



4th ALIA new librarians symposium

5-6 december 2008 :: CQ functions, melbourne

important dates

early bird registration deadline :: friday, 5 september 2008

accommodation booking deadline :: friday, 31 october 2008

<http://conferences.alia.org.au/newlibrarian2008>

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Organising Committee

Tania Barry	– Convenor
Margie Anderson	– ALIA Local Liaison Officer
Kevin Dudeny	– Treasurer, Sponsorship and Exhibition
Andrew Finegan	– Marketing Coordinator
Trevor Mackay	– Melbourne Ambassador, Tourism
Gemma Siemensma	– Social Program/Events
Jill Stephens	– Website Coordinator
Sharon Uthmann	– Academic Program

Host Association

The Australian Library and Information Association (ALIA) is the national professional association for the Australian library and information sector. It seeks to empower the profession in the development, promotion and delivery of quality library and information services to the nation, through leadership, advocacy and mutual support. The Association has over 6,000 members and represents the interests of libraries and information services across the country as well as over 12 million library users.

www.alia.org.au



Convenor's Invitation

On behalf of the Organising Committee, it is my pleasure to invite you to attend the 4th ALIA New Librarians Symposium, to be held from 5-6 December at CQ Functions, Melbourne, Australia.

The conference will address various issues which affect the profession, by providing a forum for professionals from all library and related sectors to exchange ideas, network with colleagues, participate in tours of best-practice sites, attend a trade exhibition and enjoy social activities at a range of great Melbourne venues.

The program is built around the theme of "Breaking Barriers", challenging delegates to look beyond the barriers they face in their career and workplace. The speakers are leaders in their fields of expertise, and we hope the discussions will challenge and stimulate all participants and encourage them to share their own experiences and knowledge.

We look forward to welcoming you to Melbourne in December.

Tania Barry
Convenor

Invitation from the Victorian Patron

Sir Redmond Barry, the inaugural and long serving President of the Trustees of the Melbourne Public Library, delivered two papers at the Conference of Librarians held at The London Institution in October 1877. He spoke proudly about the flourishing libraries of Victoria saying they were 'conducted with a liberality of management unknown or at least, not practised, in any country visited by me.' He went on to say 'Freedom is inherent in our constitution that we are content to enjoy it without a prominent use of the word.'

I quote Sir Redmond's comments about liberality and freedom because NLS4 is inviting you to think about barriers and how to break, hurdle or dissolve them. We encourage you to register for NLS4 to explore this theme – surely there can be no more exhilarating and constructive way to think through the many aspects of this theme than with colleagues who have so much to share and to contribute! We look forward to seeing you in Melbourne in December.

Anne-Marie Schwirtlich
Chief Executive Officer and State Librarian
State Library of Victoria

Invitation from the National Patron

New librarians are not just the future of the profession but contributors of energy and enthusiasm that makes the whole profession look at what we do with new eyes and urge us to all move fast without the shackles of the past.

I encourage new librarians and library technicians to attend NLS4 for one of the most exciting experiences in their professional life. From the very first new librarian event - ALIA Fringe: beyond the square in 2000 in Canberra to Melbourne in 2008, the events have enabled librarians to share ideas, hear very different perspectives about the whole library and information sector and form networks that support them for the rest of their careers – be it in libraries or elsewhere.

You will find like minded souls and those with different views who will challenge you to question and think about our future. You will meet colleagues from all sectors of librarianship, information management, records management and knowledge management. All will share thoughts and experiences that will dazzle and enthuse you.

I look forward to seeing you at NLS4 –join with a wonderful group of friends in setting the stage for the next step in your information experience. Many thanks to ALIA for being such a wonderful organisation in supporting new librarians and technicians.

Roxanne Missingham
Past President 2007-08
ALIA

Sponsors

The NLS4 Organising Committee gratefully acknowledges the support of the following Sponsors:

State Library of Victoria

Gold Sponsor



Civica Pty Ltd

Symposium Dinner Sponsor



RMIT University Library

Keynote Sponsor



Yarra Plenty Regional Library Service

Keynote Sponsor



Brisbane City Council

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Dedicated to a better Brisbane

State Library of Queensland

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Pads & Pens



Wiley Blackwell

Satchel Insert



RMIT Publishing

Satchel Insert



Keynote Speakers

Dr Sherman Young

(sponsored by RMIT University Library)

Sherman Young is the Associate Dean of Teaching and Learning at the Division of Social Culture, Media and Philosophy at Macquarie University. Prior to becoming an academic, Sherman worked in industrial design, publishing and running an award-winning multimedia production and design company.

