Hosting an OCLC Member Forum
An invitation for OCLC libraries

OCLC Member Forums provide regional, one-day gatherings for staff of OCLC member libraries. Planning for the 2016 Member Forums has begun, and perhaps your library can be a host site. It's member libraries that make these events possible.

OCLC Member Forums

Benefits for attendees

OCLC Member Forums engage the library community in a learning and sharing setting. These one-day meetings include interactive discussions, training and networking opportunities. OCLC organizes lunch and other refreshments.

Benefits for host libraries

More than 50 OCLC member libraries have hosted Member Forums since 2014. For some, it offers a great opportunity to showcase new or improved facilities. For others, it provides a means to demonstrate local library community leadership. And for others, it's a convenient and economical way to provide their own staff with a unique day of professional development at no charge.

Get the conversation started

We are considering 10 major geographic regions across the US for the 2016 OCLC Member Forums. If you are interested in hosting, please send an email to **memberrelations@oclc.org**. A Member Relations Liaison will contact you to review your location and discuss details about hosting at your institution.

Host site requirements

- Meeting spaces and AV equipment that are available for free or low cost

- All-day availability, from 8:00 am for set-up to 4:00 pm for clean-up on a single date in the July to December 2016 timeframe

- Meeting rooms that include one primary presentation space for up to 100 people, preferably with large round tables, and two to four breakout rooms, preferably in the same building

- Access to technology that can support AV needs, (e.g., WiFi, podiums, microphones, projectors and large screens); flip charts and easels are helpful

- Gathering space for registration, breaks and lunch (meeting rooms can work for lunch)

- Easy access to parking and local transportation

- A local contact to work closely with OCLC staff who plan the Member Forum

OCLC staff manage all marketing, registration, catering and event facilitation, and assist with set-up and clean-up as needed.

Because what is known must be shared.℠

OCLC