



JOINT CONFERENCE

AGREEMENT DOCUMENT

Nevada Library Association  
Mountain Plains Library Association

To provide an opportunity to develop a greater understanding and a spirit of cooperation in support of library/media resources among the two associations, to provide richer annual conference program offerings for the membership of the two associations, and to avoid the competition for exhibitors and registrants, the **Nevada Library Association and the Mountain Plains Library Association** agree to schedule a joint conference to be held **October 16-18, 2017**, at the **Hard Rock Hotel, Stateline, Nevada at South Lake Tahoe**.

This cooperative venture should produce many benefits for both associations, including a greater understanding between the members leading to further interaction beyond the work at the conference, and, during the time of this conference, a more complete display of exhibitors as well as better programs for the combined membership.

---

Date \_\_\_\_\_ Nevada Library Association - President

---

Date \_\_\_\_\_ Mountain Plains Library Association - President

## I. Arrangements

- A. The Joint Conference Committee will be appointed by the two associations to plan the Joint Conference. The Committee will be chaired by **John Crockett**, subject to the approval of the NLA and MPLA boards.
- B. The Joint Conference Committee will be comprised of individuals responsible for the following functions: program, exhibits, registration, publicity, hospitality and logistics (including AV). Appointments will be made by the Conference Committee Chair, subject to the approval of the associations' Presidents.
- C. Each association shall appoint at least one person to serve on the Conference Committee.
- D. The Program Subcommittee will be co-chaired by one person appointed by Nevada Library Association and the MPLA President-Elect, Melissa Clark.
- E. All program offerings, including any pre-conferences, shall be approved by the Committee and no financial reimbursements will be made unless authorized in advance by the program planners.
- F. The joint conference theme for 2017 will be Turn Up the Volume!



- G. Each association and the Joint Conference Planning Committee will be provided with one room or suite at the official conference hotel, if requested, at conference expense.

## II. Programs

- A. The Program Subcommittee will establish dates for the submittal of program requests.
- B. Program meetings shall be jointly sponsored, when possible, and all registrants shall be free to attend any program meeting.
- C. All banquets or luncheons at which major speakers are featured or at which awards are given shall be jointly sponsored and conducted if possible.
- D. Sufficient free time shall be reserved for registrants to visit exhibits each day the exhibits are open.
- E. Time and meeting rooms shall be provided for each association to hold separate business meetings.
- F. Time and meeting rooms shall be provided for the business meetings of committees, sections, roundtables, or other units of each association as may be desired or required by the bylaws of the respective associations.
- G. All keynote speakers and keynote speaker fees must be approved by the Joint Conference Planning Committee.
- H. Only those programs and meetings designated by the Joint Conference Planning Committee as joint conference programs shall be eligible for conference financial support. All others will have any fees other than meeting room charges charged to the respective association.
- I. All pre-conferences shall be considered joint and no separate registration count shall be necessary with regard to attendance percentages for these meetings for the purposes of V, G. Each pre-conference event must be self-sustaining.

### **III. Exhibits**

- A. An Exhibits Chair shall be appointed by the mutual agreement of each association.
- B. Exhibit rates shall be recommended by the Joint Conference Planning Committee and approved by each association.
- C. All exhibit fees shall be considered joint conference income.
- D. All exhibits will be in a single location.

#### IV. Registration

A. Registration fees for pre-conference events and the conference should be recommended by the Joint Conference Planning Committee and approved by each association providing at least for lower rates for advanced registration, higher rates for non-members, and single-day member and non-member rates.

B. The registration form shall provide space for indicating at least:

1. NLA or MPLA member only
2. NLA and MPLA member
2. Non-member

These categories shall be used to establish the pro-rata percentage base for distribution of the joint conference net income as per V, K below.

C. Each registrant needing to renew membership before registering for the conference will need to pay membership dues to their respective organizations *prior* to registering for the conference.

D. Each association is to provide volunteers to assist with registration during the conference.

E. All attendees pay at the established rates.

#### V. Finances

A. The Joint Conference Committee budget shall be overseen by the NLA Treasurer.

B. The Joint Conference Planning Committee shall prepare a conference budget showing projected receipts and expenses itemized according to source: i.e. exhibits, registration fees, room rentals, printing costs, travel, honoraria, meals, etc. The budget shall be presented to the board of each association for their review and approval.

C. A separate Conference Bank Account shall be established. This account shall be an interest-bearing account if possible.

D. All expenses for the joint conference arising from joint concern and approved by the Joint Conference Chairs are due and payable before income is divided and disbursed by the Treasurer to each association.

E. The NLA Treasurer shall receive all exhibitor fees, registration fees, and other income

for deposit to the NLA checking account. The Treasurer will pay from this account all conference expenses authorized by the program planners of each association.

F. Expenses incurred by one association for programs sponsored and presented by and for the association alone shall not be considered a joint conference expense and shall not be charged to the joint conference account as per II, G.

G. The net income after all joint conference expenses have been paid shall be distributed between each association on the basis of the percentage of conference registrations from each association as per K below.

H. A financial statement showing income and disbursements by category shall be furnished to each association's board as a final financial report of the conference. This report shall be in some detail and shall include income, disbursements, registration figures and exhibitor counts, at a minimum.

I. All meal function income is to be considered joint conference income.

K. The net profit realized after all Conference expenses have been paid shall be distributed between the two associations on the basis of the percentage of Conference registrations as per IV, B above, using the following formula:

A = MPLA convention registrants

B = Nevada Library Association convention registrants

C = MPLA/Nevada Library Association A (joint members) convention registrants

D = Non-members of either organization

T = A + B + C + D

MPLA Portion =  $\frac{A + \frac{1}{2}C + \frac{1}{2}D}{T}$  x Joint Conference Net Profit

NLA Portion =  $\frac{B + \frac{1}{2}C + \frac{1}{2}D}{T}$  x Joint Conference Net Profit