Sherman blogs at <http://reconfigure.org> and <http://www.thebookisdead.com> which is a companion blog to his book, "The Book is Dead, Long Live the Book", published by UNSW Press. He is a founding member of the editorial board of Scan, an online journal of media arts and culture and an editorial reviewer for Hyperhizz: New Media Cultures.

His current research project is Copyright Cultures involving qualitative and quantitative research into the attitudes of Australian musicians to the new technologies and their copyright implications.

Erik Boekesteijn and Jaap van de Geer

(sponsored by Yarra Plenty Regional Library Service, State Library of Victoria, Brisbane City Council, State Library of Queensland and Viclink)

Erik Boekesteijn and Jaap van de Geer both work for the DOK Library concept centre, Erik in the Communication and Innovation Department and Jaap as head of IT. Erik's work includes marketing, promotion and innovation in many DOK Studio productions. Along with Jaap, Erik is also one of the founders of the UGame Ulearn project which promotes

gaming in libraries on a national and international level. Jaap is responsible for the self invented unique ILS called ClieTriX, which recently integrated Google Book Search. He also works on the website of DOK and is cameraman and editor on many productions of the DOK Studio department

Janette Wright

Currently CEO of CAVAL Ltd, Janette comes to NLS4 with a vast array of experience ranging from Director of Public Library and Network Services, State Library of NSW (1990-1996) to Director, RMIT Publishing, Australia's largest aggregator and online publisher of scholarly content (2003-2007).

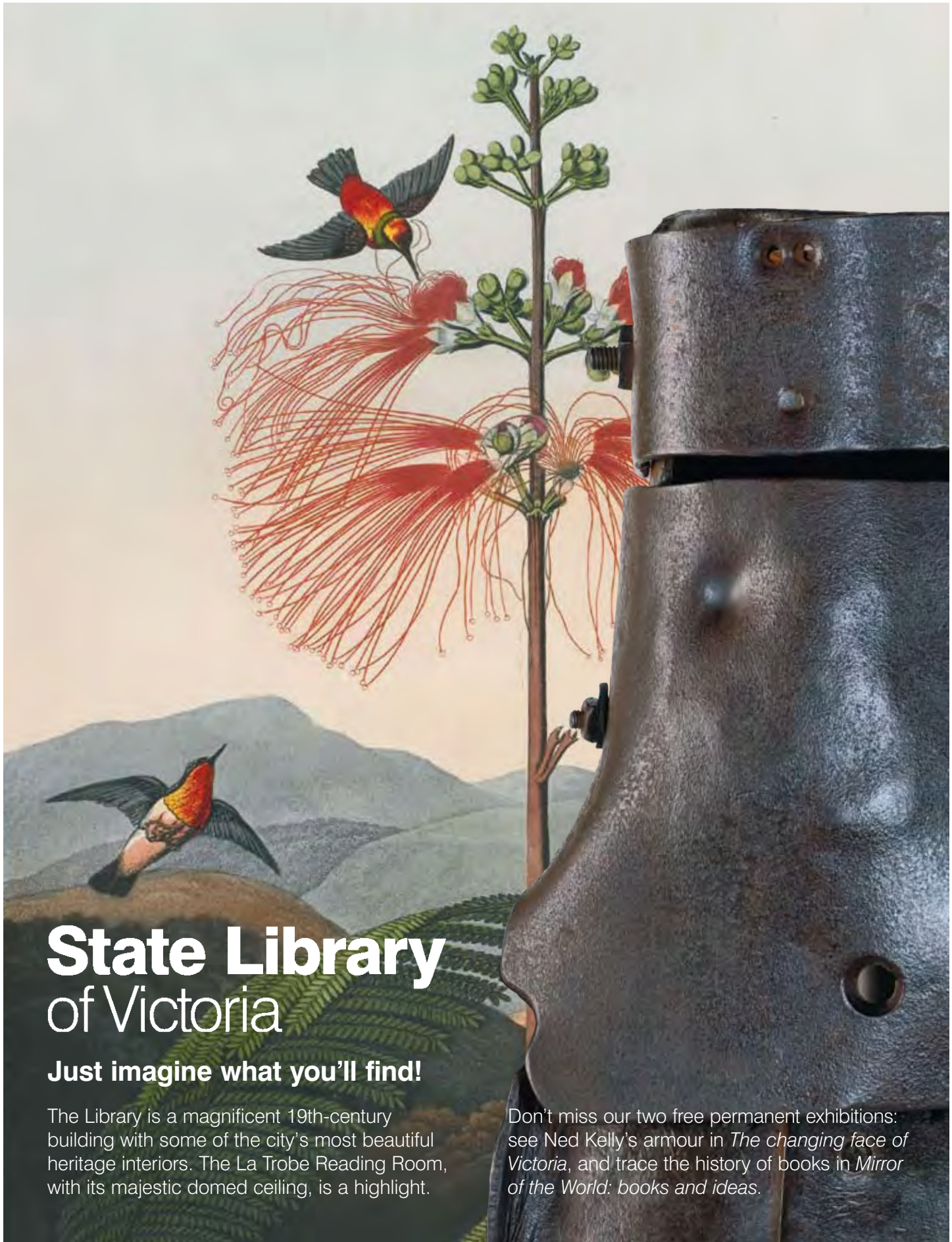
In these roles she has facilitated a number of projects including the implementation of Internet training facilities as part of the JobNetwork employment services (WaverlyWorks). Other roles include: Managing Director, RoweCom Australia (and Divine Information Services, Europe), Director, Library and Community Services, Waverley Council, NSW, Council member for ScreenSound Australia (National Film and Sound Archive), and Principal Consultant for Lloyd Wright Pty Ltd (Library Management Systems purchase and implementation).

