

I. Pre-Conference Logistics:

A. Time: Since Code4LibSE is a relatively small group, we opened up a poll in November on best dates for having the conference. We gave times for February-April, with the final best date being April 21st.

1. The poll was sent out to the Code4Lib listserv & the Code4LibSE Google group.

2. Text from email:

a) Dear #,

are trying to organize a Code4Lib Southeast meet up at Emory this coming late winter/spring. First, if you are interested in joining the mailing list for Code4Lib Southeast, please join by going to the following and subscribing:

<https://groups.google.com/forum/#!forum/code4lib-se> Further updates about the Code4LibSE meetup will be posted in that channel.

Second, if you are interested in attending a Code4Lib Southeast meet up help at Emory, then we would like your feedback on what days could work for you! In order to facilitate this, we have set up a Doodle poll (#) where you can specify your preference from a range of available dates.

If you have any questions about either joining the mailing list or the Doodle poll, please let # know.

We look forward to hearing from you all!

3. Based on the feedback from the conference, having the regional conference later in the summer could be a better time so it's not so close to the national conference.

B. Space: Emory is fortunate enough to have a large enough space that we could reserve free of charge. The dates given in the Doodle poll were based off the availability of this room. We reached out about booking the room in October, and had the room booked and confirmed by mid November.

1. In order to have breakout sessions, we also booked 2 classrooms on the same floor as the main room. Depending on how many breakout sessions/concurrent presentations you are planning to have, that will decide if 1 large room will be enough or if you will need extra space.

2. We also set up a time in late February with the AV support for the room to go over the room capabilities. They were also aware of the conference and were around in the morning and checked in during the afternoon to make sure everything was going okay.

a) Knowing what the room was capable was important since we knew we wouldn't need to worry about adapters, cables, etc.

C. Lodging:

1. We talked with the Conference Center affiliated with Emory about a discount rate. The rate was locked down by February in order to have it ready to go for the call for proposals send out.
 - a) Unfortunately, by the time people started booking at this rate, the rooms were already gone.
 - b) In order to set aside a block of rooms at a discount rate, you have to pay for any leftover rooms that aren't taken. This would have been too steep a cost for the conference. Other hotels and conference centers may do discount rates and blocks differently.

D. Food: We decided to provide morning coffee, bagels, soda, bottles of water, and an afternoon snack. This kept the food budget ~500. Emory has enough locations for food around that we felt it better to let people get out of the building for a bit instead of providing a catered lunch.

1. We priced a catered lunch and it would have resulted in people having to pay for registration, which we intended to keep free.

E. Badges: We purchased plastic badge holders, badge inserts, and then 3 different colored lanyards (red, yellow, green) to go along with national Code4Lib's photography policy.

F. Misc:

1. Emory Libraries has a 'Communications and Campus Relations' office that we met with to go over the overall planning. They were helpful in thinking about the event from an event planning perspective. They also let us know that the university already had hotels and food in the area drawn up for commencement, which we used to just link to those pages instead of coming up with all on our own. This was extremely helpful since it was detailed and ready to go.
2. We contacted Transportation and Parking Services a couple of months ahead of time and learned that we couldn't work any kind of break on parking in our decks for the attendees, but that they wanted to know about when and where the conference would be held and how many attendees would be coming, so that they would be prepared and could give directions if asked.
3. We checked in with Library Security staff well in advance of the the conference, and gave them a list of attendees a week ahead of the conference so they would not be surprised and could direct people to the right place.

II. Presentations/Communications:

- A. Call for Proposals: We started preparing for the Call for Proposals in early February. We drafted 3 separate documents (listed below). The CfP was sent out the first week of March and we gave people until April 1st to submit a proposal (we later extended to April 7th). Hindsight: Sending out the Call for Proposals sooner would likely have been more helpful.

We send the proposal and registration emails to the code4lib and code4lib-se Google Groups and to the LITA mailing list, and asked people to forward to other lists if appropriate. Someone at ASERL forwarded the email to its list (library leadership). We thought about sending to each Southeastern state's library association but didn't really have time to do that research. With a larger committee, this might be an outreach idea to consider.

1. Email: the email asked for proposals, stated registration was open, as well as gave other logistics for the conference.

- a) Email text:

Good morning Code4Lib Southeast!

