



Recommendations and Best Practices for Planning COI and other BLC Meetings

Updated November 22, 2019

As the BLC expands geographically and as traffic congestion increases in many parts of the BLC's geography, we need to be even more conscious of how we can best organize meetings of the COI's and other BLC groups to minimize inconvenience and maximize participation.

All of us can be challenged to travel the width and breath of the BLC libraries for in-person meetings but this can be even more of an issue for those with mobility issues or for whom driving is difficult. The list of recommendations below are an attempt to minimize these challenges and we ask that all chairs and co-chairs of COI's as well as those planning other BLC supported meetings take them into consideration in organizing meeting schedules and in coordinating the logistics for in-person meetings.

1. Mix the virtual with the in-person: A mix of some virtual and some in-person meetings can make it more likely that everyone can participate at least some of the time. The BLC has a Go to Meeting subscription that it can make available for any COI or other BLC sponsored meeting. If the meeting is in-person and you wish to stream it, we can also use our Go to Webinar streaming option (although the only feedback from the virtual participants is via chat.) Organizers should think about what really should be discussed in person and what topics might be as well (or better) covered in virtual sessions. If lightning talks or technical presentations are part of a meeting, consider doing them virtually before or after the in-person meeting. This will also allow the virtual session to be recorded, which can be an advantage for those unable to participate.
2. Move in-person meetings around to different BLC libraries so that everyone has a chance to be "close" to an in-person venue. This is particularly important for those outside of the Boston area.
3. Chairs and co-chairs should consider coordinating their schedules to allow hosting two in-person COI meetings at the same venue and time. (Susan and Mei are glad to assist in this coordination.) This would allow staff from other libraries who are members of the individual COI's of to travel together.
4. When an in-person meeting is announced, encourage people to post to the list if they wish to attend in person but are looking to car pool. And, if a posting is made, and you are planning on driving to the meeting, please consider helping out your BLC colleagues by offering to drive them. It is always nice to have the company.
5. Local hosts for in-person meetings should make available handicapped parking permits and provide information on how someone should apply to get a permit as part of the announcement of the meeting or event, if needed. Whenever possible, consider using locations that offer handicapped parking close to the meeting site itself.
6. ALL in-person BLC COI meetings should provide a virtual option, either using the BLC's Go to Meeting or another virtual conferencing tool used by the host institution. Be sure clear information on how to connect to the virtual meeting is made available as part of announcing the meeting and, if appropriate, make arrangements to record some or all of the meeting for

those unable to attend. The BLC is glad to distribute the recording and, if appropriate, make it available through the website.

As a member of a BLC member library, if you have other ideas of how we can reduce the challenges associated with attending COI and other BLC sponsored events, please contact Susan (sstearns@blc.org) or Mei (mmendez@blc.org).