

IDEAL Conference Planning Task Force

Purpose

The purpose of the IDEAL Conference Planning Task Force is to advise and assist ARL Staff with the programming and delivery of the IDEAL Conference.

Charge

The IDEAL Conference Planning Task Force reports to the Diversity, Equity, and Inclusion Committee and works with ARL Staff to ensure that the content and conference experience align with the program purpose and outcomes.

Membership

The Task Force is composed of 15 members, including:

- One Diversity, Equity, and Inclusion Committee Representative (co-chair)
- One ARL Member Representative (co-chair)
- Ten members of the Canadian and US Library and Archive community committed to advancing the purpose of the IDEAL Conference
- ARL Director, Diversity, Equity, and Inclusion (staff lead)
- ARL Director, Events (staff lead)
- ARL Senior Director, Learning + Diversity, Equity, and Inclusion

The Task Force roster, including the co-chair roles, is approved by the Diversity, Equity, and Inclusion Committee.

ARL staff provide support for the Task Force as well as the Working Groups. The ARL director, Diversity, Equity, and Inclusion and director, Events serve as staff leads for the Task Force.

Terms

The Task Force members serve for 17 months. Task Force terms are July 1, 2023—November 30, 2024.

Task Force vacancies and incomplete terms may be replaced at the discretion of ARL Staff with approval from the Diversity, Equity, and Inclusion Committee chair and vice chair.

Conference registration is waived for Task Force members and three nights lodging will be provided for the conference.

Responsibilities

The Task Force will meet at least one hour each month via video conferencing platforms; occasional additional meetings are expected to be required leading up to the conference as well as afterwards. . Asynchronous work is anticipated; the time required will be based on the needs of the Task Force.

The Task Force is responsible for:

- Advising ARL staff on event programming and delivery
- Assisting ARL staff with event programming and delivery
- Reviewing assessment and evaluation results to provide feedback and recommendations to the ARL Diversity, Equity, and Inclusion Committee and ARL staff to shape changes for future conferences and considerations for the Association
- Promoting the conference to encourage interest and registration
- Attending the conference (Should other arrangements be needed, this should be noted in the expression-of-interest submission.)

Task force members are responsible for chairing a working group:

- Production (co-chairs): Leads the planning of conference logistics and details in partnership with Participant Experience Working Group; executes onsite production and logistical tasks with guidance from ARL staff.
- Participant Experience: Leads the creative elements of the IDEAL Conference experience in partnership with the Production Working Group; organizes the value-added components that enhance the participant experience and complement the content experience.
- Plenary Sessions: Leads the content planning and keynote speaker identification process; manages speaker request process and post-confirmation communications; coordinates the general session speakers onsite and program flow/stage management.
- Concurrent Sessions (co-chairs): Leads the content planning and speaker identification process for concurrent sessions; manages speaker request process and post-confirmation communications.

- **Poster Sessions:** Creates the framework for the conference poster session and designs the experience with the overall conference content and goals in mind. Manages the onsite coordination and logistics of the poster submission, placement, and board-tacking process.
- **Sponsorships:** Leads the sponsor identification process and coordinates and tracks sponsor commitments, communication, and acknowledgements. May perform external outreach, preparing sponsor materials with ARL staff support.
- **Local Coordination (co-chairs):** Serves as the liaison—between the host institutions, ARL staff, and local venues—providing connections, guidance, and support in engaging necessary local resources; must be based in the host city.

Working groups are expected to meet at least one hour each month via video conferencing platforms; occasional additional meetings are expected to be required leading up to the conference as well as afterwards. Asynchronous work is anticipated; the time required will be based on the needs of each working group.

Additional commitments include providing onsite support during the conference.

The task force co-chairs will meet with ARL staff prior to the monthly task force meetings to plan the meeting agendas and address other program-related needs. Additional asynchronous work is anticipated.

Decision-Making

The Task Force makes recommendations to ARL staff and, as appropriate, to the Diversity, Equity, and Inclusion Committee.

Code of Conduct

The Task Force adheres to the [ARL Code of Conduct](#) in all of its deliberations and activities.

Approved by the ARL Executive Director May 2023