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## Committee Annual Reports and Updates

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### Standards Committee

Submitted by: Jessica Scott and  
Matthew Treskon

#### Members

Jessica Scott, chair (Clemson University)  
Matthew Treskon, vice-chair (Project MUSE/JHU Press)  
Heidi Webb, member (Upstate Medical University)  
Ilda Cardenas, member (California State University Fullerton)  
Jacqueline Brellenthin, member (Library of Congress)  
Beth Ashmore, member (North Carolina State University)  
Jen Montavon-Green, member (University of Kentucky)  
Keondra Bailey, member (NISO)  
Heather Staines, board liaison (Affiliation)

#### Continuing Activities

In NISO, the Standards Committee continues to cast the official NASIG vote on NISO ballots. Messages to NASIG-L are sent a few times a month, informing NASIG members about current ballots and options for member participation. This year, NASIG voted on 15 out of 45 ballots from July 2023 to April 1, 2024.

One committee member serves as the COUNTER representative to monitor news and updates relevant to the COUNTER standard and keep committee members apprised of significant developments.

Two committee members are participating in *The Rise of the Data Star: A Star Wars Themed Musical* about 1 NASIG Newsletter May 2024

Data, Research Integrity, and Business Models at the annual conferences.

Matthew Treskon published an article for the NASIG Blog and submitted it to the NASIG newsletter. Jen Montavon-Green published an article on the NASIG Blog.

Ilda Cardenas, with the support of the Standards Committee and the Continuing Education Committee, hosted a webinar, "Automating COUNTER Reports with Python: Save Time in Evaluating Your Statistics,"—an online session on how to use Python to automate harvesting COUNTER reports. It occurred on January 23, 2024, with 25 registrants, 25 attendees and 11 panelists.

#### Completed Activities

We met in July, August, September, October, November, January, February, March and April.

submitted on: April 22, 2024

### Equity and Inclusion Committee

Submitted by: Diana Reid

#### Members

Diana Reid, chair (University of Louisville)  
Heidi Splittberger, member (Colorado State University)  
Sherise Kimura, member (University of San Francisco)  
Sharolyn Swenson, member (Brigham Young University)

Moon Kim, board liaison (University of British Columbia)

**Continuing Activities, placing emphasis on any activities supporting the 2017-2021 [Strategic Plan](#)**

We've made a sincere attempt to identify a webinar we could offer to the members, but haven't yet come up with an idea or presenter to move forward with.

**Completed Activities, placing emphasis on any activities supporting the 2017-2021 [Strategic Plan](#)**

This year we met as a group on 8/17, 10/17, 2/8, and 3/18. We arranged two speakers for the Vision Session at the Annual Conference. They've signed their MOU and continue to plan their session.

Submitted on: April 11, 2024

**Conference Proceedings Committee**

Submitted by: Caitlin Harrington

**Members**

Caitlin Harrington, Production Editor (University of Memphis)  
Rachel E. Scott, Editor (Illinois State University)  
Anne Shelley, Editor (Iowa State University)  
Karen Brunsting, Production Assistant (University of Memphis)  
Paul D. Moeller, Board Liaison (University of Colorado Boulder)

**Continuing Activities**

- Complete second edits of manuscripts
- Create metadata for article submission to MPS
- Submit articles to MPS for typesetting
- Facilitate author proofing activities
- Work with CPC/PPC on which NASIG 2024 sessions will need recorders
- Solicit recorder volunteers for NASIG 2024 sessions

**Completed Activities**

- Received author manuscripts
- Formatting all manuscripts
- First edit of manuscripts complete

**Continuing Activities placing emphasis on any activities supporting Equity & Inclusion**

Working with MPS to add NASIG Proceedings to DOAJ

**Completed Activities placing emphasis on any activities supporting Equity & Inclusion**  
n/a

submitted on: (April 2, 2024)

**Mentoring and Student Outreach Committee**

Submitted by: Beth Ashmore and Matt Jabaily

**Members**

Beth Ashmore, co-chair (North Carolina State University)  
Matt Jabaily, co-chair (University of Colorado Colorado Springs)  
Jackie Blanton-Watkins (Kennesaw State University)  
Sukanta Kumar (Vidyasagar College For Women)  
Cleire Lauron (Kwantlen Polytechnic University)  
Jen Montavon-Green (University of Kentucky)  
Kristen Wilson (North Carolina State University)

