

MiALA Meeting FAQ

What are the differences between conferences and meetings?

Annual Conference - happens annually, usually around the 3rd Thursday and Friday of May. Typically a 1 1/2 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 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 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/partners 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 1/2 days. Opportunity for incoming/outgoing board members, committee chairs, Interest Group Coordination Council, and Interest Group chairs and 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.

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.

Interest Group/IGCC Liaison Meetings - Opportunity for chairs of all Interest Groups and their respective IGCC liaisons to meet to discuss the issues of interest to 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, Microsoft Teams, Google Meet, or GotoMeeting). These programs are coordinated on an as needed basis.

[Member Meet Ups](#) – Opportunity for members to gather in an online environment to check in with others and share what is happening in their libraries. Interest Groups and Committees are invited to “host” these meetings to provide members with an introduction of their respective groups. These meet ups are free to attend.

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

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

Check out the event planning section on page 32 of the [MiALA policies and procedures manual](#). There is information on planning events.

[My Interest Group is looking at possible dates for a meeting/conference. 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 meeting/conferences that may be relevant to MiALA members. If there is a meeting/conference that you believe should be listed on this calendar, email MiALA at heather@miala.org. As soon as your meeting/conference date is secure, be sure to have it listed on this calendar.

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

Yes. Working amongst groups is encouraged.

[My Interest Group 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.

[My Interest Group 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/conferences. If possible, try to obtain sponsorship of these expenses through your (or your fellow IG 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 Interest Group Coordination Council (IGCC) 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 my Interest Group charges for registration and more revenue is collected than expenses paid? Does my Interest Group get to keep that money?

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

What if my Interest Group is awarded an amount of grant funds but our event does not use all the award? Does my 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 my Interest Group's meeting/conference expenses go over all grant funds and revenue received? Is my 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 my Interest Group spread the word about our meeting/conference?

There are many ways to share the news of your meeting/conference such as the [monthly Newsletter](#), [the events calendar](#) and/or [MiALA news feed](#) on the MiALA website, the [MiALA Facebook page](#), and the [MiALA twitter feed](#). MiALA members can submit a news/event article using the form [here](#).

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 any time but should be received prior to the 15th of the month for inclusion in the next monthly Newsletter.

News articles for the website news feed and Newsletter should be concise, 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.

Can my Interest Group limit attendance to just our members?

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

Is there software that my Interest Group can use to host online meetings?

The board has recently purchased a license for Zoom online meeting software. For more information, and to reserve this software for your online meeting, contact the MiALA Administrative Assistant, Heather Ladiski, at heather@miala.org.

Are there meeting rooms available for my Interest Group 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. 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.

Are there any conditions that my Interest Group should know regarding the event subsidy program?

- Please limit to one request per membership year, July 1 – June 30 (preferably around February to budget for the upcoming membership year).
- If registration is open for a subsidized event, there needs to be a registration fee for non-MiALA members.
- If food and beverages will be offered, there needs to be a minimal registration fee for MiALA members and slightly higher registration fee for non-MiALA members to discourage non-attendance.
- Must provide follow up information to the IGCC on attendance.

Are non-MiALA members allowed to attend my Interest Group meetings/conferences?

Non-MiALA members may attend Interest Group meetings/conferences. It is highly recommended, though, that non-MiALA members pay a registration fee to attend to demonstrate the benefit of membership.

What is a typical honorarium to offer speakers?

Typical honorarium to offer Interest Group meeting/conference speakers can range between a \$20-25 gift card for a one-hour online presentation to \$500+ for an all-day hands-on workshop. Honorarium is subject to negotiation. For in-person meetings/conferences, mileage & other travel expenses may be reimbursed.

What kind of expenses can my Interest Group request a subsidy for?

Expenses requested by other Interest Groups have included:

- Presenter honorarium
- Meeting venue and/or AV expenses
- Food & beverage expenses
- Packaged educational programs (ie: ACRL Road Show)

Can my Interest Group have our meeting/conference recorded for future reference?

Yes. Most online workshop resources provide a recording option. If your Interest Group utilizes the MiALA Zoom license, you can request that the host record the meeting/conference.

Can my Interest Group have meeting/conference recording links and/or slideshow decks be posted on the MiALA website?

Yes. Recordings from utilizing the MiALA Zoom license are uploaded to the [MiALA YouTube channel](#) and the link is posted on the archived event page of the MiALA website. The Interest Group can also have recordings/materials posted in their IG project areas.

Can my Interest Group's meeting/conference registration be handled through the MiALA website?

Yes. Contact MiALA Administrative Assistant at heather@miala.org for more information.

Is there a place where Interest Group leaders can go to find low/no cost speakers for our meeting/events?

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.