

## MHSLA 2012

### Local Arrangements Committee Update for September Board Meeting – Submitted by Toni Janik & Gina Hug, Co-Chairs

Planning Committee met on August 18, 2011 at One Ford Place.

1. Reviewed with Programming Committee the schedule including room assignments, speakers, CE opportunities, and potential AV needs. The Draft Conference at a Glance document has been created by the co-chairs.

**Conference Location:** Hotel Baronette – Novi, Michigan

**Dates:** Oct 17-19, 2012

Conference Room Rates will also apply on Oct 16 and Oct 19 Bookings

**Theme:** Librarians Role in Driving Medical Education

**Logo:** Our thanks to Jessie LeTarte for designing our logo which reflects our theme perfectly. (Free!)

**Invitation to 2012 Conference:** Janet Zimmerman et al are working on our presentation. Gina has found the perfect take-away for each conference participant. Jill Turner and Gina Hug are working on the set up for display table at Frankenmuth.

**Communication:** Val Reid has set up a Listserv and a Wiki for the 2012 Conference Planning Team. Val has agreed to also set up the Conference Web site for 2012 which will be live after this year's conference.

**Local Arrangements Calendar 2012** – Distributed to committee members at the August Conference Planning Meeting and posted on the Wiki by Val Reid.

**Registration Committee:** The 2012 conference planning team is planning on creating a **Digital “Save the Date” notice** in place of the paper edition which was more costly to distribute.

**Question to the Board: Do we have your approval on this change?**

**Registration: - Conference Bags:** The bags will be donated by member institutions.

**Opening Reception:** Toasted Oak – Connected to Conference Hotel – Wednesday Night Hearty appetizers... more details later.

**Special Event** – Tin Fish – In Mall – short 3 minute walk through parking lot from Hotel to Mall

Next Conference Planning Meeting: Wednesday Oct 12 from 9:00 to 11am at One Ford Place