**Continuing Activities, placing emphasis on any activities supporting the Strategic Plan**

- Managed 9-month annual Student Mentoring Program with 42 mentees and 24 mentors
- Collaborated with the Conference Planning Committee to prepare a welcome and ice breakers for the first-timer's reception at the NASIG 2024 Annual Conference
- Continued to send items to the NASIG ambassadors to promote NASIG events to library school students, staff, and faculty

## Completed Activities, placing emphasis on any activities supporting the [Strategic Plan](#)

- Hosted a meeting with mentors and mentees to kick-off the mentoring program.
- Collaborated with the Continuing Education Committee to put on the Getting Started in Publishing, Editing, and Peer Review webinar.
- Collaborated with the Program Planning Committee to produce a [video](#) on how to propose a presentation for a NASIG Conference to go out with the call for spotlight sessions and great ideas sessions.

## Questions for Board

This is less of a question and more of a discussion topic for the committee and the board. The committee may need to rethink how it interacts with students regarding the conference if it looks like we won't reliably have student awards going forward. The Student Spotlight sessions have already been combined with the regular spotlight sessions which is great, but there may be additional changes or recommendations that we could consider to encourage student attendance at the in-person conference and any future online conferences.

submitted on: March 29, 2024

## Communications Committee

Submitted by CJ Garcia

### Members

CJ Garcia, co-chair (Creighton University)  
Anu Moorthy, co-chair (Stanford University)  
Wendy Robertson, vice-chair (University of Iowa)  
Betsy Appleton, vice-chair (University of Texas)  
Beth Ashmore, member (North Carolina State University)  
Lisa Barricella, member (East Carolina University)  
Erin Calhoun, member (University of Toronto)  
Cleire Lauron, member (Kwantlen Polytechnic University)

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David Macaulay, member (University of Nebraska-Lincoln)

Denis Shannon, member (University of Wyoming)

Jennifer Sterling, member (University of North Texas)

Jeremy Whitt, member (UCLA Library)

Peter Whiting, archivist (University of Southern Indiana)

Steve Oberg, social media coordinator (Wheaton College)

Matthew Ragucci, social media coordinator-in-training (Wiley)

Treasa Bane, board liaison

## Continuing Activities, placing emphasis on any activities supporting the [Strategic Plan](#)

- Management of NASIG listservs
- Management of NASIG Website
- Management of the NASIG Blog and Jobs Blog
- Management of NASIG Youtube
- Management of NASIG social media channels (Mastodon, X, Facebook (page + group), LinkedIn (page + group), Flickr, Instagram)
- Management of blast emails to members
- Updating and reorganizing of NASIG CC documentation, including wiki content
- Creation of new documentation for NASIG CC processes as needed
- Creating a style guide for the NASIG website, including accessibility standards
- Working with Digital Preservation Committee to develop processes for the archiving of NASIG history
- Working with Proceedings editors and Michigan Publishing to add journal information to their new site
- Serving as WildApricot administrators

## Completed Activities, placing emphasis on any activities supporting the [Strategic Plan](#)

- Posting newsletter content to blog as interim solution (ended as newsletter has relaunched)
- Working with Proceedings editors and Michigan Publishing to add journal information to their new site

- Updates to NASIG social media presence including creation of NASIG Canva account, moderating posts in the NASIG facebook group, and launching a new LinkedIn public page
- Large-scale update of Proceedings website
- Development of Marketing Plan (social media coordinator and social media coordinator-in-training on Marketing TF)

### **Continuing Activities, placing emphasis on any activities supporting Equity & Inclusion**

Creation and implementation of a web style guide that will include accessibility standards, to increase the overall web accessibility of NASIG content

### **Questions for Board**

Not a question but just an FYI: due to various technical issues and changes within Google Analytics, there is a gap in our analytics from the past year. This has since been fixed and we are once again collecting stats going forward.

