22/2/61 Association of College and Research Libraries Executive Secretary ACRL National Conference Planning Files, 1978-

<u>Box 1</u>:

1975 ACRLNational Conference - San Francisco: Eighteenth-Century English Books, Proceedings, June 25 to 28, 1975 1978 ACRL National Conference - Boston: **Application Forms** Audio Cassettes Audiovisuals **Booth Space Contract** Boston Antiquarian Book Fair Invitation, Conference Papers on Microfilm, Pin, Program, and Reception Invitation Budget - Correspondence Budget and Finance Committee Budget Report Cassette Tape Budget Combined Book Exhibit Convention Bureau Decorator Evaluations (2 folders) **Exhibits - Administration** Contracts Correspondence Mailings and Brochures Promotion Signs Food Functions Floor Plans (Revised) Hotel **Information Packet** Local Arrangements Membership - Promotion Photographer Placement Planning (4 folders) Post-mortem Program - Annotated with Attendance Advertising Booklet

<u>Box 2</u>:

 Program Committee - Correspondence - Bibliographic Network Panel Contributed Papers Dinner Speaker - Vonnegut National Endowment for the Humanities Theme Papers
 Program Committee - Director's Files, 1977 1978 (6 folders)
 Proposal
 Publicity and Printing

Registration (2 folders) Report, 1978-79 Saur Signs Site 1980 Libraries and Accreditation in Institutions of Higher Education New York City Proceedings, June 26 to 27, 1980 1981 ACRL National Conference - Minneapolis: ALA Executive Board Audio-visual **Badge Ribbons** Banquet Budget Call for Papers Cassettes **Conference Committee Minutes Conference Planning** Conference Program (Printed) Contributed Papers (Program) Convention Bureau C & RL News Donations Evaluation Exhibits - Budget Exhibits - Decorator **Exhibits** - Planning Hospitality/Local Arrangements Hotels - Holiday Inn Hyatt Regency Hotel Leamington Hotel Radisson - Downtown Sheraton Ritz Microfiche (including fiche of Conference papers Options for the 80's)

<u>Box 3</u>:

Photographer Pin Preregistration Flyer **Proceedings Publication** Program **Program Planning** Placement **Planning Committee** Publicity Registration Room Assignments/Set Ups (MAPS) Security Signs Staff Volunteers 1984 ACRL National Conference - Seattle

Program Advertising Audio-States Audio Cassette Promotional Advertisement Proof, 1984 ALA Executive Board Approval Air Carriers Audio-visual Banquet Budget Cassettes C & RL News Conference Executive Committee **Contributed Papers** Release Forms **Convention Bureau** Correspondence Donations **Exhibits** Budget Decorator Applications (2 folders) Box 4: Planning **Exhibitors** List Registration Evaluation Hospitality and Local Arrangements Hotels General Camlin Hotel Four Seasons Olympic Hotel Mayflower Park Hotel Pacific Plaza Hotel Park Hilton Seattle Sheraton Hotel Vance Hotel Westin Hotel YMCA Housing Bureau Insurance Kiana Lodge Minutes New Product Seminars Photographer Placement Planning Post-mortem Preregistration Flyer Proceedings Posters Program Call for Papers

Contributed Papers Planning Printed Program Program Planning, Trips and Tours Publicity Registration Room Assignment Maps Set-up Seattle Center Seattle Conference (3 folders) <u>Box 5</u>: Signs Special Events Staff Seattle Stationary Statistics Videotaping 1986 ACRL National Conference - Baltimore Air Carriers Audio-visual Baltimore Convention Bureau **Baltimore Convention Center** Banking Brochures Budget Bus Services C & RL News Cassettes Conference Chair's Reception **Conference Minutes Conference Planning Contributed Papers** Call for Papers Master Letters Releases Correspondence Donations Evaluation **Executive Board Approval** Executive Committee **Exhibits - Author Signing Sessions** Budget Correspondence Decorator Highlights Planning Questionnaire Fire Marshall Approval Hospitality - Local Arrangements Hotels

