WELCOME!
SLA Restructure Initiative
Events
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President

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COMMUNITIES CAN AND SHOULD CONTINUE TO DO THE ACTIVITIES, PROGRAMS, EVENTS, AWARDS, SCHOLARSHIPS, ETC.
My community is planning an event for 2020; can we still hold it?

Yes!

- Communities should continue to move forward with plans for meetings, webinars, networking events, conferences, etc
- If the event is one your community has held in the past or won’t incur costs, there is no review necessary.
- If the event is new, communities should complete the New Event Form and include a budget. This will be reviewed by a committee made up of SLA members including community leaders.
- If the event is for over 100 people, SLA will partner with and collaborate with the community on the event
How will funding for events or other items work?

• Community members will submit a request for payment through SLA’s online form.
• Expenses will be reviewed for reasonableness and history of recent past community expenses and a community officer will be copied on expense confirmations.
• Payment types include:
  – Reimbursement to individual
  – Payment to individual for award/scholarship or SLA conference attendance
  – Payment or deposit to vendor or speaker
  – Advance payment (pilot) to individual for upcoming expense (for expenses over $100 only)
How will funding for events or other items work?

The payment form will include expense purposes you can select from:

- In-person event or meeting
- Online event/webinar or meeting
- Annual conference expense
- General community administration
- Other
How will funding for events or other items work?

The payment form will include expense types you can select from:

– Supplies
– Food and beverage
– Transportation
– Venue fees
– Speaker fee or speaker travel
– Audio-visual
– Scholarship/Award for travel
– Scholarship/Award for conference registration
– Shipping/postage
– Printing
– Other
How will SLA process reimbursements to SLA members who submit requests?

- All reimbursements will be submitted through SLA’s online Expense Request Form.
- Community members will be provided with training on how to submit via a pre-recorded tutorial.
- SLA has moved its financial processes completely online and will no longer issue paper checks. All reimbursements go through Bill.com. Those seeking reimbursement, will need to provide an email to SLA in order to receive the automated email to set up the electronic transfer.
Bill.com Automated Email

---------- Forwarded message ----------
From: Angela Parker on behalf of SLA - Special Libraries Association <invites@hq.bill.com>
Date: Fri, Dec 13, 2019 at 10:12 AM
Subject: SLA - Special Libraries Association wants to pay you
To: ikoniczko@gmail.com <ikoniczko@gmail.com>

Hi SLA Government Information Division,

Please accept this invitation from SLA - Special Libraries Association to start receiving electronic payments directly to your bank account. This is our preferred method for making payments, and it’s completely free to you.

This way, SLA Government Information Division gets paid much faster, and all invoice details will be available online in your free account for quick and anywhere access, helping you cut down on paperwork.

And don’t worry, your account information will be secure, protected with end-to-end encryption, and not visible to SLA - Special Libraries Association. If you have any questions, please send me an email at angela.parker@mci-group.com or call me at 7035063260.

Ready to get started?

Accept Invitation

If the button above doesn’t work, copy and paste the following link into your web browser:
Advance Payment Pilot Program

- Advance Payment requests must be for $100 or more and requested by community leadership (President, President Elect or Secretary). If the amount is under $100, the member will need to submit through the reimbursement process.

- SLA will also have the capability to pay vendors directly for events.
How will event registration work?

• All community events (with less than 100 attendees) that require paid registration should be managed in EventBrite
• SLA will have an EventBrite account and community leaders/members will be subusers of that account
• As a subuser, you will be able to create events and manage them
• EventBrite charges a small fee per ticket: $1.59 + 3.5%
• No fees for free events
• Events can be listed publicly or can be private
How will SLA collaborate with communities for events with over 100 attendees?

- SLA already handled contracts over 5K for large events
- SLA will be able to pay most vendors directly
- Community will manage all content and speakers
- SLA will utilize our Euclid platform for registration
- SLA will collaborate on event management and the budget
- SLA will work closely with the community on sponsorships
What is the timeline for the New Event Form and the Expense Request Form?

• Both will be available by early March
What happens to Option 1 and 2 as related to the SLA Annual Conference?

• Community events will continue at the Annual Conference.
• All communities will move under Option 2, in which SLA ensures the community event will happen, covering all expenses and securing sponsorship for the event.
• As has been the case in the past two years, even if sponsorship is not secured, the community event at the Annual Conference will still take place.
How will sponsorships work?

• The existing relationships communities have with sponsors are valuable
• Communities should collaborate with SLA on sponsorships
• Please join tomorrow’s webinar for additional details
Connect Community Events Calendar

• Many communities already utilizing this
• Great resource for new and potential members
• Helpful for SLA and for members who want to learn about other communities
• Events can be categorized as internal or external
Questions can also be emailed to learning@sla.org
Stronger Together.
All In.