

2019 NCNMLG/MLGSCA Joint Meeting Report

Critical health sciences librarianship: our role in social justice



Report written and organized by Nancy Garcia Ramirez, Evaluations Committee Chair

Submitted by NCNMLG/MLGSCA Joint Meeting Co-Chairs:

Claire Sharifi, Gleeson Library, University of San Francisco

Jill Barr-Walker, ZSFG Library, University of California, San Francisco

Stephen Kiyoi, University of California, Davis

Table of Contents

Executive Summary	2
Communications Committee Report	4
Continuing Education (CE) Committee Report	5
Evaluations Committee Report	7
Exhibits Committee Report	7
Hospitality and Local Arrangements Committee Report	9
MLGSCA Liaison Report	10
Papers Committee Report	11
Plenary Committee Report	13
Poster Committee Report	15
Registration Committee Report	17
Student Liaison Committee Report	18
Treasurer Committee Report	19
Appendices	21
Appendix A	21
Appendix B	21
Appendix C	23
Appendix D	24
Appendix E	25
Appendix F	26
Appendix G	27
Appendix H	28
Appendix I	30
Appendix J	30
Appendix K	31
Appendix L	32
Appendix M	32
Appendix N	33
Appendix O	33

Executive Summary

The NCNMLG/MLGSCA Joint Meeting 2019 was held June 12-14, 2019 at the University of San Francisco in San Francisco, California. Continuing education (CE) sessions were held on June 12th, followed by a full day of conference sessions on the 13th and a half day of sessions on the 14th. This is the first medical library conference to focus on critical librarianship. The full conference schedule can be found at: <https://ncnmlg.mlanet.org/joint2019/> There were 136 total registered attendees, and 13 registered vendor registrations. 67 attendees registered for CE sessions, and 57 attended CE sessions. Plenary sessions were well attended and feedback about the sessions was positive. There were seven hours of paper presentations and poster presentations. Attendees had time to network and visit during a happy hour reception at a local brewery, a welcome reception, and during the multiple lunch and coffee breaks. Total expenses amounted to \$32,216 and total revenue was \$42,320, resulting in a profit of \$10,103 for NCNMLG.

Steering Committee Chair/Co-Chairs

Claire Sharifi, USF, NCNMLG: cosharifi@usfca.edu

Jill Barr-Walker, UCSF, NCNMLG: jill.barr-walker@ucsf.edu

Stephen Kiyoi UCSF NCNMLG: stephen.kiyoi@ucsf.edu

Additional Committee Members:

N/A

One paragraph summary of committee report

To the best of our knowledge, this is the first medical library conference focused on the topic of critical librarianship and social justice. The steering committee sought to structure the meeting with that goal in mind at the outset. By significantly lowering the registration cost to \$100, making CE classes free, creating a robust code of conduct, and incorporating a land use acknowledgement, we were able to create a more inclusive conference. Planning for the meeting began in February of 2018 and lasted 16 months. After recruitment and structuring of planning committees, the steering committee chaired monthly planning meetings of the planning committees. [Planning agendas](#) were prepared and sent in advance, and each planning committee was given a [scope of responsibility](#). The group also created a [high level planning timeline](#) to ensure planning was on track and details were remembered. To the extent possible, the steering committee sought to empower the planning committees to make independent decisions in their respective areas.

Key Responsibilities

- Oversee the meeting and work of the Committee Chairs
- Locate the meeting venue and finalize facility contract

- Finalize the meeting dates and general schedule
- Create meeting theme
- Create approximate timeline of meeting planning deliverables
- Schedule and run regular meetings with the Committee Chairs
- Provide final approval on meeting payments
- Attend full conference and provide on-site support as needed
- Coordinate submission of final Committee Chair reports and create final report

Highlighted Successes

- This was the first medical library conference to focus on critical librarianship and social justice.
- This conference was well organized, with well documented planning processes and documents.
- We were able to keep the cost of the conference low - with registration at \$100, low on campus housing options, and free CE courses.
- There was significantly higher vendor support as compared to previous meetings.
- Plenary speakers were strongly tied to the meeting theme

Reflections from Committee Members

- I enjoyed the ability to create the conference theme and support planning committee members in their personal learning about critical librarianship. I was inspired to see the amount of engagement around this topic in our plenaries, posters, and presentations, and the overall support for the theme by attendees (71% said they loved it!).

Identified Issues

- Planning committee members did not always feel empowered to make decisions in their area, and frequently looked to the steering committee members to make detailed decisions.
- It was challenging to fully staff all of the committees, and while initially many NCNMLG and MLGSCA members expressed interest in conference planning, there was significant attrition across committees.
- Despite creating new planning committees for students and library staff, participation rates were still low for both these groups (10 students, 1 library staff)
- The committee considered a virtual meeting component, but in the end, the logistical challenges were too cumbersome to manage.

Recommendations for Future Meetings

- Encourage librarian attendees to personally invite students and/or library staff to attend and participate in the meeting alongside them.
- Hold the conference on campus with on-campus housing options to keep costs for attendees as low as possible.

- Have 2 to 3 steering chairs. This helps distribute the workload over the long planning period.
- Ensure that all steering committee chairs have administrator access to registration database and website.
- Encourage use of online shared folders like Google Docs for all planning committee members to ensure access and easy sharing capabilities.

Appendices/Tables

N/A

Communications Committee Report

Committee Co-Chairs:

Michelle Rachal, NCNMLG, mrachal@med.unr.edu

Heidi Jean Mortensen-Torres, NCNMLG, heidijeanmortensen@gmail.com

Additional Committee Members

Nicole Soares, NCNMLG, nsoares@stanford.edu. (Nicole was originally a co-chair but she left the committee early on for unknown reasons).

One sentence summary of Communications Committee report

With our small but mighty committee, we managed to keep the website updated on a timely basis, but we needed and got a lot of assistance with email communications.