Days Inn Holiday Inn Howard House Hyatt Regency **Omni** International Housing Bureau Insurance New Products Seminars Placement **Pre-registration Packet** Proceedings Program Planning Program - Printed Copy Publicity Registration **Registration Lists** Room Assignment, Set-up Schedule Signs Special Events Staff Stationary Statistics Videotape - Correspondence ACRL 5th National Conference, 1988-89 Chapter Meeting Evaluations Exhibits Questionnaire Executive Committee Theme Speakers PIO Program Speaker Programs Proceedings Pin **Preliminary Program** Midwinter, 1991, Audiovisual Catering Schedules Staff Box 6: Annual, 1991, Atlanta

ACRL Booth Badges Cassettes Catering Conference Arrangements Conference Program Planning (2 folders), Meeting Request Schedules Program Copy Special Allocations

ACRL 6th National Conference, 1991-92 Theme Speakers Site Location Controversy **Contributed Papers Executive Committee** Local Arrangement PIO Programs **Poster Sessions** Proceedings Programs Financial History, 1980-87 Indirect Cost Studies, 1982-1989 **Reports and Analyses** 1977-81 1982-89 JSS-Financial A&R Credit, 1988-89 LIBLINE-Historical Black College and University Project (HBCU), 1981-85 Membership Section Mailings, 1994-95 National Conference - IFLA speaker biographers 7th National Conference Program, Pittsburgh, 1995 8th National Conference, Nashville 1996-97 ALA Board Approval **ALA Policies** All Conference Reception Audio visuals Budget planning Budget proposed and preliminary Call for Papers Call for Participation Commissioned Papers Conference Programs (computer disks and magneto optical disk) **Contributed Paper Release** Contributed Paper-Student Awards **Evaluations** Executive Committee **Exhibitors** Exhibits **Request for Proposals** Ad Sales Freight Fundraising Hotels Insurance Keynote Speakers (photo) Local Arrangements Logo Sticks Moderators

<u>Box7</u>:

Panel Programs Poster Session Preconference Preconference **Design Building** Evaluation Building New Age Library Fundraising Georeferenced Information Learning Organization New Learning Community Preferred Library Future Press Office Program Attendance Promotion **Promotions/Publicity** Registration Room Assignments/Set ups Round Tables Schedules Signs Stationary Tax Exempt Tax Information Travel Technology Group User Needs Service Models Volunteer and Ideas Websites 9th National Conference, 1998-99 ALA Board Approval All Conference Reception Audiovisual Equipment Audiovisual Proposals Audio Recording Bags Bookstore Booth **Buses-Limos** Call for Participation Catering Chairs Reception Childcare Conference within Conference **Contributed Papers** Contributed Papers Released Convention and Visitors Bureau **Convention Center** Design Entertainment **Evaluations** Events/Other Groups

Executive Committee Exhibitor Prospectus Exhibitors Exhibit's Prospects **Exhibits** Ad Sales Advisory Committee GES Exposition Services, Inc. Management Promotion First Aid **Invited Papers** Keynote Speakers Local Arrangements Name Badges National Conference Newspaper Other Events Panel Programs Placement <u>Box 8</u>: Poster Sessions Practical Intelligence Network Preconference Leadership Institute Learning to Teach Rusa Turbocharge Preliminary Program Ads Press Releases Program Program Addendum

Booklet Promotion Plan Publicity Promotional Artwork Registration (2 folders) Reporters Roundtables Scenarios Subcommittee Schedule Scholarships Signs Site Responses Speakers Staff Stationery Statistics Technology Telephones

Telecommunications 101 Teleconference Thank You Letters Timelines Tour/Reception Ideas Travel Technology VIPs Volunteer Ideas Web Broadcast Web Site Workshops-"Assessing the Academic Networked Environment" "Designing and Building Leading Education Libraries" "Enhance Your Performance" "Leadership/Learning in the 21st Century Academic Library" "Patents, Copyrights, and Trade" User Needs Service Models Volunteer and Ideas Websites 3rd National Conference: Cleveland, 1981-84 5th National Conference: Cincinnati ALA Board Approval, 1988-89 Budget, 1988-89 Statistics, 1988-89 6th National Conference: St. Louis - ALA Board Approval, 1991-92 6th National Conference: Salt Lake City ALA Board Approval, 1991-92 Budget, 1991-92 6th National Conference: Phoenix ALA Board Approval, 1991-92 Budget, 1991-92 Cancellation, 1991-92 Cancellation - MLK Day Newsclippings, 1991-92 Convention Center, 1991-92 Convention and Visitors Bureau, 1991-92 Box 9: Hotels, 1991-92 (2 folders) 7th National Conference: Pittsburgh - ALA Board Approval: 1990-95 10th National Conference: Denver All Conference Reception, 2000-01 American Society of Authors, Composers, and Publishers (ASCAP), 2000-01 ADA, 2000-01 Attendees, 2000-01 Audio-visual Recording and Equipment, 2000-01 Bag Contents, Addendums, Registration Forms, 2000-01 **Board Site Approval** Bookstore, 2001 Budget, 2000-01 Call for Participation, 2000-01 Catering and Entertainment, 2000-01 Chair's Reception, 2000-01

