



Blue Book/Guidelines for the Annual Meeting

Archivists and Librarians in the History of the Health Sciences (ALHHS)

Christopher Lyons and Micaela Sullivan-Fowler, et al.

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Beginnings

- The role of the Local Arrangements Coordinator (LAC) is to make the arrangements for the Annual Meeting of the ALHHS, often in conjunction with the Medical Museum Association (MeMA) and the American Association for the History of Medicine (AAHM).
 - During the Annual Meeting of a particular year, speak to the likely candidate and ask them to volunteer for the next year's LAC. If unable to do this in person, this should be done via e-mail or phone call soon after the Annual Meeting. The LAC is generally chosen from the host cities' ALHHS members, since having a local representative makes many of the duties fairly seamless. The LAC is encouraged to choose others at their institution to help.
 - The LAC coordinates with the MeMA LAC as well as the AAHM LAC regarding Hotel, conference rooms and the Program. Sometimes resources (like buses if necessary) can be negotiated through the AAHM LAC. Details on p. 2.
 - The Annual Meeting of the ALHHS takes place in the same city as the Annual meeting of AAHM. The ALHHS meeting takes place the day before the AAHM annual meeting starts (usually a Wednesday in late April or early May).
 - Wednesday-Steering Committee Meeting (4:00-6:00pm)
 - Wednesday-Members' Dinner (@6:30-9:00) [inc. MeMa]
 - Thursday-Continental Breakfast (@7:30-8:30) [inc. MeMa]
 - Thursday-Program (4-6 presentations till Noon) [inc. MeMa]
 - Thursday-Business Meeting/Lunch (Noon-@1:30)
 - Thursday-Tours of local places of interest (@1:30-4:00) [inc. MeMa]
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Timeline

Early Summer of the Upcoming Year-

- Contact AAHM LAC regarding Conference Hotel Rooms

Traditionally, the AAHM LAC reserves the suites of discounted rooms for the meeting. Our LAC ensures that some of the discounted hotel rooms reserved for the AAHM are available to ALHHS and MeMA members beginning *Wednesday* night and that members are able to book them without necessarily registering for AAHM. The LAC will need to communicate the hotel information to ALHHS members and to MeMA, as part of a listserv notice, registration packet, or registration information on our web pages.

Ideally, members should be able to book rooms by telephone if necessary (not just through the AAHM online Registration web site).

NOTE: Many members of ALHHS are also members of AAHM, so they stay at the hotel Wednesday through Saturday. However, many ALHHS members leave right after ALHHS, so need the hotel room for only two nights.

We usually ask for 30-35 rooms (double occupancy), as we generally have 55-70 attendees (including MeMA). Some members prefer to get an alternate to the conference Hotel.

Early Summer of the Upcoming Year-

- Contact AAHM LAC regarding Conference Hotel Meeting Venues



- We need a small meeting room in the Hotel for Wednesday-Steering Committee Meeting (4:00-6:00pm). The room should hold 10-15 people. Traditionally AAHM allows us to reserve a room under their auspices and usually we have not had to pay for the room.

- We need a larger venue, usually a small auditorium, for:
 - Thursday-Continental Breakfast (@7:30-8:30)
 - Thursday-Program (4-6 presentations till Noon)
 - Thursday-Business Meeting/Lunch (Noon-@1:00)
 - We need room for 55-70 people.
 - The room should support an Internet connection and have a Projector capability. Technical help is important too.

NOTE: In the past, we usually have the Thursday events at the host's Medical School, or Library, or other University venue. Rochester had a conflict with graduation days, so we had the Thursday Program in the Hotel. Generally members prefer to have events out of the Hotel-so the LAC may need to arrange with campus/library officials to reserve private space for the Thursday Program and Business Meeting. MeMA joins us for the Breakfast and Program, and goes to a smaller room for their Business Meeting-then rejoins us for tours. We usually facilitate their room, though they may do this part themselves.