Key Responsibilities

- Create and update meeting website
- Work with all committees to get content for website
- Assemble contact list for promotion
- Set up Facebook page
- Create and distribute email announcements to promote meeting
- Submit articles about meeting to blog, MLA News and other media
- Design and produce signage for meeting

Highlighted Successes

- Updated website as needed
- Committees provided content for website

Identified Issues

- Difficult to keep up with/know when to send out emails to listservs. Claire Sharifi was a big help in organizing this to keep us on track
- Need someone with design skills to create meeting logo
- Facebook event created but not a lot of activity on the page

Recommendations for Future Meetings

- Have separate website and promotion committees
- Use social media more effectively

Appendices/Tables

N/A

Continuing Education (CE) Committee Report

Committee Chair

Xan Goodman, University of Nevada, Las Vegas, NCNMLG, xan.goodman@unlv.edu

Additional Committee Members

Katie Houk, University of Nevada, Las Vegas, NCNMLG, kathryn.houk@unlv.edu

Stephen Gabrielson, Marshall B. Ketchum University, MLGSCA, sgabrielson@ketchum.edu

Anna Ferri, Roseman University, NCNMLG, afferri@roseman.edu

One sentence summary of CE Committee report

The 2018-2019 Joint CE Committee successfully planned and offered four CE courses at the 2019 Joint Meeting.

Key Responsibilities

- Design and distribute CE survey to MLGSCA & NCNMLG Membership
- Design, distribute, and manage call for CE classes
- Deliberate and select CE topics
- Invite CE instructors, gather all required MLA info from CE instructors, collect onsite technology needs and meeting room set-up options from CE instructors
- Communicate with CE instructors throughout the process
- Distribute agreement to present to CE instructors
- Register and schedule CE courses with MLA
- Facilitate payment of invoices for MLA CE courses
- Coordinate with Registration committee to add CE information to Joint Meeting website
- Coordinate with onsite meeting coordinators for CE room assignments
- Gather required information for tech support
- Distribute CE code and MLA instructions to retrieve CE credit to CE instructors
- Create, distribute, and manage results from CE survey

Highlighted Successes

- Record number of CE registrants **67** for a Joint Meeting
- Record number of attendees **57** Comics (6), Unconscious Bias (21), JBI (19), Online Learning (11)
- There were a number of no shows for CE courses

Reflections from Committee Members

- All went well

Identified Issues

- Unexpectedly lost our co-chair in 2018
- Unclear instructions initially about following prior Joint Meeting CE procedures, led to some miscommunication with presenters regarding payment for transportation and lodging
- Unexpected miscommunication regarding room set-up requirements
- Voluntary submissions for CE presentations were few, worked to invite people to ensure theme of conference met in CE presentations

Recommendations for Future Meetings

- We recommend skipping the open call for CE presenters and go straight to targeted invitations that include the requirements for submitting a CE to MLA
- Or build-in the expectation that one or two will be invited CE and only need one or two from an open call
- If we continue to offer CE for free perhaps in the future we might cover one night of hotel for CE presenters, no travel, and offer conference registration, instead of an honorarium. We can consider putting a cap on the amount we spend too
- We might consider limiting the number of CE so people can attend multiple CEs
- We might cap the number of presenters for a CE course
- Find a way to continue offering low cost CE. Perhaps consider a per credit charge for CEs if we choose to charge for example \$5 per credit. Our CE survey (17 responses) showed that people are willing to pay a maximum of \$50 per CE
- Include photos of physical CE spaces including furniture to committee for review

Appendices/Tables

Appendix A Comparison of Joint Meeting CE expenses 2018 and 2019

Appendix B Joint Meeting Pre Meeting Survey & Post CE Survey Questions

Appendix C Joint Meeting Pre Meeting and Post CE Survey Responses

Appendix D How to register and schedule a course with MLA

Appendix E Call for Continuing Education Proposals

Appendix F Speaker Communication, Acceptance, and Agreement

Evaluations Committee Report

Committee Chair

Nancy Garcia Ramirez nancy.garciaramirez@sjsu.edu

Additional Committee Members

Michelle Bass mbass@stanford.edu

Helen Chang helen.chang@dignityhealth.org

Mina Davenport mdavenport@mail.cho.org

One sentence summary of Exhibits Committee Report

Michelle Bass, the original chair of the evaluations, had to step down early in the planning process. Michelle did provide each committee with a structured evaluation form that aided in reporting. Nancy Garcia Ramirez agreed to take over the committee chair position.

Key Responsibilities

- Collect and collate feedback from attendees, vendors, and conference planners.

Highlighted Successes

- Providing a structured evaluation made it easier for committee chairs to report back.

Exhibits Committee Report

Committee Chair

Sarah McClung, UCSF, NCNMLG, sarah.mcclung@ucsf.edu

Additional Committee Members

None

One sentence summary of Exhibits Committee Report

Despite some confusion and lots of back and forth emails with vendors regarding registration, our 13 vendors seemed very happy overall with the table set up, quality time with attendees, and the relaxed pace of the meeting.

Key Responsibilities

- Secure vendors to attend and support the conference
- Communicate arrangement details with vendors (locations, times, deadlines, shipping procedures, etc.)

Highlighted Successes

- Raised \$21,800 for the conference
- 13 vendors registered, 12 attended:
 - Thieme
 - JoVE
 - Karger
 - LWW
 - IOS (not able to attend, sent display materials instead)
 - Elsevier
 - NEJM
 - EBSCO
 - BMJ
 - NNLM PSR
 - TDS Health
 - VisualDx
 - McGraw-Hill
- 3 snack sponsorships
- 3 lightning talk sponsorships

Reflections from Committee Members

- Might want to consider reducing pricing for sponsorships since not all opportunities were sold
- Having a registration code required for vendor registration definitely helped control who registered and prevented us from overbooking the tables. If space is a concern for future exhibit halls, a similar method should be used. Some more communication efforts about the restrictions should be made to avoid a deluge of emails- perhaps a first come, first serve statement or similar should be posted on the meeting website

Identified Issues

- Space restrictions caused us to be less forthcoming with information for potential vendors since we didn't want to over promise/overbook the tables. This caused some confusion and lots of questions
- Room was not prepared for vendor lightning talks- not sure exactly what happened
- Some vendors did not have name tags prepared for them- improve communication in regards to who from the companies are attending vs who is just registering them

Recommendations for Future Meetings

- Add statement/permission checkbox on registration form to enable us to share attendee list
- Consider holding tables for both MLA and NNLM PSR before soliciting other companies as a courtesy/show of goodwill between our organizations

Appendices/Tables

N/A

Hospitality and Local Arrangements Committee Report

Committee Chair

Claire Sharifi, USF, NCNMLG, cosharifi@usfca.edu

Additional Committee Members

Michelle Lieggi (UCSF), Carmen Huddleston (Stanford Health), Yamila El-Khayat (Univ. of Arizona), Connie Wong (Stanford Lane)

One sentence summary of Hospitality and Local Arrangements Committee Report

Local arrangements/hospitality was responsible for all venue related, AV, food and beverage, and guest housing conference needs.

