

Section Guidelines for Planning Congress Programmes

The following points are intended to assist in planning for the **IFLA WLIC 2019** which will take place from **24-30 August 2019 in Athens, Greece**.

1. Themes

In order to strengthen IFLA's work, the Professional Committee would like you to align your programme with one of the following:

- the theme for WLIC 2019 – Libraries: dialogue for change;
- the President's theme 2017 - 2019 – Libraries: motors for change;
- one of the 10 Opportunities in the Global Vision Report Summary –
 1. We must be champions of intellectual freedom;
 2. We must update our traditional roles in the digital age;
 3. We need to understand community needs better and design services for impact;
 4. We must keep up with ongoing technological changes;
 5. We need more and better advocates at all levels;
 6. We need to ensure stakeholders understand our value and impact;
 7. We need to develop a spirit of collaboration;
 8. We need to challenge current structures and behaviours
 9. We need to maximise access to the world's documentary heritage
 10. We must give young professionals effective opportunities to learn, develop and lead.

When approving programme requests for Athens the IFLA Professional Committee (PC) will take into consideration the extent to which the proposed session/programme enriches the themes or Global Vision opportunities.

2. Duration of Programme Sessions

The Congress will take place over seven days, including Section Standing Committee meetings on Saturday 24 August, the Congress Programme from Sunday 25 August to Thursday 29 August, and Library Visits on Friday 30 August.

Professional units are allowed to (co-)organise any number of sessions in the Congress Programme but have a maximum allocation of two hours that they can use for their programming.

This might mean that an individual Unit organizes a one or two-hour session as well as joining other Units to organise one or more joint sessions and contribute the Unit's hours to those sessions, or a combination of the two.

Joint Sessions also have a **maximum** duration of two hours, regardless of the number of Units organising the session. The Units organising a joint session will have to decide between themselves how their hours are used to make up that session, for example, one group donating their full two hours, two groups each donating one hour. (It is not possible to donate half hours and the use the other half for something else.)

Units may request a maximum of one-hour additional time for a standalone one-hour session, please request this at the bottom of the form.

3. Simultaneous Interpretation

During the congress there will be Simultaneous Interpretation to make the session available in all seven IFLA Working Languages. Please indicate on the form whether you would like to apply for Interpretation at your session.

Please be aware that the demand for Interpretation is generally higher than what is available, so there is no guarantee that your session will be allocated to a room with Interpretation.

IFLA HQ aims to have the draft programme available by the end of January 2019, by then it is also known which Sessions will have Interpretation.

4. Room Setup Options

Four out of the six session rooms at the Congress are set up according to a *traditional theatre-style* layout. There will be two rooms with a *banquet style* layout: a number of round tables with approximately 10 seats each; simultaneous interpretation will **NOT** be available in these rooms, and, as a result of the alternative layout, the number of seats are limited.

Please note that due to the limitations of banquet-style rooms, it may not be possible to meet all requests for such a setup.

5. Off-site Sessions

Organising an off-site session during the IFLA World Library and Information Congress may sometimes be interesting or necessary for a Professional Unit, however, they are not always convenient for Congress delegates. The Professional Committee will therefore only approve off-site sessions if absolutely necessary and according to the guidelines below.

Guidelines

A Professional Unit should only plan off-site sessions if there are compelling reasons to do so.

- All off-site sessions shall be formally approved by the Professional Committee.
- In principle, a session should only be held off-site if one of the following applies:
 - it is combined with a visit to a special library, not otherwise on the list of site-visits, or
 - a particular set-up is required that cannot be offered at the main congress venue (for example, a computer lab).
 - another compelling reason detailed by the Professional Unit in its Programme Proposal Form and approved by the Professional Committee.
- The duration of an off-site session cannot be longer than 2 hours (see note (1) below).
- Attendance at off-site sessions shall be free of charge to Congress attendees; transportation costs from the main conference venue should be zero or kept as low as possible with waivers if a delegate cannot pay (see note (2) below).
- Off-site sessions that are on the IFLA WLIC Programme can only be attended by delegates registered for the WLIC.

