

To: All Convenors of Special Interest Groups
 CC: Members of IFLA's Professional Committee

All Special Interest Groups are requested to [fill out the webform](#) by **Wednesday, 15 November 2017** at the latest, to request a time-slot during the Kuala Lumpur Congress in August 2018.

SIGs are encouraged to hold an **interactive discussion** during, or as part of, their session so that activities and volunteers to carry them out can be identified. This can be either in one of the six session rooms or in a more informal set-up in a small business meeting room with a maximum capacity of 30 people, U-shape.

The official Congress dates are 24-30 August 2018. **Beware, the programme shifted one day forward from our regular pattern, opening session is now on Saturday etc.** Please also be aware that some business meetings may be held outside those dates.

Please see the provisional congress overview in the table below:

Wednesday 22 Aug	Thursday 23 Aug	Friday 24 Aug	Saturday 25 Aug	Sunday 26 Aug	
Congress Advisory, Finance and Executive Committee	PC Meeting 08.30-11.00	Officers Briefing* 08.00-11.00	Leadership Forums* 08.30-10.00	Plenary Session 08.30-09.15	Exhibition 09.30-17.30 Poster Presentation 12.00-14.00
			Newcomers Session 08.30-10.00	Sessions 09.30-11.30	
	GB Meeting 11.30-17.00	SC Meetings 11.15-17.45	Opening Session 10.30-12.00	Sessions 11.45-12.45	
			President's Lunch (invited) 12.15-14.00 IFLA Market 12.30-13.30	Lunch Break & Exhibition Visits 12.45-13.45	
	Caucus Meetings 17.30-19.30	Sessions 13.45-15.45	Sessions 13.45-15.45		
		Exhibition & Opening Party 16.00-18.00	Sessions 16.00-18.00		
			Officers Reception		

Monday 27 Aug	Tuesday 28 Aug	Wednesday 29 Aug	Thursday 30 Aug
Plenary Session 08.30-09.15	Plenary Session 08.30-09.15	Sessions 08.30-10.30	PC Meeting 08.30-10.00 GB Meeting 10.30-17.00
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

SIG Guidelines for Planning Congress Programmes



The following points are intended to assist in planning for the **IFLA WLIC 2018** which will take place from **24-30 August 2018, Kuala Lumpur, Malaysia**.

1. Themes

The National Committee adopted the theme “Transform Libraries, Transform Societies” as the theme for the 2018 Congress. IFLA President Glòria Pérez-Salmerón, has adopted the theme, “Libraries: motors for change” for her 2017-2019 presidency. When approving programme requests for the Congress the IFLA Professional Committee (PC) will take into consideration relevancy to either of these themes.

2. Type of session and duration

As stated, SIGs are encouraged to have an interactive discussion during their conference programme. This can be in one of the six session rooms or in a more informal setup in a small business meeting room with a maximum capacity of 30 persons, U-shape.

The duration of a session, regardless of the type of room, will be two hours maximum. 2 hours is also the maximum for joint sessions.

3. Simultaneous Interpretation

During the congress there will be Simultaneous Interpretation to make the session available in all seven IFLA Working Languages. It is only offered in the two of the six session rooms.

Please be aware that the demand for Interpretation is generally higher than what is available, so there is no guarantee that your session will be allocated to a room with Interpretation.

IFLA HQ aims to have the draft programme available by the end of January 2018, by then it is also known which Sessions will have Interpretation.

4. Room setup options

Five out of the six session rooms at the Congress are set up according to a *traditional theatre-style* layout. There will be one room with a *banquet style* layout: a number of round tables with approximately ten seats each; simultaneous interpretation will **NOT** be available in this room, and, as a result of the alternative layout, the number of seats is limited.

Please note that in the initial room-setup schedule there is only one banquet-style room so it may not be possible to meet all requests for such a set-up. However, if there is more interest we will endeavour to make another room available.

5. Off-site Sessions

Organising an off-site session during the IFLA World Library and Information Congress may sometimes be interesting or necessary for a Professional Unit, however, they are not always convenient for Congress delegates. The Professional Committee will therefore only approve off-site sessions if absolutely necessary and according to the guidelines below.

Guidelines

A Professional Unit should only plan off-site sessions if there are compelling reasons to do so.

- All off-site sessions shall be formally approved by the Professional Committee.
- In principle, a session should only be held off-site if one of the following applies:
 - it is combined with a visit to a special library, not otherwise on the list of site-visits, or
 - a particular set-up is required that cannot be offered at the main congress venue (for example, a computer lab).
 - another compelling reason detailed by the Professional Unit in its Programme Proposal Form and approved by the Professional Committee.
- The duration of an off-site session cannot be longer than 2 hours (see note (1) below).
- Attendance at off-site sessions shall be free of charge to Congress attendees; transportation costs from the main conference venue should be zero or kept as low as possible with waivers if a delegate cannot pay (see note (2) below).
- Off-site sessions that are on the IFLA WLIC Programme can only be attended by delegates registered for the WLIC.

Notes

(1) If a Unit wishes to organise an off-site session that is longer than 2-hours it is recommended that this is done either as a formal pre- or post-congress Satellite Meeting or as part of a Library Visit on the day after the Closing of the Congress.

(2) As off-site sessions are an official part of the WLIC Programme, in principle, any costs related to attendance should be covered by the Registration fee. If there is an additional cost for transportation to an off-site session, this should be kept to a minimum and a provision should be made in case payment is problematic for a delegate.

6. 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.

Special Interest Groups are particularly encouraged to plan time for discussion and interaction at the session, rather than have paper presentations only.

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 2018 should be available under a Creative Commons Attribution 4.0 license; authors of submitted papers have to sign IFLA's Author Form which formalises this.

In case you have paper presentations, the 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 organising SIG should try to organise translations of the papers into IFLA's official languages where possible.

Depending on the nature of the session that is being planned, convenors should be actively involved both in the selection of speakers and in the review and subsequent formatting of papers according to the 2018 template which will be made available at a later stage.

Again, if paper presentations are planned, it is preferred that 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, such as URLs and bibliographies if relevant, which is made available through the IFLA Library.

7. 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.)

7. Standing Committee and Leadership Meetings

SIG Convenors are also expected to attend a number of business meetings during the Congress. These include the Professional Committee's Officers Forum, and the Division Leadership Forums for all Officers, SIG Convenors and Chairs of Strategic Programmes, as well as some other relevant training and discussion sessions which will be promoted directly 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 inform you of the exact times for these meetings closer to the Congress.

9. Satellite Meetings IFLA WLIC 2019

It is expected that the official Call for Satellite Meetings for 2019 will be sent out in March 2018, with a deadline for submissions November 2018. This message is to inform all Professional Units of the process.

In the past IFLA, with assistance of the National Committee, has made available a list of potential host organisations for a Satellite Meeting. This has proven to be useful especially in countries/regions where a Professional Unit may not have many contacts with institutions.

A list of these potential host organisations will be distributed with the Call for Applications in March 2018.

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

We look forward to receiving your SIG Programme Enquiry Form by the deadline: **15 November 2017**.

With kind regards,

Josche Ouwerkerk

IFLA Manager, Conferences and Business Relations