Key Responsibilities

- Facilitates on site arrangements and participant accommodations. Welcomes and orients meeting participants.
- Facilitate arrangements with hotel and/or other accommodations
- Negotiate parking rates/validation, if applicable
- Facilitate contract for A/V and related services, where applicable
- Arrange catering for reception, breakfast, snacks and luncheon(s)
- Work with meeting venue to determine space arrangements
- Work with other Committee Chairs to facilitate local setup
- Work with communications committee to ensure signage is appropriately placed
- Provide on-site support for room set-up or related issues
 - Create travel, accommodations, and entertainment content for the website
 - Provide information on parking, transit, dining and related activities at meeting
 - Help participants find meeting rooms and on-site amenities
 - Organize library tours and dine-arounds
 - Ensure Hospitality desk is sufficiently staffed and supplied
 - Contributes section to meeting final report

Highlighted Successes

- Conference venue was just the right size for the meeting- not too big or too small.
- On-campus housing was relatively low cost
- Networking events on Wednesday and Thursday evenings were well attended and reviewed favorably by many conference attendees

Reflections from Committee Members

- University location, as opposed to hotels or conference centers, allow us to offer conferences at a lower cost, particularly when on-campus accommodations are offered. Chapters should continue to hold meetings at universities.
- A host institution that employs multiple people on the conference planning committee would be ideal. Coordinating local arrangements is easier for those who work at the university, but it is a great deal of work and ideally should be shared by at least 2 people.
- Parking and public transportation at USF received many comments from attendees. It's hard to find a location that is both well served by public transportation *and* offers cheap and abundant parking options. It is my opinion that conference organizers should prioritize locations that are accessible via public transportation.

Identified Issues

- Not closing registration in advance of the conference made planning for food very difficult. We had more attendees than expected and ran out of food on the first day of the conference.
- Local arrangements/hospitality has a high workload in the weeks before and during the meeting. Steering committee members also tend to pick up additional work just before and during the meeting. Local arrangements chair should not also serve on steering committee, unless there is a large local arrangements committee.

Recommendations for Future Meetings

- Close registration at least one week in advance of the meeting
- Because of workload issues, local arrangements chair shouldn't be on the steering committee.

Appendices/Tables

N/A

MLGSCA Liaison Report

Committee Chair

Bethany Myers, bethanymyers@library.ucla.edu

Additional Committee Members

One sentence summary of MLGSCA Committee Report

Communicated with MLGSCA leadership and members.

Key Responsibilities

- Liaise with MLGSCA

Highlighted Successes

- None

Reflections from Committee Members

- Liaison requirements were minimal. I sent emails to the MLGSCA leadership when we were discussing the idea of giving away chapter memberships. I also answered a few questions from MLGSCA members regarding meeting planning and emailed the MLGSCA listserv.

Identified Issues

- None

Recommendations for Future Meetings

- The liaison is a potentially useful role for connecting with the other chapter, however, for this meeting there wasn't a frequent need for liaising, so I didn't contribute much. I think for future joint meetings the liaison may not need to attend all the planning meetings. If they can reference the meeting notes, that should be a sufficient way to keep up to date on most activities of the committees, and they could attend meetings when there's an agenda item relevant to the other chapter.

Appendices/Tables

N/A

Papers Committee Report

Committee Chair

Rebecca Bayrer, Kaiser Permanente San Francisco, NCNMLG, rebecca.l.bayrer@kp.org

Additional Committee Members

Caroline Marshall Caroline.Marshall@cshs.org

Nisha Mody nmody@library.ucla.edu

One sentence summary of Paper Committee Report

The Papers Committee successfully completed its responsibilities, and coordinated seven hours of well-received content for the meeting.

Key Responsibilities

- Coordinates Papers, Lightning Talks and Special Content sessions for inclusion in the program:
 - Send out initial call and reminders for submissions
 - Coordinate the call(s) for posters and papers with the posters committee
 - In coordination with student committee, create special track for student papers
 - Determine available number of slots for submissions
 - Evaluate submissions and send letters of acceptance/rejection, collect presenters' intent to participate and consent to post on website forms
 - Determine date/times for each paper presentation session
 - Send names/titles of papers to Communications Committee for posting on site
 - Collects and manages paper presenters' powerpoint/presentation files
 - Assign moderators for each paper session
 - Communicate with presenters about technical or other requirements
 - Coordinate with Local Arrangements regarding room setup
 - Post-meeting, assist with posting slides to the website
 - Contributes section to the meeting final report

Highlighted Successes

- Reworked Call for Proposals to shorten the amount of information posted to listervs; most of the details were provided on joint meeting website, rather than in a lengthy CFP.
- Along with Posters Committee, created a webform for collecting all proposals: <https://tinyurl.com/ycsrfn6f8>. This helped to ensure blinding of all abstract submissions.
- By initiating the CFP process early, the typically drawn-out process of extending (and then re-extending) the deadline for proposals was minimized.
- The final meeting included 14 papers, three lightning talks, and two special content sessions. One of the special content sessions was presented as an all-conference session, rather than during concurrent breakout sessions.

Reflections from Committee Members

- Having a specific focus for the meeting theme provided a high level of quality papers and special content sessions.
- The webform for proposal submission worked well; note that it still requires assistance from someone who will not be evaluating the submissions to prepare the submission list for judging (removing the non-blinded information).

Identified Issues

- A plan to use Google Drive for hosting and displaying all presenters' slides during the meeting had to be dropped when it was discovered that Google Slides (the default presentation program in Google Drive) did not properly display some slide decks. We worked around this by downloading all presentations to flash drives, which were then used by moderators to load the slides before each session.
- The campus computer system was Mac-based, which confused some presenters.
- A few presenters submitted their talks as PDFs, which was workable, but not ideal.
- The printed schedule, website schedule and Sched did not list presentations in the same order. This could have potentially caused confusion among attendees who wanted to move between breakout sessions.

