

# How to Take Advantage of Your Responsibilities at Conference

And Afterwards

# Discussion Points

- Conference Highlights
- User ID and Password
- Leadership Resources
- Leadership Training
- Communication
- Final Thoughts

# Conference Highlights

- 2009 Washington, DC, Conference Planning Meeting (Part 1) – Division Planners (yesterday, 2-4 PM, CC 2AB)
- Unit Board/Business Meetings (days and times vary – check your conference program)
- Brown Bagging with the Candidates (today, here, immediately following LDI)
- SLA Opening General Session and Awards Presentation (today, 5-7 PM, CC Ballroom, 6A-C)

# Conference Highlights

- SLA Salutes! Awards and Leadership Reception (tonight, 7:30-9:30 PM, Space Needle)
- Divisional Open Houses (most every night, multiple locations)
- Idea Showcase (Info Expo; 2-5 Sun, 11-5 Mon-Tues, 8-12 Wed)
- International Reception (Monday, 6-7:30 PM, Cirrus Ballroom, level 35)
- Chapter and Division Cabinet Meetings (Tuesday, 5-5:50 PM, Sheraton Hotel, Grand C & D)

# Conference Highlights

- Joint Cabinet Meeting (Tuesday, 6:00-7:00 PM, Sheraton Hotel, Grand C)
- 2009 Washington, DC, Conference Planning Meeting (Part 2) – Divisional Planners (Wednesday, 12:15-1:45 PM, CC 609)
- SLA Closing General Session and Annual Membership Meeting (Wednesday, 2:30-4:30 PM, CC Ballroom 6A-C)
- SLA Closing Reception (Wednesday, 5-7 PM, CC South Lobby, Atrium)

# Afterwards . . .

## User ID and Password

- Do you know your User ID and password?  
Must have to access all of the membership benefits available on the web.
  - Membership Directory, forms, examples, instructions, news, Click U, etc.)
- It is generally 2-5 digits.
- See “Forgotten your Password?” on the web.  
(right below where you’d put your password)

# Afterwards . . .

## Leadership Resources

- <http://www.sla.org/content/resources/leadcenter/leadresour/index.cfm>
  - Annual report form, business card template, model governing documents, certificate template, recommended practices, handbooks, training materials, etc.
- Annual Reports due December 1<sup>st</sup>
- Leadership Connections, leadership discussions list, Communities of Practice . . .

# Afterwards . . .

## Leadership Training

- Webinars – Click U

<http://sla.learn.com/learncenter.asp?page=271>

- Leadership Summit (January 14-17, 2009, Hyatt Regency, Savannah, GA)

- Leadership Development Institute (June 14, 2009, in Washington, DC)

- Succession planning and mentoring – why seek a leadership position?

<http://www.sla.org/content/resources/leadcenter/whyseek/index.cfm>



# Afterwards . . .

## Communication

- Opportunity to say thank you.
- Keep track with metrics (use for annual reports)
- Chapter or Division News
- Web 2.0 to share with others best practices/ideas
- Communities of Practice  
<http://www.sla.org/content/community/cop.cfm>
- Chapter Idea Bank wiki  
<http://wiki.sla.org/display/CIBWiki/Home+Page>
- Leadership Connections  
<http://www.sla.org/content/resources/leadcenter/leadresour/update/index.cfm>
- Proactively share information with your Board
- Use the Leadership list

# Final Thoughts?

- Leadership is about persuasion and inspiring people to collaborate with you. Don't go it alone. Lots of help and advice from Association staff and leadership; make this a learning experience for you.
- Don't be afraid to ask questions about things you're not sure you understand. You don't have to do everything by yourself. Ask for help, engage other unit members, be a mentor, be a leader.

And now?

. . . . go forth and  
enjoy the conference!