It is with great pleasure that the NLS4 committee invites Janette to share her extensive experience with the delegates of NLS4.

Elaina Norlin

Elaina Norlin was formerly the Manager for New Initiatives and Outreach at OCLC Eastern. Elaina was responsible for developing new programs in the areas of digital and preservation services, managing the member outreach activities through new partnerships and professional collaborations, and implementing new services to better meet the day-to-day needs of OCLC Eastern's member libraries. Elaina was previously at the Institute of Museum and Library Services (IMLS), where she served as a senior program officer from 2003 to 2006. From 1997 to 2003, she was on the faculty at the University of Arizona Library, Tucson, as an Associate Librarian.

Elaina has authored several books, including Usability Testing for Library Web Sites: A Hands-On Guide, and coming soon to print, eLearning and Business Planning: National and International Case Studies. Elaina frequently consults with libraries on a variety of topics including Web design and usability, and grants development. Elaina obtained her M.S. in library and information science, as well as her B.S. in advertising from the University of Illinois at Urbana-Champaign.



State Library of Victoria

Just imagine what you'll find!

The Library is a magnificent 19th-century building with some of the city's most beautiful heritage interiors. The La Trobe Reading Room, with its majestic domed ceiling, is a highlight.

Don't miss our two free permanent exhibitions: see Ned Kelly's armour in *The changing face of Victoria*, and trace the history of books in *Mirror of the World: books and ideas*.

328 Swanston Street
Melbourne 3000
03 8664 7000
slv.vic.gov.au

FREE ENTRY

Library opening hours: Monday to Thursday 10am–9pm,
Friday to Sunday 10am–6pm. Exhibitions open daily 10am–5pm
Closed Good Friday and Christmas Day



**State Library
of Victoria**

Gold Sponsor of the 4th ALIA New Librarians Symposium 2008

Pre Symposium Sessions

Career Development Workshop

Title: Professional Development: your strategy for success – how to use the ALIA PD Scheme to your benefit
Date: Thursday, 4 December 2008
Time: 2:00pm – 4:00pm
Cost: Complimentary for NLS4 delegates
Venue: To be confirmed
Presenters: **Margie Anderson and Ian Smith**

Discover the variety of ways you can keep up to date and gain the skills and knowledge necessary to succeed in the dynamic library and information environment.