Recommendations for Future Meetings

- Work with presenters early to ensure submissions are in the proper format (i.e., presentation software)
- Coordinate with communication committee and others to ensure consistent listing of time slots/presentation order within a breakout session

Appendices/Tables

Appendix H Call for Proposals

Appendix I Consent/Permission for Contributed Paper

Plenary Committee Report

Committee Chair

Ariel Deardorff, UCSF Library, NCNMLG, ariel.deardorff@ucsf.edu

Additional Committee Members

Kelsi Evans - formerly UCSF

Melinda Davies - melldavies@hotmail.com

(These members had to leave the committee due to changes in their jobs)

One sentence summary of Plenary Committee Report

We hosted two fabulous keynote speakers (one from a medical perspective, one from an LIS perspective) and organized a panel on NLM/MLA activities related to social justice.

Key Responsibilities

- Identify and solicit plenary speakers for the meeting
- Reach out and invite speakers
- Negotiate speaker topics, fees, travel expenses and room setup needs

- Invite NLM, MLA and RML to speak at a panel on a D/I related topic
- Create and sign agreements with the plenary speakers
- Solicit speaker bios and photographs for inclusion in the meeting program
- Collects and manages plenary presenters' powerpoint/presentation files
- Ensure all speakers have information regarding the meeting venue, hotels, travel
- Work with the treasurer to ensure speaker fees/expenses are paid promptly
- Contributes section to meeting final report

Highlighted Successes

- Two fabulous keynote speakers: Dr. Odette Harris from Stanford spoke about her research on Polytrauma and the need to include all kinds of people in medical research, and Dr. Nicole Cooke from U of Illinois taught a master class on cultural humility and cultural competence.
- A panel discussion on critical librarianship and diversity featuring Beverly Murphy, past President of MLA, and Amanda Wilson, Director of the NNLN. Each of them presented for 10 minutes on the topic (Amanda highlighted the "All of Us" project and Beverly shared her vision for overcoming librarian stereotypes) and then Chris Shaffer from UCSF moderated a discussion.
- Alan Carr from the PSR gave a 30 minute lunch update highlighting new staff members.

Reflections from Committee Members

- It was incredibly gratifying to be able to bring such fabulous women to USF to share their knowledge and expertise. I thought we did a good job identifying speakers who able to speak about diversity and social justice in a way that was well-researched and approachable.

Identified Issues

- Unfortunately all the committee members except the chair had to leave the planning committee mid-year. It meant a lot of work for the chair - would not recommend doing this solo! I would assign each speaker a committee liaison to be their primary contact point.
- This committee requires a lot of work early on to identify and solicit speakers. It was tricky to draft speaker agreements when a lot of the other parts of the conference (ie: exact location, times) were not yet nailed down. That said one of the plenary speakers noted that she was only able to participate because we had secured her almost a year in advance.

Recommendations for Future Meetings

- Start identifying speakers early because you will likely be turned down by a few. It is nice to have a local as one of the speakers - also helps save travel costs.

- See if your potential keynote speakers have videos that you can watch - just because someone is interesting doesn't make them a good speaker. Both of our speakers came highly recommended by people who had heard them speak and I was able to verify that through YouTube :)
- We paid our two keynote speakers each a \$500 honorarium. Beverly Murphy also received a \$500 (Amanda Wilson wasn't able to accept hers). Going forward I would recommend offering a larger amount as evidence shows that female speakers are often paid less than men. \$1000-\$1500 might be a better amount (although this will likely trigger the need for a tax deduction/W9 form).
- Other things to remember:
 - Don't forget to register your speakers so they have a badge/access to the conference!
 - Ask them to submit their slides or at the very least presentation title by a certain date - include this in the contract

Appendices/Tables

Appendix J Example Invite Email to Plenary Speaker

Appendix K Example Speaker Agreement

Poster Committee Report

Committee Co-Chairs

Hella Bluhm-Stieber, NCNMLG, hella.bluhm-stieber@hhs.sccgov.org

Carmen Huddleston, NCNMLG, chuddleston@stanfordhealthcare.org

One paragraph summary of Posters Committee Report

As in previous years we worked together with the paper committee to send out combined calls for papers and posters. Since this year's theme was quite different from other years, and we wanted the papers and posters to reflect the theme, a general call for participation was sent out early (in October 2018) with examples on how to incorporate the theme into a poster/paper. This was very successful, since all posters were on target. The second call was sent out on February 7, the third on February 27, 2019. After that we extended the deadline from March 4 to March 18 since we were low on paper submissions, and sent out another email between March 7 and 12, 2019.

Key Responsibilities

- Evaluates posters for inclusion in the program
- In coordination with student committee, create special track for student posters

- Determine available number of slots/spaces for posters
- Coordinate the call(s) for posters and papers with the Papers committee
- Send out initial call and reminders for posters
- Evaluate poster submissions and send letters of acceptance and send consent forms to be filled out and returned
- Send names/titles for posters to Website Committee for posting on site
- Ensure poster presenters understand formatting and setup requirements
- Facilitate rental of poster boards for the poster session(s)
- Coordinate with Local Arrangements committee regarding room setup
- Post-meeting, request poster presenters send copy for the website
- Contributes section to meeting final report

Highlighted Successes

- 16 submissions
- 14 posters were presented, since one was retracted, and another one was presented as a paper
- All posters were related to the conference theme

Reflections from Committee Members

- It was great that the poster boards were provided through the University. That made it very easy for us.

Identified Issues

- Overall the setting was fine, but it would have been easier to get around and look at posters if the space were larger.
- It would have been nice to have the posters up longer. They were put up at 12 pm but there was no time to view them then, since other sessions were going on. They had already been taken down at 4 pm.

Recommendations for Future Meetings

- Since there was some disagreement as to whether an author needed to be present for a poster display, we should maybe include that as a requirement for posters in the future. I couldn't locate information on MLA site, but it might be good to see what their policy is.

Appendices/Tables

N/A

Registration Committee Report

Chair/Co-Chairs

Mike Liddicoat, EL CAMINO LOS GATOS HOSPITAL, NCNMLG,
mike_LI@elcaminohospital.org

One sentence summary of committee report

Successfully registered 136 individuals for the 2019 Joint Meeting.