Late summer of the Upcoming Year

- Check with the President of ALHHS to see if the Program Committee has been set. They should begin putting together Thursday's Program. This generally consists of developing a theme, finding members who can speak for approximately 20-30 minutes on the chosen theme, and giving the titles, etc. to the LAC for inclusion in the Registration material.
- In the past there have also been paid guest speakers, workshops, or extended collegial brainstorming on hot topics (such as HIPAA, or the "State of the Archivist/Librarian Profession"). We can facilitate such a format- in addition or in exclusion of a series of member speakers on a theme...
- Indeed, a workshop (on preservation, web design, etc.) could be held at one of the Tour sites or be done in lieu of tours. There is no law that we *must* Tour-it could be that a speaker or brainstorming session after lunch would take the place of a tour...
- **In other words, use your imagination in considering afternoon activities, and work closely with the Program Committee.**
- The title and particulars of the Program are sent out in late January-early February to members, as well as to the AAHM LAC to print in their Program- [see notes on p. 8 for details]. It is part of the Registration Packet.

Fall of the Upcoming Year

- Begin reconnaissance for a Dinner venue for the Wednesday evening of the meeting.

Background. Dinner is generally for 55-70 people, including MeMA. People meet in the Hotel Lobby and ideally are able to walk to the restaurant or venue. Buses can be reserved as well, if so, AAHM LAC is usually knowledgeable about buses. Their cost would then be part of the registration fee. Do your homework well on this aspect-as buses are expensive, but also, some people do not care or are unable to walk.

Indeed, if there is a cost for public transportation, advise members in the Registration Packet so they can plan for that expense. If cabs are necessary, include the cab phone numbers in the Registration Packet so people can plan ahead, and know where the cabs pick up for Wednesday evening (and potentially for the Program on Thursday).

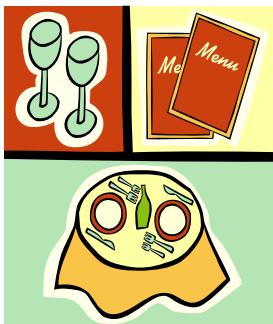


Some venues for dinners in the past:

- Country Club that a member or local faculty belonged to.
- Small restaurant that closed to the public and served just ALHHS/MeMA.
- Large restaurant that has a separate large room in which to host ALHHS/MeMA
- The Conference Hotel restaurant or banquet hall (least desirable-people like to go out).
- A large tour boat when we were near water.

Use your imagination. Members like to try something novel.

Considerations:



Menu should include a vegetarian choice, as well as meat and/or fish.

Cost- we try to do @\$30.00 to \$40.00 per person-including appetizer, entrée, and dessert. Usually a cash bar is available before the dinner. There is usually an 18% gratuity attached to the overall dinner bill, so that should be figured into the final cost of meal registration. So, if the dinner is \$35.00 per person, the gratuity is 18%, and the sales tax is 7% the cost of the meal will be nearly \$44.00-which would be part of the registration for the ALHHS meeting.

- Identify a potential venue and talk to their manager or party planner about options for a group such as ours.
- Generally, the menu and cost should be set by **January** so that the information can be added to the other registration material being developed and sent out.
- Restaurant should be capable of making last minute additions or subtractions in the number of attendees. They usually need their final count 2-3 days before the event.
- Members pay the Secretary-Treasurer the registration fee, and then the Secretary-Treasurer pays the restaurant the night of the dinner. MeMA's members pay their Sec.-Treasurer then reimburse ALHHS.

Fall of the Upcoming Year



- Depending on where Thursday's Breakfast, Program and Business Lunch are being held-whether at the Hotel or at an academic site, contact caterers about meal selection and price.
- If it is in the Hotel- there is usually an on-site caterer for the Continental Breakfast and the Boxed Lunch. Prices range from \$6.00-\$8.00 per person for Breakfast and \$8.00-\$15.00 for Boxed Lunch.
- Breakfast usually consists of fruit, baked good, tea, coffee and juice. Boxed Lunch is usually 3-4 types of sandwiches, piece of fruit, cookie and a variety of beverages. This expense generally adds another \$15.00-\$20.00 overall to the registration cost.
- If it is at the School or some other building-sometimes there is a University caterer-see above.
- Sometimes we have used a caterer in town-but then you have to watch for delivery fees and add that to the cost of the food.
- Both School and Private caterers have costs comparable to Hotel costs.