Notes

(1) If a Unit wishes to organise an off-site session that is longer than 2-hours it is recommended that this is done either as a formal pre- or post-congress Satellite Meeting or as part of a Library Visit on the day after the Closing of the Congress.

(2) As off-site sessions are an official part of the WLIC Programme, in principle, any costs related to attendance should be covered by the Registration fee. If there is an additional cost for transportation to an off-site session, this should be kept to a minimum and a provision should be made in case payment is problematic for a delegate.

6. Papers and Presentations

Professional Units should take responsibility for the quality of their sessions and the contributions to those sessions. Although some Units will need to invite specific speakers to present a particular topic, the Professional Committee encourages Units to send out a call for papers where possible, to attract and select a diverse range of speakers.

In accordance with IFLA's Open Access Policy we ask that you inform your speakers, and include in your call for papers a note, that all papers that are presented at the WLIC 2019 should be available under a Creative Commons Attribution 4.0 license; authors of submitted papers have to sign IFLA's Author Form which formalises this.

All speakers should be encouraged to submit a paper in advance which supports their planned presentation, and which will be made available through the IFLA Library.

The organising Unit should try to organise translations of the papers into IFLA's official languages where possible.

Officers and the Unit's Standing Committee should be actively involved both in the selection of speakers and in the

review and subsequent formatting of papers according to the 2019 template which will be made available at a later stage.

Although the Professional Committee prefers all Speakers to submit a formal paper in advance they have accepted that this may be impractical, but at the minimum, speakers **must** prepare a substantial abstract, including references, such as URLs and bibliographies if relevant, which is made available through the IFLA Library.

7. Speaker Registration

IFLA has no funds available in general to support the costs for speakers to attend the Congress. However, the Professional Committee has made a provision so that speakers from outside the profession who would not normally attend the Congress can register for free for the day that they speak. A special code will be distributed for this purpose upon request.

(The free registration is only for one day so any speaker wishing to attend the full Congress will have to pay the full fee; it is not possible to get partial reimbursement for that one day.)

8. Standing Committee and Leadership Meetings

Sections' Standing Committees have two meeting times allocated during the Congress: the first meeting is scheduled for two hours and 30 minutes on Saturday 24 August (except for the three Regional Sections, those meetings are scheduled on Sunday 25 August); the second meeting is scheduled for one hour and 30 minutes between Monday 26 August and Thursday 29 August. If your Standing Committee does not require these meetings, please indicate this on the Programme Enquiry Form or inform the Conference Manager as soon as possible.

Special Interest Groups are not automatically allocated a meeting time during the Congress but can request one through a separate Special Interest Group Programme Enquiry Form.

Should a professional unit wish to organise a small meeting (for working groups etc.), time can be requested in one of the small meeting rooms reserved by IFLA HQ for this purpose. There is great demand for these rooms so please submit your request as soon as you can and inform the Conference Manager if it is no longer needed. The set-up of these rooms will be 30 seats U-shape and there will be a laptop and projector in the room.

Members of Standing Committees, especially Officers and Information Coordinators, are also expected to attend a number of other meetings during the Congress. These include the Professional Committee's Officers Forum, and the Division Leadership Forums for all Officers, SIG Conveners and Chairs of Strategic Programmes, as well as some other relevant training and discussion sessions which will be promoted directly to you during the year. We attempt to make sure these do not clash with your own Sessions and meetings, and if that cannot be avoided, we try to organise duplicate sessions so that you can attend one if not the other. We will inform you of the exact times for these meetings closer to the Congress.

9. Satellite Meetings IFLA WLIC 2019 Athens, Greece

The official Call for Satellite Meetings for 2019 was sent out in January 2018, with a deadline for submissions of 12 November 2018. This message is to inform all Professional Units of the process.

In the past IFLA, with assistance of the National Committee, has made available a list of potential host organisations for a Satellite Meeting. This has proven to be useful especially in countries/regions where a Professional Unit may not have many contacts with institutions.

A list of these potential host organisations will be distributed with the Call for Applications in March 2018. If you have questions or need help, please send a message to: conferences@ifla.org

We look forward to receiving your Programme Enquiry Form by the deadline: **15 November 2018**.

With kind regards,

Raissa Teodori

Chair, Professional Committee