Key Responsibilities

- Using Wild Apricot:
- Prepare and link Registration Pages to Conference Website
- Configure Wild Apricot to collect data from various registration types (student, regular, unemployed, regular, exhibitor, presenter).
- Configure Wild Apricot and Paypal to process online payments.
- Manually enter check payments into WA System.
Configure WA to send out email reminders to NCNMLG & MLGSCA MEMBERS & REGISTRANTS.
Print & Distribute Housing Requests & registration information to other committees.
Purchase needed supplies (Badge Holders Name Tags & Lanyards)
Check In registrants at event (Student Volunteers did a great job)

Highlighted Successes

- See Above

Reflections from Committee Members

- Kenny Products.com is a great source for conference supplies.
- Need Approximately 150 3 X 4 Vinyl Badge Holders, Name Tags (AVERY 5392)
- Lanyards Need special colors for Event Organizers so they can be easily identified, black or blue colored for attendees, and approx 15 for attendees that do not wish to be photographed.
- If there are any TICKETED EVENTS use colored paper and Avery 16154.
- USE AVERY TEMPLATES TO PRINT BADGES & TICKETS

Identified Issues

Be careful what you delete in WA. The difference between what fields are included in the WA Registration FORM (DATA RELATING TO THE SPECIFIC PERSON) versus data on the WA Registration TYPES(CATEGORICAL DATA) can be confusing.

BE VERY CAREFUL IN DELETING DATA as info in these two categories is not always duplicated and you could lose data (HOUSING REQUESTS) that you will need.

Recommendations for Future Meetings

- Wild Apricot is very effective as a tool for Organizing Membership & Events.
- Go through the WA Tutorials and START LEARNING WA EARLY TO ASSIST IN CONFERENCE DEVELOPMENT.

Appendices/Tables

N/A

Student Liaison Committee Report

Committee Chair

Adriana Poo, San Jose State University, Chapter NCNMLG, adriana.poo@sjsu.edu

Additional Committee Members

Seema Bhakta, University of Arizona School of Information '19, Chapter MLGSCA, sbhakta121@gmail.com

One sentence summary of Student Liaison Committee Report

In addition to promoting the joint meeting to students, we went above and beyond in promoting the profession of health sciences librarianship and medical librarianship to library students. Although we only had 5 student attendees at the joint meeting, we had 52 participate in the webinar that we hosted.

Key Responsibilities

- Promote the Joint Meeting to students

Highlighted Successes

- On October 5th 2018, the committee organized and hosted an online webinar, Making a Connection: Health Sciences & Librarianship. It was a panel discussion by professionals in the field of Health Sciences librarianship sharing their background and experiences followed by a Q&A session for students. We had 52 students sign up for the webinar and we distributed the recording to the 52 students.
- We created a special student program for students at the joint meeting. It served as a notebook, networking tool, and coloring book.

- We also created student buttons so that students would stand out from joint meeting members. The goal of the button was to have members network with students and the buttons obtained that goal. We had 5 students attend the joint meeting.

Reflections from Committee Members

- Our goal was to connect students to the organization and to the possibility of obtaining a career as a health sciences or medical librarian. We received a comment from our webinar that we hosted from a SJSU iSchool Faculty, *"This looks like an informative and valuable event! How nice that they are doing it online, too."*
- At the joint meeting I had many discussions with librarians, students, including MLA president Beverly Murphy, everyone agrees that we need to inspire children and young adults to join the profession. Graduate school might be too late.

Identified Issues

- We wanted to create more opportunities/webinars to connect with students before the joint meeting. Unfortunately it didn't work out with the proposal deadlines and the chair of this committee was out on medical leave for three weeks in late January.

Recommendations for Future Meetings

- We need to continue to help students with making the connection between health sciences and librarianship.

Appendices/Tables

Appendix L Making a Connection: Health Sciences & Librarianship - Survey

Appendix M Program for students

Appendix N Photo of Students with "Future Librarian" pins

Treasurer Committee Report

Chair/Co-Chairs

Mike Liddicoat, El Camino Los Gatos, NCNMLG, Mike_Li@elcaminohospital.org

Additional Committee Members

NONE

One sentence summary of committee report

With input from Event Organizers develop a rough budget for each committee.

Key Responsibilities

- Collect fees related to participant registration, participant on-campus housing, exhibitors, and sponsorships.
- Configure Paypal & Wild Apricot to collect and process these fees.
- Manually enter check payments then deposit these checks into the dedicated CHASE Joint Meeting Account.
- Pay all event related bills using our Visa Card, then pay these amounts by transferring funds from the Joint Meeting Account to our NCNMLG Credit Card.
- Issue checks to Event Organizers for expenses incurred in planning this event.
- Reconcile All Accounts.

Highlighted Successes

- See Above

Reflections from Committee Members

N/A

Identified Issues

- Google Docs was difficult to use because of IT Issues at my location

Recommendations for Future Meetings

N/A

Appendices/Tables

Appendix O Joint Meeting Stats

Appendices

Appendix A

Comparison of 2018 and 2019 Joint Meeting Expenses

2018 Joint Meeting CE Expenses

Total expenses: \$3,636

We had 18 CE attendees (6 for Doctor Speak, 3 for EndNote, 5 for Survey Success, and 4 for Research Data Management). **Total revenue: \$1,230**

2019 Joint Meeting CE Expenses:

Total expenses: \$1,867.44

We had 57 CE attendees (6 for Comics, 21 for Unconscious Bias, 19 for JBI, 11 for Online Learning).

Registering & scheduling CEs with MLA \$500.00

Honorariums for 5 presenters \$1,250 (\$250 each)

Conference registration for one presenter \$100

Snacks for JBI CE \$17.44

Total revenue: \$0

Appendix B

Joint Meeting Pre Meeting Survey & Post CE Survey Questions

We conducted a pre-meeting survey to determine what topics related to critical librarianship and traditional medical or health sciences topics were of interest to our members.

