

MHSLA Board Meeting 5-15-2012
MHSLA 2012 Local Arrangements Committee Report

The MHSLA 2012 Education Committee and Local Arrangements Committee held a joint planning meeting at Toast in Birmingham on April 19, 2012.

This is the report for the Local Arrangements Committee.

Local Arrangements Subcommittee Reports:

Accommodations

A document regarding accommodations with booking information and a map was developed by Ellen O'Donnell and linked to the conference web site by Valerie Reid.

Question for the board :

How will the MHSLA Board Member Rooms be booked? Do you want the local arrangements committee chair to complete the bookings?

How many?

Who needs rooms....

Audio-Visuals

The audiovisual subcommittee has succeeded in obtaining 4 projectors for the conference.

Exhibits & Vendors

1. As of 4/17/12, there is \$6750 committed by vendors of which, \$4550 has been received.
2. All checks/registration forms have been mailed to Jill Turner
3. Matthews Books has donated, in addition to their exhibit table fees, \$100 for sponsorship. No other sponsorships have yet been received.
4. All but one of the breakfast/lunch & learns have been filled. They are:
 - a. Wed. 10/17/12 Lunch & Learn – Wolters Kluwer (OVID)
 - b. Thurs. 10/18/12 Breakfast & Learn – Thomson Reuters (Micromedex)
 - c. Thurs. 10/18/12 Lunch & Learn – Rittenhouse
 - d. Fri. 10/19/12 Breakfast & Learn – Elsevier (Clinical Key)
 - e. Fri. 10/19/12 Lunch & Learn – EBSCO (DynaMed, Nursing Ref. Ctr.)
5. No special requests for additional equipment have been made other than what is already planned (i.e. Internet, electricity). Those presenting at the Breakfast / Lunch & Learns have not specified, but would suspect that projectors, screens, remote controls, laser pointers and mics (where needed) will be needed.
6. No reminders / follow-ups will be sent to vendors until after MLA 2012 (5/18 – 5/23). Most vendors have remarked that they are very busy preparing for the

national conference and that there has already been some confusion between the MHSLA and MLA conferences. Sales reps understand, but typically, it is the marketing departments that make these arrangements.

7. Vendors who have responded and will be exhibiting at MHSLA 2012 are:

- a. EBSCO Publishing
- b. Elsevier
- c. EOSi
- d. Matthews Medical Books
- e. Rittenhouse
- f. Stat!Ref
- g. Thomson Reuters
- h. Wolters Kluwer

Hospitality & Special Event

A check for the \$500 deposit for the Special Event at Tin Fish has been obtained from Jill Turner. The check will be delivered to the Tin Fish in mid-May.

Publicity

1. Initial "Save the Date" invitations posted to multiple listservs.
2. Official conference invitations will be distributed via the listserv lists and newsletters around mid-July.
3. Preliminary program will be drafted in June and posted to conference website.

Registration

Ellen O'Donnell is working on the making the registration form able to handle typed in information. Registration will go live in mid-July as indicated on the conference planning timeline.

Respectfully Submitted,

Toni Janik
Gina Hug