Colleague Fund Raising, 2000-01 Contributed Papers, 2000-01 Convention Center and Visitors Bureau, 2000-01 Corporate User Council, 2000 Evaluations, 2000-01 Executive Committee, 2000-01 Exhibits and Exhibits Manager, Decorator, and Security, 2000-01 Exhibits Reports, 2000-01 Hotels, 2000-01 Invited Papers, 2000-01 (2 folders) Keynote/Theme Speakers, 2000-01 Leaders Lunch, 2001 Name Badges, 2000-01 Notes, 1998-2003 Panel Programs, 2000-01 Phones and Electric, 2000-01 Photographers, 2000-01 Placement and Room Sets, 2000-01 Poster Sessions, 2000-01 Potential Exhibitor and Exhobitor Prospectus: 2000-01 Preconference Building a Culture of Assessment, 2001 Communication Mistakes, 2000-01 Designing for the User, 2001 Funding Creative Ideas, 2001 Information Literacy Competency Standards, 2000-01 Survey Research, 2000-01 Preconference Committee, 2000-01 Online Tutorials, Virtual Tours, 2000-01 Press Office, 2000-01 Promotion Plan, 2000-01 Promotional Materials and Signs, 2000-01 Publicity, 2000-01 Refunds and Tax Information, 2000-01 Registration, 2000-01 Round Tables, 2000-01

<u>Box 10</u>:

Schedule, 2000-01 Scholarships, 2000-01 Session Finder, 2000-01 Site Selection, 1997-98 Site Visit, 2000 Speaker Evaluation, 2000-01 Speakers, 2000-01 Tote bag Contents, 2000-01 Tours, 2000-01 Transportation, 2000-01 Volunteers, 2000-01 Web Site, 2000-01 Workshops, 2000-01

11th National Conference: Charlotte Addendum, 2003 Audiovisual Recording and Equipment, 2001-03 ALA Board Approval, 1998 Board Approval Letters of Support, 1998-2003 Bookstore, 2002-03 Budget, 2001 Call for Papers, 2001-03 Catering and Entertainment, 2002-03 Colleagues, 2002-03 Contributed Papers Signed Agreements, 2002-03 (3 folders) Convention Center, 2001-03 Executive Committee, 2000-03 Evaluations, 2001-03 Exhibits, Exhibit Management Committee, Exhibit Promotion, 2001-03 Evaluation Report for Charlotte Conference, 2003 Handouts, 2003 (2 folders) Hotels, 2000-03 (2 folders) Innovations, 2001-03 Invited Papers, 2002-03 Keynote Speakers, 2002-03 Logo, 2001-03 Luncheons and Receptions, 2002-03 Newspaper, 2003 Orientation Session, 2002-03 Panel Sessions, 1998-2003 Panel Sessions Signed Agreements, 2002-03 (3 folders) Photographers, 2003 Placement, 2003 Planning and Local Arrangements, 2003 Poster Sessions, 2001-03 Box 11: Poster Session Signed Agreements, 2002-03 (2 folders) **Pre-conference** Letters of Agreement, 2003 Proposals, 2002-03 (2 folders) Press Office, 2003 Press Releases, 2001-03 Product Update Sessions, 2000-03 Program Addendum, 2003 Program Book, 2003 Promotion Publicity, 2001-03 (2 folders) 1st and 2nd Registration Mailings, 2002 - 03 Refund Requests, 2003

