The Mercian Collaboration Conference Group
Event Planning Outline

Introduction

The following document provides an outline guide to organising and delivering on the annual MC conference[1]. Readers should also familiarise themselves with the Mercian Collaboration Conference Group's Terms of Reference (TOR) and Group Principles documents for further details on the CG's remit.

Conference Format

The conference format is envisaged as comprising a 1 day annual event, bookended by keynote speakers, containing a number of parallel streams/breakout sessions. The general theme of the conference will be agreed by the MCSG in discussion with the MCCG. A broadly inclusive programme, appealing to all levels of staff seniority[2], is envisaged. The MCCG's Chair, will act as the Event Chair.

Keynotes

Keynote speakers will likely be significant figures, potentially drawn from beyond the region and even library sector. It is anticipated that they will speak on topics closely related to the central theme, providing a framing device for the event as a whole.

Parallel Sessions

Parallel streams will include a variety of interactive workshops, demonstrations, and formal talks. Parallel session speakers will be drawn from within the libraries of the Mercian Collaboration. Parallel sessions may be repeated if sufficient interest is believed to exist.

Finances

The first (2017) conference is anticipated to run at a loss, supported through the MC finances. Future conferences however, are envisaged as being at least partly self-financing, and where possible return minor surpluses through delegate charges and sponsorship. All speakers will receive reasonable travel expenses[3] and, receive complimentary places. Where a keynote speaker charges a fee, this should be reviewed alongside other anticipated conference expenses, and guidance sought from the MCSG. Parallel session speakers are not expected to receive a fee.

Documentation Control

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[1] This document is purposefully brief, as it is expected that the initial MC Conference Group members will define and expand on this, during their own planning, preparation and delivery of the MC Conference 2017.

[2] It is acknowledged that provision of content appealing for Directors may be problematic

[3] As per SCONUL's standard rules