- Demonstrate your commitment to life-long learning
- Use your postnominals
- Receive recognition from your colleagues, employer, profession and community

Resume Reviews

Date: Thursday, 4 December 2008
Time: All day, in 15 minute timeslots per delegate
Cost: Complimentary for NLS4 delegates
Venue: RMIT Library Conference Room
Swanston Library
Building 8, Level 5
360 Swanston Street
Melbourne 3000

Have the chance to have your resume reviewed and critiqued by one of a panel of managers from leading library job agencies and academic, public and special libraries. You will be able to have a 15 minute discussion with one of these senior people from the profession and the opportunity to receive feedback on your resume and recent job application letters. You may also discuss how best to present potential employers your personal strengths and how to deal with any weaknesses. If you have a job application and/or interview coming up, this is a great opportunity to enhance your resume and your job seeking skills!

Resume reviews will be scheduled in 15 minute time-slots from 10:00am to 4:00pm on Thursday, 4 December. If you wish to attend it is essential that you indicate whether you prefer a morning or afternoon time-slot.

The Art of Influence: Essential Skills for Leaders

Presenter: **Elaina M Norlin**
Date: Thursday, 4 December 2008
Time: 10.30am – 12.30pm
Venue: RMIT Library, Seminar Room 1
Swanston Library
Building 8, Level 5
360 Swanston Street
Melbourne 3000
Cost: \$30.00 per delegate
NLS4 Delegates only (limited places available)

The Art of Influence Workshop is a must for anyone who is serious about enhancing their leadership and communication skills. Learn how to conquer your fear of public speaking and advance your career by becoming a more effective and compelling speaker. Participants identify which persuasion styles come most naturally and provide positive and ethical steps to gain influence, credibility and confidence in your organization and/or during high level meetings. The workshop will also provide you with practical strategies to eliminate your fear or inexperience in public speaking and dramatically improve your speaking skills whether you are persuading, educating, or informing. The workshop will also provide practical skills for a more polished PowerPoint presentation that keeps your audience awake.

Help!! My Boss is Crazy!!! Creative Steps Towards Moving to a Healthy Workplace

Presenter: Elaina M Norlin
Date: Thursday, 4 December 2008
Time: 2pm – 4pm
Venue: RMIT Library, Seminar Room 1
Swanston Library
Building 8, Level 5
360 Swanston Street
Melbourne 3000
Cost: \$30.00 per delegate
NLS4 Delegates only (limited places available)

With bullying and toxic workplaces on the rise there is a need to focus on improving workplace culture. Expert articles only talk about how to cope with bad behaviour. This workshop focuses on what candidates should know during screening and recruitment for management and director positions. The session will help participants recognize which questions you should be asking before taking that dream job.

Pre Symposium Library Tours

We have created a series of tours to provide delegates with a behind-the-scenes look at a variety of libraries based in the Melbourne CBD. Delegates will be able to view rare collections, or hear about the latest innovations, initiatives, trends, practices and workflows that may have practical application for their own work or future interests.

Tours will depart at 2:00pm on Thursday, 4 December 2008 from the steps of the State Library of Victoria, 328 Swanston Street, Melbourne. Volunteers will lead each tour group and we ask delegates to wear comfortable walking shoes as we travel between various libraries.

Tours are no additional charges for Symposium delegates, however, afternoon tea breaks are at delegates' own expense unless otherwise specified.

Tour 1

Date: Thursday, 4 December 2008

Time: 2:00pm-5:00pm

Victoria University Library – City, Flinders Library

Victoria University's Learning Commons initiative is transforming library and educational support across the University. The concept puts the student "at the centre" and provides a "one stop shop" for Library, IT, Careers and Learning Support services, to create a dynamic environment for learning and teaching. In addition to offering traditional library collections and services, the Learning Commons provides enhanced spaces with extensive student computing services, a mix of group and independent study spaces supported by access to food and cafes to encourage the social dimension of learning.