Registration, 2002-03 (2 folders)

Scholarships, 2001-03 (4 folders)

Registration Invites, 2003 Room Assignments, 2003

Rosters, 2001-03 Schedule, 2001-03

Session Finder, 2001-03 Signs, 2003 Site Section, 1998 Strategic Marketing Facilitator guide, 2003 Facilitation Slides, 2003 Participant Manual, 2003 Technology, 2002-03 Tours, 2001-03 Travel Techonology Group (TTG), 2000-03 Web Site, 2001-03 Workshop Agreements, 2002-03

Conference Related Contracts, 1990-95 (2 folders) ACRL National Conference: Pittsburgh (A-D), 1995 (3 folders)

<u>Box 12</u>:

(E-H), 1995 (3 folders) (I-R), 1995 (3 folders) (S-Z), 1995 (3 folders) ACRL National Conference: Nashville, 1997 ACRL 9th National Conference: Detroit, 1999 ACRL 9th National Conference: Detroit (A-E), 1999 (3 folders) (Ex-M), 1999 (2 folders) (N-Z), 1999 (2 of 4 folders)

<u>Box 13</u>:

(N-Z), 1999 (2 of 4 folders)
ACRL National Conference Exhibitor Manual, 2001
ACRL National Conference: Denver

(A-F), 2001 (4 folders)
(G-M), 2001 (2 folders)
(N-Z), 2001 (3 folders)

10th National Conference-Registration Payment Summary Reports from CMS, 1998-99 (2 folders)
GES Response to ACRL Request for Proposal, 2000
10th National Conference

Exhibit Space Application Forms, 2001 (3 folders)
Exhibitor Manual, 2001

<u>Box 14</u>:

Logistics, Brochures, Correspondence, 2001 (2 folders) 11th National Conference-Logistics, Brochures, Correspondence, 2003 ACRL 12th National Conference, Minneapolis, MN, April 7-10, 2005 Footnotes (4 issues) Exhibitor Prospectus Flight Problems Florist Hotels

Greater Minneapolis Hotel Information Double Tree Hotel Holiday Inn Express Custom News **Conference Proceedings Exhibit Sales Report** Exhibits/Management Site Selection Letters of Support ALA Board Approval Site Selection Documents Alternate Dates Affiliates ASAE All-Conference Reception Audio Recording Audio-visual Equipment Bags, Napkins Bookstore Call for Participation Catering Chair's Reception Colleagues **Contributed Papers** Student Awards **Convention Center** Correspondence Crisis Management Plan DATASIS Corporation TLA/Possible Date Change Mail Receipts Entertainment **Evaluations Executive Comittee** Exhibits Advisory Committee Decorator Exhibitors Promotion Prospects Prospectus Financial Reports (4 folders of 5)

<u>Box 15</u>:

Financial Reports (Folders 5 of 5) ACRL 12th National Conference, Minneapolis, MN, April 7-10, 2005 Exhibits Financial Reports (Folder 5 of 5) Keynote Speakers KINKOS Invited Papers Invited Papers Letters of Agreement

Insurance Innovations Hotel Pickups General Raddison Marriott Millennium Hyatt Keynotes - Conference Agreements Presentation/Poster Submission Correspondence (4 folders) Membership Verification Space Requests Poster Sessions Placement Preconference Proposals Press Office Press Releases **Product Updates** Council of Liaisons (Expenses) Panel Programs ACRL Booth at MLA Local Arrangements Workshops, 2004 Virtual Webcast Virtual Conference, 2004 **VIP** Arrangements Volunteers Roundtables Scholarships, 2004 Sack Sitter Services Session Recordings Shipping/Supplies Sites Technology Program Book Welcome Letter **Promotion Plan** ACRL Annual Preconference, Orlando, 2004 **Evaluations** Handouts ACRL/CNI Annual Preconference, 2003 **Planning Collaborative Spaces** Instruction Section (IS) Preconference IS Preconference, 2002 Midwinter 2004 Information Literature Across the Curriculum Strategic Marketing Information Commons **On-site Documents** Pat Wagner Workshop, 2003 CLS 2003, Bill Nelson Preconference