Submitted on: 4/1/2024

### **Mentoring and Student Outreach Committee**

Submitted by: Beth Ashmore and Matt Jabaily

### **Members**

Beth Ashmore, co-chair (North Carolina State University)  
 Matt Jabaily, co-chair (University of Colorado Colorado Springs)  
 Sukanta Kumar (Vidyasagar College For Women)  
 Jen Montavon-Green (University of Kentucky)  
 Cleire Lauron (Kwantlen Polytechnic University)  
 Kristen Wilson (North Carolina State University)  
 Jackie Blanton-Watkins (Kennesaw State University)

### **Continuing Activities, placing emphasis on any activities supporting the 2022-2027 Strategic Plan**

In support of the Strategic direction #2 - To engage membership with effective communication strategies and foster new models for having conversations outside of conferences, the committee is providing mentorships to LIS students, recent graduates and new professionals as part of the NASIG mentoring program. We currently have 42 mentees and 24 mentors in the program. The committee hosted a program kickoff via Zoom on September 15 mentors and mentees to meet and discuss mentoring as a partnership. We are preparing a webinar on publishing, editing, and peer-review for the spring in conjunction with the continuing education committee. We are also preparing a short video about best practices for presentation proposals to share with students when the call goes out for Student Spotlight Sessions in February 2024 in conjunction with the program planning committee's call for snapshot sessions.

If student awards are offered this year, we will work with the awards & recognition committee on ways to collaborate to promote NASIG awards to our mentees, especially in conjunction with our call for student spotlight sessions.

We are also looking at preparing some job-seeking oriented content (breaking down job ads, resume reviews, practice interviewing) to go along with promoting the video of last year's webinar [You're hired! Best practices of applying and interviewing for library jobs.](#)

### **Membership Services Committee**

Submitted by: Meg Wang

### **Members**

Meg Wang, Co-Chair, (Mississippi State University)  
 Kathie Mason, Co-Chair, (Eastern Michigan University)  
 Stephanie Adams, (Tennessee Tech University)  
 Alex Dodd, (University of Maryland, College Park)

Fiona Greve, member (non-library, Computercraft),  
Suzy Kozaitis, (Florida Institute of Technology)  
Natalia Mykhaylychenko, (University of Toronto  
Libraries)  
Jordan Pedersen, (University of Toronto Libraries)  
Lihong Zhu, (Washington State University)

Shannon Keller, board liaison (U.S. Department of State)  
Nicole Ameduri, board liaison (Springer)

### Continuing Activities

- Respond to member login, renewal, and invoicing questions.
- Update/“clean up” member records as needed.
- Send new member reports monthly to the Communications Committee, Newsletter Editor, and NISO representative.
- Send lapsed member reports monthly to the Communications Committee and NISO representative.
- Generate lists of members on request for other NASIG units.
- Maintain the archive of reports on Google Drive (Meg & Kathie)
- Create/Update the email template “NASIG membership information updates”

### Completed Activities

- Confirmed the membership status of Caitlin Harrington for Maria Aghazarian (Registrar) and notify Caitlin to renew her membership, so she can serve as the Production Editor of the NASIG Proceedings per Bylaws. (11/21/2023)
- Activated two organizational memberships (11/21/2023): University of North Dakota SMHS Library Resources and ACS
  - Organizational Membership activation? It looks like we need to approve the organizational membership even though they have paid. They can't do anything unless we approve and then activate their membership. But, we (the MSC) never

receive any message about any approval request.

- 11/29/2023: Steve Oberg helped to “deactivated the setting for this org membership level that was previously set for “Membership applications must be approved by administrator”