- Be mindful that such costs are rising as of this writing (mid 2008) due to gas and food costs-so we may need to spend more on food than we did in the past.
- In 2008 the treasurer of each group (ALHHS and MeMA) reported their numbers separately to the LAC and paid only for their own members.

Late Summer, Early Fall

- Think about tours for the afternoon of the Program.



- Be creative.

Members like to see Rare Book Collections, Museum Collections, Hospital Archive Collections, etc. They also like to have behind-the-scene tours. Gardens are always nice. Gardens and Rare Books or Artifacts are lovely. **Remember, as noted on p. 3, that the Program Committee might like to enhance or disregard tours-so work in conjunction with them.**

- The venue must be able to accommodate between 30-50 people (not all members go on the tours following lunch). Check with the venue on access, any cost, availability, etc.
- Often the venues are small and the tour must be broken up into two groups. Often, then, there are two tours-one group goes to one, one to the other-then they switch.
- Transportation is often an issue-walking is preferred, buses are nice, but often expensive; the cost would be included in the Registration fee. (see. p.4)
- The tours should probably be booked by January of the Meeting year, due to the venue's schedules and our Registration packet going out in late winter.
- Tours usually begin @1:30 and go till 3:00-4:00 depending...

The Actual Registration



Within the Month of January

The Registration “Packet” consists of four parts.

1)

The Cover Letter-This constitutes the invitation to the Membership-full of energetic language about collegiality, etc. Points out the major draw of the Host City, the conference, the weather, the sights to see, etc. (see attached example).

- When the Cover Letter is Complete, also send a version of it to the editor of the Watermark who will print it in the Winter volume, trying to anticipate the late Spring Annual Meeting.
- Include in the cover letter AND on the registration form your drop dead date (registration must be received by x date, usually 3 weeks prior to the meeting). Also include policy on refunds (no refunds after x date; partial refunds after x date, etc)

2)

The Registration Form- Name, Address, etc (see attached example) which has the amount due for the Continental Breakfast and Box Lunch-usually around \$20.00 and the Dinner and its venue and menu listed and its cost-usually around \$42.00-\$50.00. **We have been hovering around \$65.00-\$75.00 for our Meeting, but those costs could rise.**

- If there are other costs, like buses or tours, that fee would be rolled into the Continental Breakfast/Box lunch amount.
- On occasion there have been incidental costs, like a room rental, a bartender fee, computer rental etc., in the \$100-\$300 range that ALHHS has picked up without passing the cost onto the Membership.
- The Secretary-Treasurer’s name and address is listed at the end of the Registration Form. The payments are sent to the Secretary-Treasurer. Include a deadline date, which is usually the 3rd or 4th week in March. (Depending on the date of the Meeting).

3)

The Schedule of Events –this document should include:

- Wednesday’s Steering Committee (Room # included)
- Dinner (include the meeting place within the Hotel, so that people can gather together.)
- Thursday’s Breakfast, Program’s Title and Speakers and their presentation titles, Business Lunch and Tours with times listed. See attached.

- The Schedule of Events should be forwarded to the LAC of AAHM for inclusion in *their* program. As a courtesy, LAC should remind MeMA that MeMA should send their Program to AAHM as well. **(AAHM usually needs this by early January-keep that in mind as you finalize Program, Tours, Restaurant, by the end of the previous year.)**

4)

Hotel/Airport/Restaurants/Night Life/Sights to See insert. The LAC puts together a one sheet (can be double sided) on the available hotels, the airport, shuttle from airport, various restaurants and their cuisine and cost-as well as any other sights they think we should see.



The “Packet” itself

Historically, the “Packet” has been mailed to the ALHHS membership in February. In 2007, however, only those without the internet had packets mailed, all other’s received the information via the web. Rochester’s 2008 LAC reported a \$300 cost for mailing. This cost seems prohibitive for the future- so...

- In future “mailings” should be limited to those without the internet.
- The “packet” will be available via our web site as well as e-mailed as an attachment to members.

. MeMA handles their own registration, advising us of the number of people to expect for dinner, breakfast and lunch.