Midwinter, 2002 Collaboration **Digital Reference** ACRL 12th National Conference, Minneapolis, MN, April 7-10, 2005 **Promotion/Publicity** Registration Box 16: Texas Library Association Dates Thank You Notes Tours Minneapolis Hilton Correspondence, 2002-2005 Conference Notebook, (4 folders), 2005 Conference Binder for Tory Ondrla, (2 folders), 2005 ACRL 13th National Conference, Baltimore, MD, March 29-April 1, 2007 2007 and 2009 Chapter Support letters Communications Correspondence Debrief **Exhibitor Manual** Footnotes Letter of Intent Notebook A-C D-H I-R S-Z Press Office **Program Book Promotional Pieces** ACRL Footnotes and Conference Photographs (has been digitized) ACRL 14th National Conference, Seattle, WA, March 12-15, 2009 Audiovisual and Computer Services Agreement **PSAV**, 2008 PSAV, 2009, 2011, 2013 Box 17: All Conference Reception ADA ASCAP/BMI Entertainment Bags Betterworld Books Bookstore Call for Participation Catering Catering and Housing Contracts [2 folders] Chair's Reception

Colleagues

- Complaints
- Convention Center
- Convention and Visitor's Bureau

Copier Diagrams Approved Changes Schedule Budget Diagrams and Utility Orders/Signs Exhibits Ad Sales Certificates of Insurance Corcoran Decorator "GES" Prospectus Leads **Evaluations** Footnotes Green Conference Committee Green Ideas Hotel/Pickups Hotels - Billing Apps Housing Crowne Plaza **Executive Hotel Pacific Final Report** Hilton Homewood Mayflower Overflow Paramount Roosevelt Red Lion Sheraton Vintage Park VIP Westin Insurance **Invited Papers** Green Speaker Event Keynote Ira Glass Ideas Naomi Klein Sherman Alexie Kokopelli Letters of Agreement - Virtual Conference Letters of Agreement Letters of Agreement - Reimburse Local Arrangements [2 folders] Logo Managing Change, Diversity, and a Multi-Generational Workforce: Developing Effective Problem-Solving and Leadership" Handouts Map Network Meeting Room Data Sheets Moderator Agreements

Box 18:

Conference Notebook [3 folders]

Orientations **Photograph Prints** Photography PIO Print Aps/Flyers Print Pieces **Program Book** Promotion Plan Registration Room Assignment/Set-Ups Scholarships Seattle Notes Site #1 Site #2 Site #2, Non-Center Appointments Session Schedule/Space Session Recording Service Proposals and Agreements Shuttles Signs Space Plan Space Specs Speaker Service Center Staff Gear Thank Yous Tours Virtual Conference Volunteers Website Seattle Site Selection ACRL 15th National Conference, Philadelphia, PA, 2011 2011 Action All Conference Reception ASCAP/BMI Audiovisual Equipment Bookstore Chair's Reception Colleagues - Prospects Commitment Letter and License Agreement Negotiation **Conference Badges** Convention Center [2 folders] Convention & Visitors Bureau Design Dinner with Colleagues E-Show **Exhibits** Final Housing Reports Hotels Doubletree

Hampton Hilton Garden Inn Loews Marriott Courtyard Innovations Insurance Keynote - Shlain Keynote Speakers Letters of Agreement Local Arrangements Marketing Proceedings Program Promotion and Publicity Registration

Box 19:

Scholarships Screen Captures Security Smart Goals Space Plan Venues Video Volunteers Volunteers Volunteer Sign Up Sheets

National Conference Evaluation

Denver, by Research USA, Inc., 2001 Charlotte, by Research USA, Inc., 2003 Minneapolis, 2005 Baltimore, 2007

ACRL 16th National Conference, Indianapolis, Indiana, April 10-13, 2013 Action, 2013 Addenda, 2013 Audiovisual Equipment, 2013 Call for Participation Flyer Chair's Reception, 2013 Conference Program, 2013 Convention Center License Agreement, 2013 E-Show Contract, 2013 **Exhibit Prospectus** Final Housing, Reports, 2013 Floor Plans, Structures, and Signs, 2013 Hotels Crowne Plaza Downtown, 2013 Downtown Marriott, 2013 JW Marriott, 2013 Westin, 2013 Indiana State Museum in White River State Park, 2013 Insurance, 2013