- Confirmed the following membership status for Megan Inman (Chair of the the NASIG Awards and Recognition Committee) (11/27/2023)
  - David Burke (Villanova University) – Active member
  - Rivkah Cooke (Indiana University) – Suspended/lapsed member
  - Elizabeth Goode (Texas A&M University Kingsville) – Suspended/lapsed member
- Adding Nicole Ameduri (Board Member, Treasurer in training) to the NASIG Monthly reports distribution list. (11/29/2023)
  - [communications@nasig.org](mailto:communications@nasig.org) <[communications@nasig.org](mailto:communications@nasig.org)>;
  - [newsletter@nasig.org](mailto:newsletter@nasig.org) <[newsletter@nasig.org](mailto:newsletter@nasig.org)>
  - [joneill@niso.org](mailto:joneill@niso.org) <[joneill@niso.org](mailto:joneill@niso.org)>
  - use [treasurer@nasig.org](mailto:treasurer@nasig.org) (to include the current Board co-liaison: Shannon Regan <[shannonregan@gmail.com](mailto:shannonregan@gmail.com)> and Nicole Ameduri <[nicole.ameduri@springer.com](mailto:nicole.ameduri@springer.com)> )
- Created a new ‘Org membership’ folder in NASIG MSC google drive - to track/update organizational membership status and bundle members.
  - Nov/2023: generated current NASIG Org members\_Nov2023 (now updated to [current NASIG Org members March 2024](#) spreadsheet
  - Dec/2023: contacted CLOCKSS (Alicia Wise) to [update their bundle members](#)
  - Dec/2023: contacted Carnegie Mellon University (Kim Dolan) to update their bundle members; \$ 65 for the extra bundle member is paid.
  - Jan/2024: contacted W.T. Cox Information Services (Candance Mooney) to update

their bundle members (4 members but Candance Mooney is only the billing contact)

- Feb/2024: contacted George Washington University law School to update their bundle members (4 members but Gail Bell only the billing contact)
- March/2024: contacted Rockefeller University Press (Demantie (Sati) Motieram ) to update their bundle members (4 members but Sati Motieram only the billing contact)
- March-April/2024: Contacted Rensselaer Polytechnic Institute to update their bundle members (4 members)
- Updated [the Membership Services Committee Manual 2023](#) (Suzy & Meg)
- Updated NASIG members email templates (include 5 renewal reminders and 1 renewal pending letter) - adding 'If you have any title/position changes, please take time to update your email, organization and membership level/tier in order to receive an invoice with correct membership rate. Any questions on updating your membership record, please contact [membershipservices@nasig.org](mailto:membershipservices@nasig.org).'
- About managing student membership - Change the renewal policy setting of student members in WildApricot, from 'limit renewal to 1 period ahead' to 'disable self-service of renewal (12/13/2023)
  - In order to avoid the student membership to be renewed by student members over years, the website has changed to the setting (with the help from the Communication committee), so when their student membership is about to expire, they will need to reach the MSC to confirm their Student status and the Library School currently attending. The MSC will then renew their student membership for another school year.
- Created the email template "NASIG membership information updates" and sent out to all members by the end of year (12/11/2023) as well as Created

email template for student membership and sent to student members for updating their contact information (12/14/2023)

- Suspended 3 student members, renewal overdues since 2016 (12/14/2023)

### Statistical Numbers

Member Numbers as of April 1, 2024

Total- 546

4/1/24, 8:51 AM NASIG - Member list - Summary

**Member list**

Summary [Keyword search](#) [Advanced search](#) [Saved searches](#)

Level	Total (Bundles)	Active	Renewal overdue	Lapsed	Pending			New In last	
					New	Renewal	Level change	7 days	30 days
Canadian and European Members	16	15	1	-	-	1	-	-	-
Complimentary	6	6	-	-	-	-	-	-	-
Library School Student	175	175	15	-	-	-	-	-	-
Lifetime	13	13	-	-	-	-	-	-	-
Mexican and Other International Members	1	1	-	-	-	-	-	-	-
Organizational	38 (14)	34	4	-	-	4	-	-	-
Regular Tier 1	43	31	6	-	3	9	-	-	-
Regular Tier 2	245	203	20	-	-	42	-	-	5
Retiree	9	9	-	-	-	-	-	-	-
<b>Total</b>	<b>546 (14)</b>	<b>487</b>	<b>55</b>	-	<b>3</b>	<b>56</b>	-	-	<b>5</b>

### Question for the Board

Is Jill O'Neill ([joneill@nasig.org](mailto:joneill@nasig.org)) still our NISO representative?