<http://library.vu.edu.au>

AND

Melbourne Library Service - City Library

The vision for a public library in the heart of Melbourne was the brainchild of the CAE (formerly the Centre for Adult Education) and the City of Melbourne. City Library was not only to be a place to borrow material, but a community hub. A place where people would be able to meet for recreation, information and to foster a love of life long learning. The remarkable architecture, concept and design, saw an historic 19th century warehouse building converted into a dynamic space that reflects and supports the image of a bustling street, a community hub for lifelong learning and a welcoming environment for the entire community.

<http://www.citylibrary.org.au>

Tour 2

Date: Thursday, 4 December 2008

Time: 2:00pm-5:00pm

The Melbourne Athenaeum Library

(afternoon tea sponsored by the library)

The Athenaeum Library is a subscription-based oasis offering more than 60,000 volumes of biography, science fiction, fantasy, history, current best sellers, journals and popular magazines, detective fiction and classics. Its club like atmosphere is the locale for readings, book clubs, author talks and other activities with a literary focus.

<http://www.melbourneatheneum.org.au>

AND

Freehills Law Library

Freehills' unparalleled reputation for delivering the best commercial legal advice has been developed over more than 150 years. The firm has grown consistently from its early beginnings in 1852 to become one of the largest and most respected law firms in Australia and South-East Asia. The library facilities are staffed by research professionals to help lawyers and support staff with research needs and to train and guide them on the use of electronic resources. With magnificent views over the Yarra River and sporting precincts of Melbourne, this is one library not to be missed.

<http://www.freehills.com.au>

Tour 3

Date: Thursday, 4 December 2008

Time: 2:00pm-5:00pm

State Library of Victoria

The major reference and research library in Victoria, the State Library of Victoria promises to inspire all delegates with its magnificently redeveloped architecture. The Library opened its doors in 1856 and currently boasts over 2 million books and serials. Delegates will tour the historic buildings and hear about the work of the library.

<http://www.slv.vic.gov.au>

Exhibition

There will be an Exhibition held concurrently with the Symposium. The Exhibition will be held in Events Room 1 at CQ Functions. The lunches, morning and afternoon tea breaks will also be held in this area. Those wishing to participate as an Exhibitor are invited to apply by contacting the Symposium Organisers Office.

Please email gm@icms.com.au or phone +61 3 9682 0244.

Exhibition Hours

Friday, 5 December 2008 7:30am – 4:30pm

Saturday, 6 December 2008 8:00am – 3:30pm

Preliminary Program

The preliminary program is correct at the time of printing, however, the Organising Committee reserves the right to alter the program if and as is deemed necessary.

Friday, 5 December 2008

7:45 - 8:45 Registration commences

Morning sessions

9:00 – 9.05 Introduction to NLS4, Day 1

9:05 – 9:10 Gold sponsor address to symposium

9:10 – 9.50 **Keynote** – *Janette Wright, Chief Executive, CAVAL Collaborative Solutions*

9.50 – 10:30 **Talks from the other (dark) side ...**

10:30 – 10.40 **New Graduates Group**

10:40 – 11.00 **Morning tea**

Concurrent Sessions

11:00 – 11:30	Librarians – the keys to the future, or relics of the past? – <i>Ben Footner, City of Victor Harbor Library Service</i>	Ahead of the curve – keeping up-to-date with the library profession – <i>Michelle McLean, Casey Cardinia Library Corporation</i>
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11.30 – 12.00	Life in the baby boomer library world: a survival guide – <i>Zaana Howard, Northern Melbourne Institute of TAFE (NMIT)</i>	“Oh give me land, lots of land under starry skies, don’t fence me in” the potential of ePortfolios to chart the new librarian’s career journey – <i>Gill Hallam, Queensland University of Technology</i>
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12.00 – 12.30	What happens when the baby boomers go – <i>Carolyn Bourke, Fairfield City Council</i>	Got your first job as a librarian, now what? Breaking down barriers to reach your career goals – <i>Petrina Collingwood, RMIT University</i>
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12.30-1.00	Why mentoring matters: a personal journey that created professional success – <i>Jill Benn, University of Western Australia & Michelle Brennand, City of Wanneroo</i>	Any old library job versus the job you really want – <i>Donna Leung, Yarra Libraries</i>
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1:00 - 1:45 **Lunch**