- 1) I am a member of...
 - a. Medical Library Group of Southern California and Arizona (MLGSCA)
 - b. Northern California and Nevada Medical Library Group (NCNMLG)

- 2) What aspects of health sciences librarianship are you most interested in learning about? (select all that apply)
 - a. Critically evaluating the literature
 - b. Evidence-based decision making for librarians
 - c. Trends in medical/health sciences libraries instruction practices
 - d. Trends in medical/health sciences libraries collection development
 - e. Trends in medical/health sciences libraries systematic review services
 - f. Clinical medicine or evidence based practice (culture, ethics, legal issues)
 - g. Information needs support for health practitioners, researchers, administrators, educators, patients, consumers, the general public, and diverse populations
 - h. Impact of Open Access

- i. Research data management, data literacy or other data related topics

3) What aspects of critical librarianship are you most interested in learning more about? (select all that apply)

- a) An introduction to critical librarianship
- b) A session on how to incorporate critical librarianship practices into health sciences libraries
- c) An introduction to social justice aspects of critical librarianship
- d) A session related to aspects of critical librarianship (microaggressions, implicit bias, neoliberalism, academic freedom, information ethics, critical thinking, information literacy)
- e) A theoretical session on critical librarianship
- f) Other

4) Is there an instructor you would recommend teach a CE course at the Joint Meeting? (open text)

2019 Joint Meeting Post CE Survey Questions

1) Which association(s) are you affiliated with? (Select all that apply)

- a. Medical Library Group of Southern California and Arizona (MLGSCA)
- b. Northern California and Nevada Medical Library Group (NCNMLG)
- c. Other

2) Which CEs did you attend (Select all that apply)

- a. Introduction to evidence-based healthcare and the systematic review of evidence using the JBI Model, Michelle Lieggi
- b. Comics to promote equity, communication, health and well-being, Katie Houk
- c. Unconscious bias in health sciences literature searching: Critically examining health science users and librarians, Rachel Keiko Stark & Mary "Kate" Finnegan
- d. Reaching a wider audience through online workshops, Kathryn Vela & Electra Enslow

3) Were the following useful and relevant to your work or professional interests?

JBI Model

Comics to promote equity, communication, health and well-being

Unconscious bias in health sciences literature searching: critically examining health sciences users and librarians

Reaching a wider audience through online workshops

Not at all relevant

Somewhat relevant

Mostly relevant

Extremely relevant

Did not attend

Open responses

4) Please give us feedback about the CEs you attended. This information will be shared with anonymously with CE presenters (open text)

- a. Introduction to evidence-based healthcare and the systematic review of evidence using the JBI Model, Michelle Lieggi
- b. Comics to promote equity, communication, health and well-being, Katie Houk
- c. Unconscious bias in health sciences literature searching: Critically examining health science users and librarians, Rachel Keiko Stark & Mary "Kate" Finnegan
- d. Reaching a wider audience through online workshops, Kathryn Vela & Electra Enslow

5) Were the free CE's a factor in any of the following (select all that apply)

- a. Your decision to attend the conference
- b. Your decision to enroll in a CE course
- c. Other

6) What is the **highest dollar** amount you are willing to pay per credit hour to attend a CE course at a Joint Meeting?

7) Is there an instructor or topic you would recommend for a future CE course at a Joint Meeting? (open text)

Appendix C

Joint Meeting Pre Meeting and Post CE Survey Responses

2019 Pre Meeting CE Survey Responses to determine courses to offer related to critical librarianship

CE Survey Results

58.6% MLGSCA
41.4% NCNMLG

Aspects of critical librarianship

55.2% Want an introduction to critical librarianship
65.5% Want a session about one of these aspects of critical librarianship
microaggressions, implicit bias, neoliberalism, academic freedom, information ethics, critical thinking, information literacy

Aspects of health sciences librarianship

82.8% Want a session that covers support for information needs of health practitioners, researchers, administrators, educators, patients, consumers, the general public & diverse populations
55.2% Want a session on clinical medicine or evidence-based practice
31% want a session on trends in medical/health sciences libraries

Names of recommended instructors:

Michelle Lieggi

Dr. Danah Boyd (suggest as a keynote speaker)

Dr. Safiya Noble (suggest as a keynote speaker)

Rachel Stark - Reducing implicit bias in **reference interviews** and literature searching - ask Rachel to tweak - reach out to Rachel XG

Nicole Capdarest

Charlotte Roh

2019 Post CE Survey Responses

<https://docs.google.com/forms/d/16r9LVVLaWdWXZkf1yLP4TAzylTcFtnyaomFIXg2ejFQ/viewanalytics>

Appendix D

How to Register & Schedule a Course with MLA

There are two processes required: #1 Register the CE this allows the course to be listed in MEDLIB-ED #2 Schedule the course. Scheduling allows you to receive an MLA CE credit code for the course. You must schedule the course to receive an MLA CE credit code. Each of these is a separate process and each will require a separate fee to MLA.

Instructions to register CEs with MLA

To register a CE with MLA the following fields are required:

1. Course title
2. Instructor name, institutional affiliation, email address, phone number, and address
3. Bio for instructor
4. Course teaser description, two to three sentences describing the CE
5. One paragraph detailed description of the CE
6. Course length
7. Learning objectives
8. Include which MLA competencies the course will cover
9. A detailed time course agenda
10. An instructor CV
11. Optional sample participant handouts
12. Select the period of time you would like your CE to be eligible
13. Pay the fee or request an invoice
14. Send invoices to treasurer for payment

Register using this link: <https://www.mlanet.org/e/sx/eid=64>

Asking in advance for the instructor Bio and CV will help with the course registration process if the course is not already listed on MEDLIB-ED

Instructions to schedule a CE course with MLA

To schedule a CE with MLA the following fields are required:

1. Provide course title

2. Location of course
3. Cost of course
4. Date course will be held
5. Instructor name and contact details
6. Pay the fee or request an invoice a
7. Send invoices to treasurer for payment

You must schedule CE courses to receive an MLA CE code

Schedule your course using this link: <https://www.mlanet.org/e/sx/eid=65>

Appendix E

Call for Joint Meeting Continuing Education Proposals

Call for Continuing Education Proposals

NCNMLG & MLGSCA Joint Meeting 2019

“Critical health sciences librarianship: Examining our role in social justice”

June 12-14, 2019

University of San Francisco

San Francisco, CA

Continuing Education Date: June 12th, 2019

Please submit your proposal [through our form](https://bit.ly/2JDcEE3) (<https://bit.ly/2JDcEE3>) by July 9, 2018.

Responses to submissions will occur no later than early August, 2018.

About the Conference

The Joint Meeting provides the opportunity for medical and health sciences librarians from Arizona, California and Nevada to gather and learn from one another. The 2019 conference is focusing on critical librarianship and how libraries and librarians are stepping up to the challenges of social justice in the medical and academic health sciences context. The conference provides a day of continuing education opportunities, followed by two days of posters, presentations, speakers, updates from regional and national organizations, and many opportunities to network and socialize with area colleagues.