Code4Lib Southeast is seeking proposals for its one-day conference. Code4LibSE 2017 will be held on Friday, April 21st, 2017 at Emory University's Woodruff Library in Atlanta. Information about potential topics and the types of sessions planned for this event are on the Wiki page: https://wiki.code4lib.org/Southeast_2017

To submit a proposal, please fill out the proposal form: <https://goo.gl/forms/t8aTpM0fBkAKpww1>.

NOTE: You don't have to be from or residing in the Southeast to make a proposal or come to the conference - we welcome visitors from anywhere.

Registration is also open:

<https://goo.gl/forms/kaN8A4QbH2SmJKMz1>. If you plan on staying overnight, the [Wiki](#) has information about local hotels/motels in the area.

NOTE: Emory Libraries are also hosting a HydraCamp April 17-20 (<https://curationexperts.com/our-services/hydra-camp/>), and if you are interested in learning about Hydra, you can add Code4Lib Southeast Emory 2017 to round out your week.

As always, if you have any questions or concerns, please feel free to email the organizers.

Looking forward to your ideas, and this get-together!

2. Proposal Form: The proposal form was done through Google Forms. It seemed the easiest (and cheapest) way to gather responses.
 - a) Link to form: <https://goo.gl/forms/t8aTpM0fBkAKpvw11>
 3. Registration Form: The registration form was also created through Google Forms. Hindsight: There should have been a firm registration deadline that was well-communicated. Our conference was small enough that we could still accept up until the last minute, but we came close to the room limit.
 - a) Link to form: <https://goo.gl/forms/kaN8A4QbH2SmJKMz1>
- B. Selection: We originally wanted to put the proposals to a vote to the Code4Lib community. Thankfully, since we running short on time, we had just enough proposals to fill allotted time and all of the proposals were fantastic.
1. We did a mix of conference/unconference where we made time for breakout sessions voted on that day while also having formally prepared presentation (again, all fantastic). We think it worked well like this, but more or less either way could work too.
- C. Notifying presenters: We notified presenters their presentation had been accepted the second week of April. In hindsight, this should have been earlier too.
- D. Other Communications:
1. Wiki: We added a Code4Lib2017SE page off the main Code4LibSE Wiki page. This was used to provide logistical information as well as the presentation schedule once set. This Wiki page went live in late February/early March around the same time we sent out the Call for proposals.
 - a) The Wiki also provided a way to have the presentations available after the conference without them 'belonging' to Emory.
 2. Email addresses: Code4Lib SE 2017 had 2 gmail addresses:
 - a) Code4libse2017: general email address for participants to send emails to that the whole organizing group could see.
 - b) Code4libse2017conduct: email address if anyone needed to report violations of the Code of Conduct. This email address was monitored before, during, and after the conference in case it was needed.
 3. Code of Conduct: in keeping with Code4Lib tradition, we had a Code of Conduct that presenters had to sign off on before finalizing their proposal. Hindsight: this should have 100% been on the registration form as well. The Code of Conduct for 2017 is available here: <https://goo.gl/ziJD9L>

III. Day Of:

A. Set-up:

1. Run through with AV team to make sure everything works
2. Receive Panera catering and get that set up (The Panera staff member who delivered the order took care of all of this.)

3. Get cans of soda & bottles of water in refrigerator so they would be ready to go.
 4. Set up registration table with signage and the name tags
 5. As presenters arrive, have them put presentation on presentation desktop.
- B. Conference:
1. We had volunteers time the presentations to keep everything running smoothly.
 2. Break Out:
 - a) Put up easel so that people could write break out session ideas throughout the breaks and lunch (ready to vote on after lunch).
 3. Clean up after it's over.
- IV. Post Conference:
- A. Update Wiki:
1. Collect presentations and upload them to Wiki so that others can view them from the Wiki.
- B. Feedback. We had a "Future of Code4Lib Southeast" discussion at the end of the conference which was helpful. We plan to send out a questionnaire to gather more input, particularly from people on the mailing list who didn't attend, and to solicit interest in providing locations or helping to organize future events.

TIMELINE

- September 2016-October 2016 -- Discuss and get buy in from whomever needs to sign off
- November 2016 -- Open up poll for best dates
- November 2016 -- Reserve space for conference
- Early to mid-February 2017 -- Draft Wiki, registration, code of conduct, and call for proposal pages.
- February 2017 -- Confirm room discount at Conference Center
- Late February 2017 -- Finalize written communications
- Early March 2017 -- Send out call for proposals & registration information
- Early April 2017 -- Finalize presenter schedule
- Week before conference -- place breakfast order
- Week of conference -- Purchase other supplies
- Day of conference -- set up, run through, & take down