Hot Spot Sessions

1.45 – 2.05	Bang for your buck: getting the best experience and value for money from your library association investment – <i>Katy Watson, University of the Sunshine Coast</i>	How does Instant Messaging improve reference and information experiences of students in regional areas? – <i>Nicole Johnston, James Cook University</i>
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2.05 – 2.25	First job, next job, this job: a plan for success – <i>Corrinne Hills, DRUG ARM Australasia</i>	Dunn & Wilson Project – Tales from outside the square – <i>Rebecca Evans, Tasmania Fire Service</i>
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2:25 – 2:45	Taking Web 2.0 to Heart: a collaborative professional development program in a dispersed library service – <i>Rachel Crowe, Queensland Health Central Library & Amanda Brown, Queensland Health The Park Centre for Mental Health Library</i>	This is not a normal library job! – <i>Christine May, Rockhampton Regional Council Libraries</i>
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Concurrent Sessions

2:45 – 3:15	Establishing a high school library on a remote island in the Pacific – <i>Katie Hannan</i>	Why bother? The joys of professional involvement and how to get active – <i>Alyson Dalby</i>
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3:15 – 3:45	A “Flying Start” at the University of Western Australia Library – Breaking Internal Barriers – <i>Matt Stephenson, University of Western Australia</i>	Web 2.0 and the Health of the Profession – <i>Deidre Lowe, University of Southern Queensland</i>
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3:45 - 4:15 **Afternoon tea**

4:15 – 4.55 **Keynote** - TBA

4:55 – 5.00 Day 1 Closing remarks

6:00-7:30pm Cocktail Party at Experimedia, State Library of Victoria

Saturday, 6 December 2008

8:15 - 8:45	Registration commences	
9:00-9:05	Introduction to NLS4, Day 2	
9:05 – 9:45	Keynote - <i>Elaina M Norlin</i>	
9.45 – 10.30	Debate	
10.30 - 11:00	Morning tea	
Concurrent Sessions		
11:00 – 11:30	Stereotypes: time to move on or time to fight back – <i>Petra Dumbell & Vivien Lim, Curtin University of Technology</i>	Books? What books? – <i>Sally Kudrna, Fairfax Media</i>
11:30 – 12:00	Librarian – library = ? – <i>Naomi Doessell, Ernst & Young</i>	Getting from A to B: A development framework for developing librarians – <i>Vanessa Warren, University of Tasmania</i>
12:00 – 12:30	Breaking in: issues faced by new graduates building an information management career – <i>Kathy Thorncraft & Matthew Davis, University of Sydney Library</i>	Beyond the holy grail: why academic librarianship is more than just reference – <i>Rebecca Parker, Swinburne University of Technology</i>
12:30 – 1:15	Lunch	
1:15 – 1:45	Brave new world: breaking barriers and embracing opportunities outside the library – <i>Nicola Giles, ProQuest & Dan Hamid, ProQuest</i>	The destitute marketeer – <i>Duncan McLachlan, Strategic Marketing Manager, Wellington City Libraries</i>
1:45 – 2:15	Endangered species – critical – Young peoples librarian – <i>Bernadette Franzoni, Private Consultant/Trainer of Young Peoples Library Services</i>	Perspectives on the State Library Graduate Program - a great start for a new librarian, a new beginning for an ageing library – <i>Steve McQuade, State Library of Western Australia</i>
2:15 – 2:45	Want to be a good manager/leader – looking past the obvious of children's librarianship – <i>Joanne Potter, Wyong Shire Library and Information Service</i>	Butting head or building minds – new librarians, experience librarians and the challenges of new technologies – <i>Bruce Klopsteins, National Library of Australia</i>
2:45 – 3:15	Afternoon tea	
3:15 – 4:00	Keynote – <i>Erik Boekesteijn and Jaap van de Geer, sponsored by Yarra Plenty Regional Library Service, State Library of Victoria, Brisbane City Council, State Library of Queensland and Viclink.</i>	
4:00 – 4:45	Keynote – <i>Sherman Young, sponsored by RMIT University Library</i>	
4:45 – 5.15	Symposium closing remarks	
7.00 – 11.30	Conference Dinner at the Melbourne Cricket Ground	

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email info@civica.com.au
www.civica.com.au



Social Program

Alongside the wonderful range of opportunities available to all visitors to Melbourne, the Symposium Committee have planned a number of social functions available to delegates that will allow you to socialise with and get to know each other in a relaxed and informal setting.