Invited Papers, 2013 Keynote Geoffrey Canada, 2013 Henry Rollins, 2013 Maria Hinojossa, 2013 Speakers Flyer, 2013 Legal Information Regarding Senate Enrolled Act, 2013 Photography, (2 compact discs), 2013 Registration Booklets, 2013 Site Search Board Documents, 2013 Space Plan, 2013 Staff Gear, 2013 Virtual Conference, 2013 Volunteers, 2013

ACRL Conference, Portland, Oregon, 2015 (4 of 5 folders), Conference Arrangement

<u>Box 20</u>:

(1 of 5 folders), Conference Arrangement
(3 folders), Local Arrangements
(1 folder), Program Documents *Contains four DVD discs ("G. Willow Wilson, Wednesday March 25, Keynote Speaker, General Session", "Jad Abumrad, Thursday March 26, Keynote Speaker, General Session", "Lawrence Lessig, Saturday March 28, Keynote Speaker, General Session, V1 & V2")*Conference Evaluation Report

ACRL 17th National Conference, Baltimore, Maryland, 2017 3D Media, 2017 Banquet Event Orders, 2017 Bussing, 2017 Chair's Reception, 2017 Conference Program, 2017 Conference Media, 2017 Convention Center, 2017 Directionals, 2017 Evaluation Report, 2017 Hotels Days Inn, 2016 Double Dutch, 2016 Hampton Inn, 2016 Hilton, 2016 Holiday Inn, 2016 Hotel Monaco, 2016 Hyatt, 2016 Lord Baltimore Hotel, 2016 Marriott Inner Harbor at Camden Yards, 2016 Royal Sonesta Harbor Court, 2016 Sheraton Inner Harbor, 2016 Keynotes Roxanne Gay, 2016

Carla Hayden, 2016 David McCandless, 2016 Verna Meyers, 2016 License and Space Plan, 2014 Nashville withdrawal notice, 2014 Photography, 2016 Reception, 2016 Registration, 2017 Show Code, 2017 Signs, 2017 Space Plan, 2015 Recasting the Narrative--Cleveland, Ohio All Conference Reception, 2018 Americans with Disabilities Act, 2019 App--DoubleDutch, 2019 Audiovisual Equipment, 2018-19 Busing, 2018 Chair's Reception, 2018 Cleveland Conference Center, 2019 Cleveland Convention and Visitors Bureau, 2015, 2019 Diagrams, 2018-19 Gender-Inclusive Restrooms and Pronouns Information Guide, 2019 GES proposal for 2019 and 2021 conferences, 2019 Hotels DoubleTree, 2016 Drury Plaza, 2016 General, 2019 Hampton Inn, 2016 Hilton 40, 2015-16 Holiday Inn, 2016 Hyatt Regency at the Arcade, 2016 Kimpton Schofield Hotel, 2016 Marriot Key, 2016 Renaissance, 2016 Westin, 2016 Innovations, 2018 Insurance, 2018 **Keynote Speakers** DeEtta Jones, 2018 Michele Norris, 2018 Poster with Alison Bechdel Drawing, 2019 Photography, 2018 Signs, 2019 Swag Images, 2017 Zine, 2019 Box 21: Mary Ellen Davis conference binders 8th National Conference, Nashville, Tennessee, April 11 to 14, 1997 A-H, (4 folders), 1997 I-Powell, (2 folders), 1997

Preconf-V, (2 folders), 1997

11th National Conference Conference Binder A-C, (3 folders), 2003 D-P, (3 folders), 2003 R-Z, (2 folders), 2003 Executive Committee binder, (2 folders), 2003 Exhibitor Manual, 2003

Box 22:

ACRL National Conference Statistics

Binder

(3 folders), 1997

(3 folders), 2001

Cumulative Statistics Notebook, compiled by Mary Ellen Davis, (4 folders), 1978-97 Tory Ondrla conference binders

13th National Conference, Baltimore, Maryland, (3 folders), March 29 to April 1, 2007 14th National Conference, Seattle, Washington, (2 folders), March 12 to 15, 2009 15th National Conference, Philadelphia, Pennsylvania, (3 folders), March 20 to April 2, 2011

Box 22 is 0.30 Empty