refreshments for our meeting/conference attendees. How are those expenses paid?](#)

There are a few ways to handle expenses for MiALA meetings/events. If possible, try to obtain sponsorship of these expenses through your (or your member's) library/network. If sponsorship through your network is not possible, grant money may be available through association funds. You will need to determine projected expenses for your meeting/conference and apply for funds using the application located [here](#). Applications will be forwarded to the board for consideration to subsidize some or all expenses. If awarded funds do not cover expenses, then registration fees would need to be charged. After determining a registration fee structure, registration is handled through the MiALA website. You

would need to work with Heather at MiALA to set up your registration page. All monies are handled by the MiALA office.

What if we charge for registration and more revenue is collected than expenses paid, does my section/interest group get to keep that money?

No. All event proceeds go into the general MiALA funds to use for future endeavors.

What if we are awarded an amount of grant funds but our event does not use all of the award, does my section/interest group get to keep that money?

No. Any unused grant funds go back into the grant fund pool to be used for another meeting/conference.

What happens if our meeting/conference expenses go over all grant funds and revenue received. Is my section/interest group responsible for making up that deficit?

Though, we hope this doesn't happen, no. Expenses will be paid through general MiALA funds.

How can I spread the word about our meeting/conference?

There are many ways to share the news of your meeting/conference such as the monthly eNewsletter, the events calendar and/or MiALA news feed on [www.miala.org](http://www.miala.org), the MiALA Facebook page, and the MiALA twitter feed. MiALA members can submit a news/event article using the form here: <https://www.memberleap.com/members/form.php?orgcode=MALA&fid=2143067>

Please refer to the MiALA policies and procedures manual located on the MiALA website for editorial policies and deadlines prior to submission. Submissions are welcome at anytime but should be received prior to the 15th of the month for inclusion in the next monthly eNewsletter.

News articles for the website news feed and eNewsletter should be concise and clear, and use simple sentences and active voice. Submissions may be edited due to space limitations or editorial decisions.

If you have any questions prior to submitting your news article, contact the Communications and Marketing committee chair at [communications@miala.org](mailto:communications@miala.org).

Can we limit attendance to just our group members?

Yes, if you would prefer to have only those who are members of MiALA and/or only members of your Section/Interest Group attend your meeting/conference, there are ways to limit registration through the website.

## Is there software that we can use to host online meetings?

The board is currently investigating online meeting software that could be purchased for MiALA meetings/conferences. In the meantime, there are some free to use online tools such as google hangouts and freeconferencecall.com available for you to download and use as you wish.

## Are there meeting rooms available for us to use at no cost?

If you are interested in having a face-to-face meeting, meeting rooms at the Midwest Collaborative for Library Services offices in Lansing are available for free to conduct MiALA business. For more information and to reserve a meeting room, contact Heather Ladiski at [heather@miala.org](mailto:heather@miala.org). Meeting rooms are subject to availability. Please note that the meeting rooms at MCLS are available “as is” meaning there is no audio visual equipment or expertise included with your reservation. Your group is responsible for bringing and setting up any needed AV for your meeting.

## Is there a place that we can go to find low/no cost speakers for our meeting/conference?

We do not have a mechanism at this time to share low/no cost speakers but it is encouraged that the members of your group reach out among their network of colleagues for speaker ideas.