Consider adding your expertise to our conference by applying to teach a CE course of 2-6 hours in length! Accepted presenters will receive financial assistance for registration, housing, and travel. CE proposals are not required to focus exclusively on the the conference topic; however, some engagement with it is encouraged.

If you have any questions about the call for proposals or submissions, please contact Katie Houk at kathryn.houk@unlv.edu or Anna Ferri at aferri@roseman.edu.

Form Info

- Title of class
- Name & affiliation of instructor(s) - should we limit to 2 per session due to costs?
- How long they'd like to teach:
 - 2-6 hours/CE
- 300 word abstract/description
- Learning outcomes (Ask for 3-5?)
- Format(s) of CE course (choose what applies):
 - Lecture
 - Group work
 - Guided individual practice
 - Discussion
 - Other:
- Classroom set-up preference (choose one):
 - Multiple small tables (round or square)
 - Large Conference-style table
 - Computer lab
 - Rows of tables
 - U-shape table
 - Other:
- What technology do you think you may need? (choose all that apply):
 - Wifi
 - Projector & screen
 - Audio
 - Other:

Appendix F

Sample Speaker Acceptance and Agreement

Speaker Acceptance

Dear XXXX:

The Northern California Nevada Medical Library Group (NCNMLG) & Medical Library Group of Southern California & Arizona CE Committee has reviewed your submission, and would like to invite you to present XXXXXXXX CE course during the 2019 NCNMLG/MLGSCA Joint Meeting. The meeting will be held in San Francisco, CA at the University of California San Francisco Lone Mountain Campus on June 12-14, 2019, with the CE sessions being held on June 12. You can learn more at this website:

<https://ncnmlg.mlanet.org/joint2019/>

We are still working on finalizing our budget for the 2019 Joint Meeting and will send a detailed notification in early December with information regarding stipend and other reimbursable expenses.

Thank you,

2019 NCNMLG & MLGSCA Joint Meeting CE Committee

Names of committee members

Speaker Agreement

XXXX, XX, XXXX

Dear XXXX:

The Medical Library Group of Southern California and Arizona (MLGSCA) CE Committee has accepted your course, **XXXXXXXX**, for presentation during the 2019 Joint Meeting for the MLGSCA and the Northern California and Nevada Medical Library Group (NCNMLG).

The meeting will be held at: University of San Francisco, Lone Mountain Campus, June 12 - June 14 2019. Limited lodging is available at the Loyola Village (apartment style housing for guests 21 years of age and older, half-mile walk to the conference center). CE sessions are being held on June 12. You can learn more at this website: <https://ncnmlg.mlanet.org/joint2019/registration/>

We will pay each instructor:

- A stipend of \$250
- XXXX XXXX

We cannot pay for registration to the entire conference for you, however, you are welcome to attend any sessions that may be held on the day you present.

We have requested the following accomodations for your class:

- Multiple small tables
- Wifi projector & screen

Are there any other needs you have?

We can make copies for you for handouts if you provide a copy to us at least one week before the meeting date.

We are very happy for you to consider joining us at the 2019 Joint Meeting and we look forward to your CE. Please let us know of any questions or concerns you may have.

Sincerely,

2019 NCNMLG & MLGSCA Joint Meeting CE Committee

Names of committee members

Appendix G

CE Committee Schedule

First Committee Meeting	April 2018
Committee meets monthly (as needed)	April 2018 - June 2019
Send call for CEs	May 2018

CE Pre Meeting Survey	May 2018 (sent after MLA, May 28-June 1)
Reach out to MLA CE instructors who might have expertise on the meeting topic	May 2018
Gather results from survey share with Joint Meeting Steering Committee	June 2018
Based on results reach out to CE instructors to begin negotiations for 2019 meeting	July - Aug 2018
Send save the date and acceptance to presenters	Oct 2018
Register CEs with MLA	Nov 2018 - Jan 2019
Schedule CEs with MLA for CE credit	Feb - Mar 2019
Share CE info with Registration Committee -Create schedule	Dec 2018 - Feb 2019
Negotiate with speakers Send speaker agreements Verify AV needs	Jan - Mar 2019
Assign committee members to CE presenters	April - May 2019
Request list of CE registrants from registration committee	May - June 2019
Send CE survey to participants Compile results	June - July 2019
Meet during Joint Meeting - checkin before and after if possible	June 2019
Complete Joint Meeting Report	June - July 2019

Appendix H

Call for Proposals

The Northern California/Nevada Medical Library Group and the Medical Library Group of Southern California/Arizona are accepting proposals for our 2019 Joint Meeting, to be held June 12-14, 2019 in San Francisco, CA. Our meeting theme is “Critical health sciences librarianship: examining our role in social justice”.

All papers, posters, lightning talks and special content sessions should reflect the conference theme of

critical librarianship. Critical librarianship, rooted in critical theory, is about applying principles of social justice to our work in libraries.

We challenge everyone to get creative! Critical librarianship isn't a separate facet of librarianship; it involves ideas and principles we can all take on in our work each day.

You can incorporate the theme into your submission by....

1. Presenting on a topic related to critical librarianship
(i.e. a project that focuses on providing library services to vulnerable populations; plus more examples here)
2. Using a critical librarianship lens to present your work and share ideas
(i.e. discussing how to shape health sciences collections in an antiracist way; additional examples here)
3. Using critical teaching methods in the presentation of your work
(i.e. incorporating time for discussion into your presentation or other examples here)

Submissions for papers, posters, lightning talks, and special content sessions are being accepted here: <https://tinyurl.com/ycsrfn6f8> until March 4. Students and new library workers are welcome and encouraged to submit! For more information about these presentation formats, please see the call for proposals website, <https://ncnmlg.mlanet.org/joint2019/call-for-proposals/>
ABSTRACT SUBMISSION DEADLINE: March 4, 2019 at <https://tinyurl.com/ycsrfn6f8> .
For questions regarding Papers, Lightning talks, and Special content sessions:
Please email Rebecca Bayrer:

Rebecca Bayrer
Rebecca.L.Bayrer@kp.org
415-833-3835

For questions regarding POSTERS:
Please email to Hella Bluhm-Stieber or Carmen Huddleston:
Hella Bluhm-Stieber
hella.bluhm-stieber@hhs.sccgov.org
408-885-5654

Carmen Huddleston
chuddleston@stanfordhealthcare.org
650-723-9933

Appendix I

Consent/permission for contributed paper

Title: _____

I/we (Please list names of all authors as you would like them published.)

grant permission to NCNMLG and MLGSCA to display the paper slides/abstract on the 2019 Joint NCNMLG/MLGSCA Meeting website.