Cocktail Party

Date: Friday, 5 December 2008
Time: 6:00pm-7:30pm
Venue: Experimedia, State Library of Victoria
Cost: Inclusive for full registered delegates
Additional Tickets: \$60.00 per ticket
Dress Code: Smart casual

The Organising Committee extends a warm invitation to delegates and guests to attend the NLS4 Cocktail Party. This function will give delegates an opportunity to relax with colleagues and meet new friends. The evening includes light refreshments.

Symposium Dinner

Sponsored by Civica

Date: Saturday, 6 December 2008
Time: 7:00pm-11:30pm
Venue: Melbourne Cricket Ground
Cost: Inclusive for full registered delegates
Additional Tickets: \$125.00 per ticket
Dress Code: Semi Formal

The Organising Committee extends an invitation to all delegates and their guests to attend this year's Symposium Dinner. The Dinner will be a highlight of the social program and is being held at the Melbourne Cricket Ground overlooking the hallowed turf.

Registration Information

The preferred method of registering is on-line via the Symposium website: <http://conferences.alia.org.au/newlibrarian2008/Registration>

Registration Fees

All prices are quoted in Australian dollars (inclusive of GST). Payment in any other currency will not be accepted.

Symposium Registration Fees

	Early Bird to 5 September 2008	5 September to 4 December 2008	Onsite from 5 December 2008
Member	\$335.00	\$395.00	\$425.00
Non Member	\$445.00	\$525.00	\$555.00
Student - Member	\$250.00	\$250.00	\$275.00
Student - Non Member	\$335.00	\$335.00	\$360.00
Speaker	\$250.00	\$250.00	\$275.00
Day Registration - Member	\$250.00	\$250.00	\$275.00
Day Registration - Non Member	\$335.00	\$335.00	\$360.00

*Please fax evidence of your student status to the Symposium Organiser on +61 3 9682 0288

Full Registration/Student Entitlements

- Entry to all sessions
- Lunch daily
- Morning and afternoon tea daily
- Attendance at the Cocktail Party
- Attendance at the Symposium Dinner
- Symposium Satchel
- Copy of Final Program
- Entry to the Exhibition

Day Registration Entitlements

- Entry to all sessions on the day of registration
- Lunch on the day of registration
- Morning and afternoon tea on the day of registration
- Symposium Satchel
- Copy of Final Program
- Entry to the Exhibition on the day of registration

ALIA Professional Development Scheme

<http://www.alia.org.au/education/pd/>

Delegates – 1 point per hour
Presenters – 2 points per hour

How to Register

Please register via the Symposium website <http://conferences.alia.org.au/newlibrarian2008/Registration>. Should this not be convenient, please use the enclosed registration form. A separate registration form is required for each delegate.

Payment

All prices quoted are in Australian dollars (inclusive of GST) and payments in any other currency will not be accepted. Registration cannot be confirmed until full payment is received. The Symposium Organiser can accept the following methods of payment:

Cheque/Money Order/Bank Draft:

Please make payable to: 4th ALIA New Librarians Symposium

Overseas delegates: Personal cheques will not be accepted and will be returned to sender. Company cheques will only be accepted if issued from an Australian Bank.

Credit Card:

All major credit cards are accepted: American Express, Diners Club, MasterCard and Visa. Credit Card payments will appear as ICMS Pty Ltd on your credit card statement.

Electronic Funds Transfer (EFT):

If you wish to pay by EFT, please indicate on your registration form where specified. Should you select this option, documentation will be sent to you. This will allow the Symposium Organiser to monitor the status of your payment.

Registration Acknowledgment

Your registration will be acknowledged within 10 working days of receipt of the registration form.