Details:

- In early February the LAC sends the “Packet” to the web manager (as of mid-2008 this was member Russell Johnson).
- The Secretary-Treasurer can tell you the addresses of those who need the packet mailed.
- Webmaster puts up the four components.
- A message is sent to the ALHHS listserv by the LAC alerting them that the Registration material is available at <http://www.library.ucla.edu/biomed/alhhs/>
- The message also has an attachment with the component parts, to assure that members have two avenues to access the information.
- Members print off the Registration Form and mail with payment to the Secretary Treasurer (see above). A deadline is listed on the form, usually the 3rd week of March.
- The Secretary-Treasurer or some designee sends a confirmation e-mail to the registered member.
- As the Registration time progress, the LAC and Sec/Tres can decide whether or not e-mail reminders to the members.

- The Secretary-Treasurer, after the registration deadline, gives the total numbers to the LAC, who will communicate them to the restaurant and caterers. Try to have permission from the restaurant to make last minute adjustments.

Additional Concerns for Holding the Meeting

These are not generally the LAC's concern-but it's nice to have one's ducks in a row.

Late Summer of Upcoming Year

- The ALHHS LAC should alert the AAHM LAC that the space used by the Book Dealers should ideally have a computer with an internet connection so that Members can check their catalogs before purchasing rare books. There was not a public terminal in 2008, and while NLM and the dealers graciously let us use theirs, the situation was not ideal. . The ALHHS LAC should also ensure that there is adequate security for the book exhibition, specifically that the room is locked and inaccessible after hours, given the value of the rare book dealers' stock.

Late Fall of Upcoming Year

- As spearheaded by the President; the Steering Committee considers any Elections and/or any Awards that will be held or given for the upcoming Meeting. For both Elections and Awards refer to the Bylaws, which has procedures regarding the Nominations, Ballots, and other considerations.
- The Secretary-Treasurer sends out the Membership Renewal in November. Since our Meeting is open to Current Members, it is sometimes necessary to send periodic reminders through the listserv, to insure that those who want to renew, have renewed. If there is a Bylaw change, etc. to vote on, this is the mailing where that occurs as well.

Late Spring of Meeting Year.

- President (with input as needed from Sec./Treasurer, Past President, Members-at-Large) sets the Agenda for the Steering Committee Meeting held on the Wednesday of the Meeting.

The Meeting Itself

Wednesday

- LAC will attend the Steering Committee Meeting on Wednesday (4:00-6:00 pm) and report on any problems (and successes) of arranging the Meeting-and of any concerns for the two days of the actual Meeting.

Wednesday evening

- LAC (or a designee) will escort people to dinner or ensure that people have clear instructions on how to get to the venue.

Thursday

- LAC (and designees) will escort people to the Program venue, facilitate any AV/electronic needs (often in concert with the head of the Program Committee) and ensure that the Breakfast and Box Lunch arrive on time and are distributed.
- LAC (and designees) will ensure that the members are aware of any Tour logistics for the afternoon.

Thursday evening

- LAC (and Members) will have a glass of wine and be thanked profusely for all the work they have done.

Useful Examples

The attached documents (to use as examples or templates) are from the 2008 Meeting in Rochester, N.Y.:

- Cover Letter/Watermark submission
- Registration form
- Schedule of Events
- Information on the host city - Rochester

Similar forms exist for meetings in the past couple of years. Montreal (2007) and Halifax (2006).

Helpful Folks

Past LAC's

Rochester-2008 Christopher Hoolihan: Christopher.Hoolihan@URMC.Rochester.edu

Montreal-2007 Christopher Lyons: christopher.lyons@mcgill.ca

Halifax-2006 Micaela Sullivan-Fowler: msullivan@library.wisc.edu

Birmingham-2005 Tim Pennycuff/Michael Flannery: tpenny@uab.edu/flannery@uab.edu

Madison-2004 Micaela Sullivan-Fowler: see above

2008-

President: Lisa Mix: lisa.mix@library.ucsf.edu

Past President: Micaela Sullivan-Fowler: see above

Secretary-Treasurer: Brooke Fox: foxeb@musc.edu

Past Secretary-Treasurer-Patricia Gallagher: pgallagher@NYAM.ORG

Steering Committee Members-see Directory