_____ This paper has not been given/published previously.

_____ This paper has been given/published previously in

Date _____

Name of submitting author _____

Please note, it is the responsibility of the submitting author to obtain approval/consent from co-authors of the paper .

Appendix J

Example Invite Email to Plenary Speaker

I am on the planning committee for the 2019 Joint Meeting of the western chapters of the Medical Library Association ([NCNMLG](#) and MLGSCA) and we thought you would make an excellent plenary speaker. This meeting brings together medical librarians and archivists from across California, Nevada, and Arizona to network and learn the latest in health science librarianship. The committee is particularly excited as this year's theme is critical health science librarianship and will focus on bringing social justice principles into the library. Your name was proposed by my colleague Jill Barr-Walker who spoke highly of your recent workshop at UC Berkeley. We think you would be a fitting speaker based on your work examining diversity and social justice in education and librarianship.

The meeting is scheduled for June 13-14, 2019 at the University of San Francisco in San Francisco, CA. Your plenary session will last approximately 1hr and can be on either day. We are able to cover your flight and two nights hotel stay in San Francisco as well as offer a \$500 honorarium. If you are interested in speaking we would appreciate if you could let us know by BLANK date.

Thanks,
Ariel Deardorff

Appendix K

Example Speaker Agreement

You agree to present at a Plenary Session at the 2019 NCNMLG/ MLGSCA Joint Meeting, June 13-14, 2019. The 2019 meeting theme is Critical Health Science Librarianship: Examining our Role in Social Justice

You will be presenting on **June 14th** at **9am** at the **University of San Francisco**

The Program Committee will:

- Provide you with an honorarium in the amount of \$500
- Reimburse you for coach/economy airfare, ground transportation (to/from the airport, and transport to the venue day of), meals, and two nights hotel stay, total not to exceed \$1600
- Provide the conference room, equipment, and supplies for the presentation
- Pay you the honorarium and any agreed upon reimbursable expenses within one month after you submit all receipts

If you decide to cancel or otherwise withdraw from the program, no honorarium or expenses will be paid to you.

In addition to presenting the program, the presenter agrees to:

- Complete and return a signed copy of this agreement by August 31, 2018
- Send the presentation abstract and presenter bio and photograph for publicity use to the Plenary Chairs by December 1st, 2018
- Bring or submit prior to the meeting an electronic version of your slides for posting to the meeting website
- Make travel and hotel arrangements (airfare to be coach class only)
- Submit receipts for agreed upon reimbursable expenses within two weeks of the end of the conference
- Allow their presentation to be live-streamed and recorded for virtual conference attendees
- Allow the publication of photos taken during this conference

Presenter Name: _____

Presenter Signature & Date: _____

Plenary Committee Chair Signature & Date: _____

Appendix L

Making a Connection: Health Sciences & Librarianship - Survey

**MAKING A CONNECTION:
HEALTH SCIENCES & LIBRARIANSHIP**
webinar:
October 5th, 2018
12:30 - 1:30 PST

Register Today: <https://goo.gl/forms/0foGGBf7NQiRrPD6j3>

Panel discussion by professionals in the field of Health Sciences librarianship sharing their background and experiences followed by a Q&A session for students.

Some of the topics that will be addressed include:

- Background and studies before starting a career in librarianship
- How they got into the field
- How they keep up with research and trends
- Job duties and responsibilities
- How to get involved with professional organizations for career development

For more information, please contact:
Seema Bhakta: sbhakta1@email.arizona.edu
or
Adriana Poo: Adriana.poo@sjsu.edu

Jill Barr-Walker
Clinical Librarian
Zuckerberg San Francisco General Hospital
University of California San Francisco

Yamila El-Khayat
Outreach Services Librarian
Health Sciences Library
University of Arizona

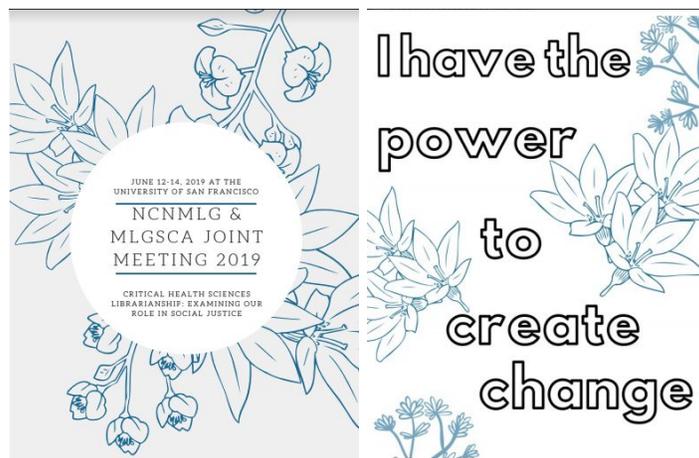
Nisha Mody
Health and Life Sciences Librarian
Louise M. Darling Biomedical Library
University of California Los Angeles

THE WEBINAR IS SPONSORED BY:
MEDICAL LIBRARY GROUP OF SOUTHERN CALIFORNIA AND ARIZONA (MLGSCA)
NORTHERN CALIFORNIA AND NEVADA MEDICAL LIBRARY GROUP (NCNMLG)

Appendix M

Program for students

Full [Program for Students](#) found in the link. Below is the front cover/affirmation page of the program.



Appendix N

Photo of Students with “Future Librarian” pins



Appendix O

2019 Joint Meeting Statistics

# ATTENDEES	136	
REVENUE	42320.07	
TOTAL EXPENSES	32,216.62	
PROFIT (APROX)	10,103.45	
PLENARY HONORARIUM	500.00	For Each Speaker
CE INSTRUCTOR	250	For Each Instructor
MLA CE FEES	150	Per Course

SPEAKER HOTEL EXP	1055	
OUT OF POCKET REIMBURSEMENTS	705.75	
REIMBURSEMENT TOTAL	1760.75	