



From: Josche Ouwerkerk.

To: Chairs, Secretaries and Information Coordinators of Divisions and Sections, Conveners of Special Interest Groups, Chairs and Directors of Strategic Programmes.

Copies to: Members of IFLA's Professional Committee, Managers of Regional IFLA Offices

Date: 29 October 2013

Subject: IFLA WLIC 2014 - Lyon - Programme Enquiry Form

Sections, Strategic Programmes and Special Interest Groups (Professional Units) are requested to fill out the online [Programme Enquiry Form](#) by [Monday 4 November 2013](#) at the latest to request a programme session for the Lyon Congress.

The next IFLA World Library and Information Congress will be held in **Lyon, 16-22 August 2014**. Please be aware that some business meetings may be held outside those dates.

Please see the provisional programme in the tables below.

Thursday 14 Aug	Friday 15 Aug	Saturday 16 Aug	Sunday 17 Aug	Monday 18Aug
	PC Meeting 08.30-11.00	Leadership Brief 08.00-09.30	Leadership Forums 08.30-10.00	Plenary Session 08.30-09.15
		SC Meetings 09.45-12.15	Newcomers Session 08.30-10.00	Sessions 09.30-11.30
	GB Meeting 11.30-17.00	SC Meetings 12.30-15.00	Opening Session 10.30-12.00	Sessions 11.45-12.45
Conference Advisory Committee 12.00-14.00		SC Meetings 15.15-17.45	President's Lunch (invited) 12.15-14.00 IFLA Market 12.15-13.30	Lunch Break & Exhibition Visits 12.45-13.45
Finance Committee 14.00-16.00		Africa Caucus Canada Caucus 17.30-18.30	Sessions 13.45-15.45	Sessions 13.45-15.45
Executive Committee 16.00-18.00		Caucus Meetings 18.30-19.30	Exhibition & Opening Party 16.00-18.00	Sessions 16.00-18.00
			Officers Reception	
				Exhibition 09.30-17.30 Poster Session 09.30-17.30

Tuesday 19 Aug		Wednesday 20 Aug		Thursday 21 Aug	Friday 22 Aug
Plenary Session 08.30-09.15	Exhibition 09.30-17.30 Poster Sessions 09.30-17.30	Plenary Session 08.30-09.15	Exhibition 09.30-14.30	Sessions 08.30-10.30	PC/GB Meeting 09.00-13.00
Sessions 09.30-11.30		Sessions 09.30-11.30		Sessions 10.45-12.45	
Sessions 11.45-12.45		Sessions 11.45-12.45		Lunch Break 12.45-13.45	
Lunch Break & Exhibition Visits 12.45-13.45		Lunch Break & Exhibition Visits 12.45-13.45		Sessions 13.45-15.45	
Sessions 13.45-15.45		Sessions 13.45-15.45		Closing Session 16.15-17.30	
Sessions 16.00-18.00		General Assembly 16.15-18.00			
Cultural Evening					Library Visits Full day & Half day

Guidelines for Planning Congress Programmes

The following points are intended to assist in planning for the **IFLA WLIC 2014, Lyon, 16-22 August 2014**.

1. Themes & Tracks

The National Committee adopted the theme "Libraries, Citizens, Societies: Confluence for Knowledge" as the theme for the 2014 Congress. President Sinikka Sipilä, has adopted the theme, "Strong Libraries, Strong Societies" for her 2013-2015 presidency <http://www.ifla.org/en/president/theme>. When approving programme requests for Lyon the Professional Committee (PC) will take into consideration relevancy to either of these themes.

Tracks

The Professional Committee is going to review the use of congress tracks this year and will be deciding what tracks to use, if any. Tracks were introduced as a way to help conference participants navigate the programme and find sessions relating to a particular theme that therefore might be of interest. We will keep you informed about decisions relating to this as planning progresses.

2. Duration of Programme Sessions

The Congress will take place over seven days, including Section Standing Committee meetings on Saturday 16 August, the Congress Programme from Sunday 17 August to Thursday 21 August, and Library Visits on Friday 22 August.

Professional units are allowed to have any number of sessions in the Congress Programme but have a maximum allocation of 2 hours that they can use for their programming. This might mean that an individual Unit has a session lasting 1 or 2 hours, or that the Unit joins with other Units to organise one or more joint sessions and contributes the Unit's hours to those sessions, or a combination of the two. Sessions organised jointly by more than one Unit have a **maximum** duration of 3 hours, regardless of the number of Units organising the session. The Units organising a joint session will have to decide between themselves how their hours are used to make up that session, for example,

a 3 hour session might be composed of 1 hour from the Academic and Research Libraries Section and 2 hours from the National Library Section, leaving the Academic and Research Libraries Section 1 hour to use in another session.