### Recommendations to the Board

1. The MSC roster on file:
  - Alex Dodd and Jordon Pedesen are no longer NASIG members. Natalia Mykhaylychenko is not involved in any MSC project, so I assume her term shall end this July. Please ask the Communication Committee to remove their admin access in NASIG WildApricot.
  - Both Suzy and Meg will be finishing our term this July as well. Currently we have a MSC 2024 Project going on to tidy up membership. Members participated in this MSC 2024 project are: Stephanie Adams, Lihong Zhu, Fiona Greve, Suzy Kozaitis and Kathie Mason (checking

Regular membership tier 1 and tier 2), Meg Wang (checking org. membership and student membership), and Megan Elsen (checking non-US membership).

- Megan Elsen joined NASIG in January 2024, and is currently as the MSC student volunteer. Please reach out to her as she might be interested in joining the MSC committee for the next roster.
- As Meg Wang will end her role as co-chair/MSC member this July, please recruit someone else to be co-chair to work with Katheir Mason.

2. The twitter field in the Contact Details: TWITTER link entered that leads to X; should the twitter field be changed to X?

Submitted on: April 1, 2024

### **Digital Preservation Committee**

Submitted by: Alicia Wise and James Phillpotts

#### **Members**

Alicia Wise, co-chair (CLOCKSS)  
James Phillpotts, co-chair (Oxford University Press)Ella Hitchcock (Stanford University)  
Jeremy Morse (University of Michigan)  
Christina Nguyen (University of Toronto)  
Michelle Polchow (University of California, Davis)  
Julie Shi (University of Toronto)  
Abeni Wickham (SciFree)  
Erica Zhang (UCLA)  
Wendy Robertson, Keeper's Registry Liaison, (University of Iowa)  
Heather Staines, Board Liaison, (Delta Think)

#### **Continuing Activities, placing emphasis on any activities supporting the Strategic Plan**

1. Recruiting new members to the Digital Preservation Committee (Strategic direction #1, #2)

We have been able to recruit some terrific new members to the Committee, with a particular emphasis on colleagues at an earlier stage of their career. These colleagues have brought energy and fresh perspectives, and have been actively involved in the work of the committee. For 2024/2025 three of these members (i.e. Ella Hitchcock, Julie Shi, and Erica Zhang) will share the Co-Chair role to be vacated by Alicia Wise.

2. NASIG engagement with variety of stakeholders (Strategic direction #2)

The Committee is actively taking forward a number of opportunities for engagement with a variety of stakeholder groups:

- Along with the Continuing Education Committee, we organized a NASIG webinar in November 2023 on "Publishers Preserving Publishing" <https://www.youtube.com/watch?v=ZJScIrbRpxY> and, along with the Communications and Social Media Committees, are actively promoting this internationally.
- The Committee invited Dom Mitchell from DOAJ to its February 2024 meeting to learn more about their efforts to encourage OA publishers towards digital preservation. This also provided an opportunity to share the model policy and other NASIG resources.
- The DPC is setting up a North American office. Once an officer is in post, the Committee intends to invite this person to provide a presentation of their activities and an opportunity to engage with NASIG work in this area.
- Alicia Wise chairs an ISO committee. This consists of a focused group of experts from research libraries, national libraries, publishers, and technology organizations who are working to draft technical specification for EPUB3/A format, which will be an archival format optimized for Digital Preservation.

James Phillpotts led a working group of librarians and publishers who have crafted a digital preservation guide

for book publishers [https://clockss.org/wp-content/uploads/2024/03/Clockss\\_Guide\\_WEB.pdf](https://clockss.org/wp-content/uploads/2024/03/Clockss_Guide_WEB.pdf)

- The LPC sought volunteers for a Preservation Working Group, and we are delighted that Wendy Robertson is now an active member of this group.
3. Revitalizing NASIG Guides relating to digital preservation (Strategic direction #2 and #3)

The Committee is finalizing the refresh of three NASIG Guides which provide information relating to digital preservation. The three Guides in question are:

- NASIGuide: Digital Preservation 101 - last updated January 2020 <https://nasig.org/Digital-Preservation-101> (Draft with aim of signing off in April).
  - The KEEPERS Guide - <https://nasig.org/Keepers-Registry> - this is outdated enough that a major rewrite is necessary and is currently in progress.
  - NASIGuide: Talking Points and Questions to ask Publishers about Digital Preservation - last updated Jan 2020:
    - Live version: <https://nasig.org/Talking-Points-and-Questions-about-Digital-Preservation>
    - Revised draft version: [https://docs.google.com/document/d/1AnSrEUh7Tgbsf\\_JMjCjAuA0JD00OGj2RpbISl59uy0o/edit#heading=h.abe0lolk0cte](https://docs.google.com/document/d/1AnSrEUh7Tgbsf_JMjCjAuA0JD00OGj2RpbISl59uy0o/edit#heading=h.abe0lolk0cte). With the aim of signing off in April.
  - Heather Staines and Abeni Wickham will showcase the new guides in a session at the NASIG Annual Meeting 2024.
4. Promotion of the NASIG Model Digital Preservation Policy (Strategic direction #2 and #3)

Since the policy's adoption by NASIG in June 22, the committee has continued to actively promote and respond to contacts with outside organizations to share this flexible policy creation tool. The purpose is to engage and promote the policy to generate awareness, monitor use cases and ensure inclusion and findability

within the overarching scholarly record. We are now gearing up for a gentle refresh of the policy document.

5. Subcommittee addressing NASIG document preservation (Strategic direction #3)

At the direction of the NASIG Executive Board a subcommittee was organized to address consistency through a policy or preservation plan for public facing and internal documents. This subcommittee is led by Ella Hitchcock and Michelle Polchow.

### **Completed Activities, placing emphasis on any activities supporting the Strategic Plan**

1. Engaging membership with the work of the Committee (Strategic direction #2)

The Committee collated a blog post celebrating various aspects of digital preservation which was posted on the NASIG Blog on November 2, to coincide with World Digital Preservation Day. The blog post is available at: <https://nasig.wordpress.com/2023/11/02/nasig-celebrates-world-digital-preservation-day/> and was also promoted through appropriate social media channels.

2. NASIG Webinars (Strategic direction #2, #3, and #4)

The Committee organized two NASIG webinars since last April. The topics were selected to appeal to a wide audience, including early career and student participants while engaging with the group's work and broader topics impacting preservation.

The two webinars were:

- Title: *Digital Preservation: why libraries need a policy for the stuff they publish and the stuff they collect*  
Date: May 4, 2023, 11:00 ET  
Speakers were Committee members Michelle Polchow, Abeni Wickham, and Alicia Wise
- Title: *Publishers Preserving Publishing*  
Date: November 28, 2023, 12:00 ET  
The webinar was hosted by Julie Shi and Alicia Wise. Speakers were from two external



organizations (Oxford University Press and The Worshipful Company of Stationers and Newspaper Makers)

### 3. Informing the development of the ISSN+ Services (Strategic direction #2 and #3)

Using the ISSN Portal to check the status of your journal collections regarding digital preservation. NASIG Annual Conference, Pittsburg, PA. May 23, 2023. Presenters: Michelle Polchow, NASIG DPC co-chair (University of California, Davis) & Gaelle Bequet, Director, ISSN International Centre.

### **Continuing Activities, placing emphasis on any activities supporting Equity & Inclusion**

#### 1. Recruiting new members to the Digital Preservation Committee (Strategic direction #1, #2)

We have been able to recruit some terrific new members to the Committee, with a particular emphasis on colleagues at an earlier stage of their career. These colleagues have brought energy and fresh perspectives, and have been actively involved in the work of the committee. For 2024/2025 three of these members (i.e. Ella Hitchcock, Julie Shi, and Erica Zhang) will share the Co-Chair role to be vacated by Alicia Wise.

