Report of the NDLTD Conference Standing Committee
NDLTD Board Meeting, April 26, 2011
Submitted by Sharon Reeves

Conference Committee Members:

Suzie Allard
Tony Cargnelutti
Susan Copeland
Scott Eldredge
John Hagen
Angela McCutcheon
Sharon Reeves (Chair)
Peter Schirmbacher

ETD 2013

It is often difficult to solicit bids to host ETD symposia so the NDLTD Conference Standing Committee was very pleased to receive three bids to host ETD 2013, one from the University of Hong Kong, one from the University of Leicester (U.K.) and one from Panjab University (India).

Recommendation 1:

The Committee unanimously recommends that the NDLTD Board of Directors accept the bid from the University of Hong Kong.

Following the direction of the NDLTD Board, the Conference Committee has been actively seeking venues for symposia in southeast Asia. The University of Hong Kong is ideally situated to attract participants from the People’s Republic of China, among other Asian countries.

The bid is very strong, covering all aspects of bid requirements. The University has provided an overview of its involvement with ETDs over more than a decade, indicated possible themes and sub-themes, provided detailed information on conference facilities and organization, travel, accommodation and social activities. The proposed dates of the symposium are June 12 to 15, 2013.

Detailed information on potential accommodations have been included in Appendix 2 of the bid. Reasonable accommodations will be available on campus at Robert Black College. Three other hotels provide a variety of rate options.

Recommendation 2:

The Committee found the bid from the University of Leicester to be equally strong in all respects, except for the fact of its location. Given the difficulty in finding hosts, the Committee recommends that the NDLTD Board of Directors accept the University of Leicester bid for ETD 2014 instead of ETD 2013. The Committee has good reason to believe that the change of year will be acceptable to the University.
The bid from Panjab University is noticeably weaker, in that it does not include any information about its involvement in ETDs, nor could any information be located on the University website. Aside from that the bid was quite comprehensive. The Committee believes that the University should be encouraged to submit a bid to host ETD 2015 in which it clarifies its involvement with ETDs.

ETD 2011 Status Report
Provided by Elsabe Olivier

- Conference website: The website is up and running and more content such as registration and travel details will be added soon. We are thinking of including social media tools such as Twitter & Facebook.
- Sponsorships: Our total sponsorship total obtained (although not paid into the account yet) is about R103500.00. We are still waiting for confirmation from ProQuest, ThomsonReuters and Aosis. CHELSA (Committee for Higher Education Librarians of South Africa) will be sponsoring 1 member from each of the 25 member institutions which can be viewed here: http://www.chelsa.ac.za/
- Exhibitions: A standard exhibition shell will be provided which will include a fascia board with black letter work for the name, 2 x spotlights, 1 power plug and ¼ distribution board. For an additional amount a table with table cloth and 2 chairs can be arranged.
- Finances: Three scenarios are discussed & planned for – each with a different number of delegates (100/170/250). The venue has been secured and the deposit has been paid.
- Marketing: The committee is planning a welcome banner which will be displayed at the airport. Posters will be made and distributed to all South African university libraries and research divisions beforehand. An electronic copy will also be provided on the website.
- Programme committee: 59 abstracts were received for reviewing. All late submissions were accepted. The review process has been completed and is on schedule. All submitters will receive notifications today, 15 April. The programme committee has decided to accept 28 paper presentations, 25 posters, 1 panel and there were 6 rejections. We will also ask for additional posters as we want to encourage widespread participation from locals.
- Venue / on-site management: The committee is planning an information desk at both the airport and at the venue. Delegates will be welcomed at the airport and provided with information such as a map, transport information etc. This and the Cape Town tourism information will also be included in the conference website.
- Social functions: The venues preferably need to be close to the Conference centre as to not complicate transport matters. These venues still need to be decided upon as quotes are being received at the moment. The functions will hopefully have a traditional African look and feel!
- Conference transport: Detailed information will be added to the website soon.
- Keynote speakers: Unfortunately some of our first choices are unavailable, but we are in the process of negotiating with new possible keynote speakers.
- Next ETD meeting is planned before September to finalize a few outstanding issues.

ETD 2012 Status Report
Liliana Elespuru Brecena and Libio Huarto provided a lengthy status report which will be sent separately.

**Conference Committee Work Plan for 2010-2011**

Come up with a list of international conferences related to ETDs held in May-June and September-October.  
*This has not been done yet.*

Develop a (short) policy/procedures for regional conferences associated with the NDLTD.  
*This has not been done yet.*