Requests for extra programme time (beyond the maximum 2 hours normally allocated) will be considered by the Professional Committee, whose decision will partly depend on the availability of time and rooms. This will also apply for sessions proposed for off-site locations.

3. Room set-up options

Most meeting rooms are set up according to a *traditional theatre-style* layout. However, we will have one room with a *banquet style* layout: a number of round tables with approximately 10 seats at each; **no simultaneous interpretation will be available in this room, and as a result of the alternative layout, the number of seats is limited**. Please note that there is only one banquet-style room so it may not be possible to meet all requests for such a set-up. If there is more interest we will endeavour to make another room available.

4. Papers and Presentations

Professional Units should take responsibility for the quality of their sessions and the contributions to those sessions. Although some Units will need to invite specific speakers to present a particular topic, the Professional Committee encourages Units to send out a call for papers where possible, to attract and select a diverse range of speakers.

In accordance with IFLA's Open Access Policy we ask that you inform your speakers, and include in your call for papers a note, that all papers that are presented at the WLIC 2014 should be available under a Creative Commons Attribution 3.0 license; authors of submitted papers have to sign IFLA's Author Form which formalises this.

All invited speakers should be encouraged to submit a paper in advance which supports their planned presentation and which will be made available through the IFLA Library. The Unit should try to translate these into IFLA's official languages where possible. This makes information about the programme available in advance, which helps encourage participation in the Congress, and helps participants choose which sessions to attend. It also provides a basis for interpreters to prepare if simultaneous translation is planned, and provides a record of what took place during the Congress for those who could or could not attend. Officers and the Unit's Standing Committee should be actively involved both in the selection of speakers and in the review and subsequent formatting of papers according to the 2014 template.

Although the Professional Committee prefers all Speakers to submit a formal paper in advance they have accepted that this may be impractical, but at the minimum, speakers **must** prepare a substantial abstract, including references if relevant, such as URLs and bibliographies, which is made available through the IFLA Library.

5. Speaker registration

IFLA has no funds available in general to support the costs for speakers to attend the Congress. However, the Professional Committee has made a provision so that speakers from outside the profession who would not normally attend the Congress can register for free for the day that they speak. A special code will be distributed for this purpose upon request. (The free registration is only for one day so any speaker wishing to attend the full Congress will have to pay the full fee; it is not possible to get partial reimbursement for that one day from the fee paid.)

6. *Activities beyond the Congress*

The Professional Committee does not regard the development of Congress programmes as the only, or even most important, way in which the values, professional priorities and Key Initiatives of IFLA should be advanced. It encourages each Unit to undertake activities throughout the year - such as publications, virtual discussions, development of guidelines, regional conferences - that make IFLA's global voice heard well beyond our World Congress.

7. *Standing Committee and Leadership Meetings.*

Sections' Standing Committees have two meeting times allocated: the first meeting scheduled for 2 hours and 30 minutes on Saturday 16 August or Sunday 17 August; the second meeting scheduled for 1 hour and 30 minutes between Tuesday 19 August and Thursday 21 August. If your Standing Committee does not require these meetings, please indicate this on the Programme Enquiry Form or inform the Conference Manager as soon as possible.

Special Interest Groups are not automatically allocated a meeting time during the Congress, but can request one through the Programme Enquiry Form. Such a meeting will be open to all participants and publicized through the Programme.

Should another group wish to organise a small meeting, time can be requested in one of the small meeting rooms reserved by IFLA HQ for this purpose. There is great demand for these rooms so please submit your request as soon as you can and inform the Conference Manager if it is no longer needed. Rooms are only available from Monday 18 August until Thursday 21 August.

Members of Standing Committees, especially Officers and Information Coordinators, are also expected to attend a number of other meetings during the Congress. These include the Leadership Brief on Saturday 16 August and the Leadership Forums on Sunday 17 August for all Officers, SIG Conveners and Chairs of Strategic Programmes, and other relevant training and discussion sessions which will be promoted direct to you during the year. We attempt to make sure these do not clash with your own Sessions and meetings, and if that cannot be avoided, we try to organise duplicate sessions so that you can attend one if not the other. We will provide more details of these sessions later in the year; please note them in your Congress diary.

We look forward to receiving your [Programme Enquiry Form](#) by the deadline, **04 November 2013**.

If you have questions or need help, please send me a message: josche.ouwerkerk@ifla.org

With kind regards,

Josche Ouwerkerk
IFLA Manager, Conferences and Business Relations