Submitted on: March 29, 2024

### **Program Planning Committee**

Submitted by: Jenn Zuccaro and Michelle Turvey-Welch

#### **Members**

Michelle Turvey-Welch, co-chair, (Kansas State University)

Jenn Zuccaro, co-chair, (Syracuse University)

Keondra Bailey (NISO)

Heidy Berthoud (Library of Congress)

Annette Day (UNLV)

Sarah Dennis (Ohio University)

Todd Enoch (University of North Texas)

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Mandy Hurt (Duke University)

Amanda Calabrese, (University of Maryland, Baltimore County)

Paul Moeller, Board Liaison

Steve Oberg, Ex-officio

### **Continuing Activities, placing emphasis on any activities supporting the 2022-2027 Strategic Plan**

- The committee worked on the 2024 conference starting August 2023
- Adjustments made from previous years
  - Worked with mentoring to align calls for snapshot and poster sessions. In previous years mentoring sent out a separate call later causing difficulty in planning the time. Sending one call allowed for better planning and scheduling of time.
  - Formatting of power point slides was a problem in 2023 - when trying to combine slides. This was remedied for 2024 by being aware of the problem and not combining slides or paying additional attention to formatting when they were combined.

### **Completed Activities, placing emphasis on any activities supporting the 2022-2027 Strategic Plan**

- In 2023 we adjusted back to a full in person conference as a separate virtual is planned for later in the year and a new committee has been created to manage that process. The ability to focus on planning for one format made the process much easier to manage, and created less work and confusion for presenters, and attendees.
- Vision Speaker
  - Committee reviewed suggestions and selected a few for Board approval.
  - Co-chairs communicated with selected vision speakers, working out schedules, having MOUs signed, and answering questions as they came up.
- Workshops – this was the first year workshops were included as part of the conference and not

scheduled as a pre-conference with an additional charge.

- Committee reviewed suggestions and made selections for Board approval.
- Sarah communicated with the selected workshop presenters to verify availability, outline expectations and obtain signed MOUs.
- Concurrent Sessions
  - Committee members liaised with speakers to share information and answer questions, ensuring MOUs were signed and presenters were comfortable with the AV set up and the presentation schedule.
  - A PPC member (or board member as needed) selected sessions to attend to ensure smooth presentations, assist with any technological needs, answer questions, provide introductions if asked and intervene if a code of conduct violation occurred (none did)
  - After acceptance - one session had to be canceled due to a life event- they were left on sched to show acceptance.
  - Two weeks before conference an accepted proposal from Denmark had to pull out due to life events and inability to get visa they were a combined session and are working with the group to show recording -
- Subcommittees were created to maintain responsibility for Editing and Communications and Snapshots & Great Ideas
  - Editing/Communications
    - Members: Maria Stanton and Kathie Mason
    - Responsibilities: Reviewed and edited all the call for conference proposals, vision speaker and workshops, snapshot sessions & great ideas, user groups/informal sessions and the MOU templates.
  - Snapshots & Great Ideas
    - Members: Keondra Baily, Michelle Turvey-Welch and Todd Enoch

- Responsibilities: reviewed submissions for snapshot sessions and great ideas and decided what submissions to accept, communicated the decisions and worked with the presenters, answering questions, soliciting slides as needed and providing updates, information and logistics to the presenters.

- Created and updated Sched conference platform for the 2024 conference which included adding speakers, session abstracts, slides and other hand-outs if made available by speaker.

Set bi-weekly schedule with CPC for regular communication on overlapping needs. We found that bi-weekly was not necessary for planning an in-person conference as it had been for hybrid.

### Questions for the Board

1. Who determines the format of the NASIG Annual 2024- online? Board? In conversation with the PPC/CPC?
  - a. Are all sessions pre-recorded? Live Q&A
  - b. All sessions live and recorded for viewing later?
  - c. Would annual use the same platform (zoom/sched) as Autumn?
2. How do we distinguish NASIG Annual online from ER&L, Charleston, Core forum, and NASIG Autumn - both in content and in price?
  - a. Workshops included?
  - b. Schedule over multiple weeks as opposed to power conference over one week?
  - c. Is a vision speaker necessary? Is there a theme - how does the vision speaker relate, how do the sessions relate to a theme?
  - d. Do we have tracks?
  - e. What does Networking look like? Will there be opportunities?
3. If conference is going to move from online to in person every other year does this change the terms of service - part of the benefit of the co-chair model is to train the incoming chair on what needs to be

done for the conference - the to do list, and responsibilities change for in-person to online. Does this become two separate committee or does it change the term served for the chairs?