



LEARNING EVENTS

INTENT

Library Association of Alberta in-person or virtual learning events are to be education events involving all units of the LAA, sponsored by the LAA Board of Directors. All learning events should be planned and implemented in a manner financially responsible to the Association. Learning events may be held in partnership with other associations/ library organizations.

POLICY

Date and Location

Any in-person learning event may be held in any place in Alberta that has the necessary meeting facilities, exhibit space, delegate accommodation, catering capabilities, ease of transportation, and volunteer personnel suited to mounting an event of the anticipated size. The date and location are the prerogatives of the LAA Board of Directors.

Financial Control

The LAA Board's Treasurer shall be deemed the Event Treasurer acting on behalf of the LAA Board of Directors. The budget for any event is set within the Association's overall budget process. The LAA Treasurer, in conjunction with the Continuing Education Committee, shall determine the revenue and expenses projected for the coming year and enter this into the annual budget approval process.

- Any and all event profits will be deposited into the LAA's general revenue account to support future operational and capital activities.

Learning Event Operational Structure

Each learning event shall be under the direction of the Planning Group, which will be made up of at least one Active LAA Board member and LAA member volunteers. The Planning Group may include the following positions:

- **Learning Lead:** The Continuing Education Chair or other board representative appointed by the LAA Board of Directors.
 - The coordinators or their designate shall report monthly to the LAA Board of Directors meetings on the progress and probable success of the program.
 - The coordinator will act as a liaison for any partnership activity.
 - The coordinators shall chair an events Planning Group.
 - The coordinators will determine the size of the Planning Group and will be reflective of the event scope.
- **Event Treasurer:** is responsible for developing and overseeing the conference budget, ensuring all expenses are accounted for and within limits.
- **Venue Coordinator:** responsible for venue selection and logistics including layout, set up and breakdown, and catering. As well as being the primary point of contact to manage all logistics at the direction of the planning group.



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- **Program Planner(s):** responsible for developing and executing plans for the education sessions and advising on the event's overall shape and feel.
- **Volunteer Coordinator(s):** responsible for organizing who handle specific operational activities such as Volunteer participation, social events and On-site services for members. To recruit and coordinate volunteers for special functions necessary to the smooth operation of the learning event.
- **Vendor/Sponsorship Coordinator(s):** responsible for creating and managing all sponsorship opportunities. Contacting potential sponsors and ensuring communication between the sponsors/ vendors and the planning group is clear.
- **The Presidents of the Library Association of Alberta (ex officio):** provides ideas and endorsement for the overall event and for the plenary sessions. The president will also provide any opening remarks and act as a learning event host if necessary.
- **A representative of any partnering Associations and groups (ex officio):** provide association support and direction to the Planning Group.

Learning Event Partnership

LAA may choose to partner with another organization to host a learning event if the following are true:

- it is deemed beneficial to broaden its reach and offer its members a more diverse range of expertise or resources.
- Collaborating with another organization can bring complementary skills, knowledge, or networks that can enhance the quality and value of the learning event.
- Partnering can help share the workload, resources, and finances needed to organize a successful event, leading to a more cost-effective and efficient collaboration.
- By joining forces, LAA can leverage its strengths and create a more engaging and comprehensive learning experience for its audience.

Partnerships must be approved by motion of the LAA Board.

Contractual Arrangements

Contractual arrangements for space rental, room rates, registration, audio-visual services, commercial participation, and any arrangement that exceeds the limits of this policy are the responsibility of the Planning Group unless other arrangements are made between the LAA Board of Directors and the Planning Group. Contractual Agreements exceeding the current budget must be approved by the LAA Board and signed by the LAA President.

Fees: Registration

The LAA Board of Directors shall approve a registration fee schedule. A discounted registration fee may be offered to members as a benefit of membership. Incentive discounts for early registration and new members may be provided. Discounts may also be offered to members of co-sponsoring organizations or to organizations who have provided significant financial or other support to the program.

Incentives and discounts, where offered, must uphold the principles outlined in this policy and be made with due consideration of the impact on all Association programs.

Fees: Additional Activities

Any additional activities such as, meals and other social events should be ticketed at a fee at least sufficient to recover costs. Meal and other social events need not be ticketed if sponsorship or subsidies cover anticipated costs.

Compensation

No person shall have the authority to offer or contract to pay any fee, honorarium, or expense as compensation to any person for participating in the program of the learning event except as authorized in advance by the Library Association of Alberta's Board of Directors. Compensation to specific groups contributing to the learning event is as follows:

Organizers and Planners

All persons filling roles as defined under the in-person learning event operational structure as well as the LAA Board of Directors, are entitled to:

- complimentary registration in whole or in part, in accordance with their level of responsibility and involvement.
- complimentary accommodation, travel and meal events necessary for proper representation and smooth operation of the Learning Event.

Speakers and Panelists

A speaker is a person who presents at least half of the presentation time in a session. A presenter who does not provide this level of input is considered to be a panelist in the following definitions.

At the discretion of the planning group and learning event budget, speakers and panelists may be entitled to:

- Complimentary registration; in part or in full.
 - Nominal registration fees are set annually by the LAA Board of Directors for any other days registered.
- Parking, printing.
- Compensation for travel, accommodation, and meals are not provided.
- Reimbursement for the hiring of substitute teachers to cover a speaker or panelist is not provided.

Keynote speakers are considered to be guests of the Board of Directors, they will be provided with complimentary registration for the full learning event, notwithstanding the above limitation.

Session Convenors

- Convenors do not receive complimentary registration unless they play a significant role within the program as a panelist or speaker, in which case they may receive the compensation listed for those groups.

Third-Party Contractors

- Compensation for contract employees will be limited by the terms of the contract.

Expense Claims

Expenses and honoraria approved within the budget must be claimed within forty-five (45) days following the learning event and no later than 30 days before the end of the fiscal year. The claim must be made on the approved form and signed by the session speaker. It is the responsibility of the coordinators of the event to verify expense claims.

Refunds

Refunds for learning events will be available at the discretion of the Board and decisions about whether to offer refunds will be made on an event by event basis. If refunds are available, requests for refunds must be made in writing and received by e-mail or other form of written communication a minimum of seven days in advance of the event. An administration charge, approved by the Board of Directors, will be applied to all refunds. Cancellation of any minority portion of an event will not be considered grounds for a refund. Charges on not sufficient funds cheques will be charged back to the person issuing the cheque. Registrants with outstanding debts to the Association will not be serviced until such debts are paid.

Promotion

Publicity and public relations are the responsibility of the LAA Communications Officer, as coordinated with the Planning Group. Information on keynote speakers, fees and other relevant details for the promotion of the learning event is required three months in advance of the event.

Authority

Contracts and agreements with any corporate body on behalf of the Association or its parts must be signed by the President or Vice-President of the LAA with the approval of the LAA Board. Agreements with non-corporate bodies, such as speakers, may be negotiated and confirmed by any member of the Planning Group, assuming that the conditions approved by the LAA Board of Directors for such individuals are met.

Exceptions and Appeals

Requests for exceptions to this policy should be forwarded to the Continuing Education Committee Chair who will take the decision to the LAA President, the LAA Treasurer and the coordinators for assessment and ruling. Approval will be based on the perceived value to the event and to the Association.



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Appeals for reconsideration of rulings must be addressed to the LAA Board of Directors through the President or Treasurer of the Association within thirty (30) days of the event.

RESPONSIBILITY AND ACCOUNTABILITY

To be reviewed by the Association Governance Committee every three years

REVIEW HISTORY

RELATED DOCUMENTS:

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