Alterations

Alterations to your registration will not be accepted over the telephone. Alterations must be in writing via:

Email: registration@icms.com.au
Fax: +61 3 9682 0288
Post: NLS4 2008
C/- ICMS Pty Ltd
84 Queensbridge Street
Southbank VIC 3006 Australia

Cancellation and Refund Policy

Cancellations must be advised in writing to the Symposium Organisers. Cancellations received before **31 October 2008** will receive a refund of registration fees, less an administrative charge of \$100.00. Cancellations after this date will not be refundable.

On-Site Registration

The Registration Desk will be open from **Friday, 5 December 2008**. Delegates registering on site are not guaranteed a Symposium satchel or an inclusive dinner ticket for full registered delegates.

Registration Desk Hours

Friday, 5 December 2008 07:30 – 17:00

Saturday, 6 December 2008 08:00 – 17:00

Accommodation Information

The preferred method of booking accommodation is on-line via the Symposium website: <http://conferences.alia.org.au/newlibrarian2008/Registration>

ICMS Travel Pty Ltd, as the official housing bureau for the Symposium, has been able to secure discounted accommodation rates at selected hotels. Reservations need to be made before **Monday, 27 October 2008**. The room rates are per night and do not include breakfast. Accommodation will be allocated in order of receipt of bookings and payment. Each delegate should complete a separate accommodation form, a clear photocopy of the form is acceptable.

Arrival Time

Please indicate on your registration form your estimated time of arrival to the hotel. Check-in time is usually between 1:00pm to 3:00pm. Should you wish to guarantee your room is ready before the hotel check-in time it is recommended that you book and pay for the room for the evening prior to your arrival. Failure to advise your arrival time may mean that your room will be released.

Accommodation Payment

Deposit

To secure your reservation a deposit equivalent to one night's room tariff is required. If paying by credit card, your details will be passed onto the hotel as a guarantee. The hotel may not initially deduct a deposit payment from your credit card but may charge you full payment at the time of checkout. Bookings cannot be made until ICMS Travel Pty Ltd receives your payment or credit card details. Room rates are in Australian Dollars and include the Australian Goods and Services Tax (GST).

The Symposium Organiser can accept the following methods of payment:

Cheque/Money Order/Bank Draft: Please make payable to ICMS Travel Pty Ltd

Overseas delegates: Personal cheques will not be accepted and will be returned to sender. Company cheques will only be accepted if issued from an Australian Bank.

Electronic Funds Transfers (EFT):

If you wish to pay by EFT, please indicate on your accommodation form where specified. Should you select this option, documentation will be sent to you. This will allow the Symposium Organiser to monitor the status of your payment.

Credit Card:

All major credit cards are accepted: American Express, Diners Club, MasterCard and Visa.

Change of Booking

Alterations to your accommodation booking will not be accepted over the telephone. Alterations must be in writing via:

Email: registration@icms.com.au
Fax: +61 3 9682 0288
Post: NLS4 2008
C/- ICMS Pty Ltd
84 Queensbridge Street
Southbank VIC 3006 Australia

Hotel Listing	Room Type	Per Night Rate
Citclub Hotel (Symposium Hotel) ★★★★ 113 Queen Street, Melbourne	Superior Single/Double	\$139.00
	Superior Twin	\$139.00
	Deluxe Single/Double	\$159.00
	Deluxe Twin	\$159.00
Citclub Hotel sits adjacent to CQ Functions and is situated in the heart of Melbourne's CBD. Walking distant from major corporate headquarters, the central shopping precinct, the casino and the conference and exhibition centres, it is the ideal base for business and leisure. Our hotel is committed to offering excellent service and to make your stay as relaxed and stress-free as possible.		
Clarion Suites Gateway ★★★★☆ 1 William Street, Melbourne	One Bedroom Suite	\$219.00
	Two Bedroom Suite	\$365.00
Clarion Suites Gateway is a stylishly refurbished full service, all suite hotel in the heart of Melbourne CBD. Located on the banks of the Yarra River and only a short stroll to many of Melbourne's landmarks it offers 120 exceptionally appointed studio and 1 & 2 bedroom suites.		
Metro Apartments on Bank Place ★★★★ 18 Bank Place, Melbourne	Studio Apartment	\$139.00
	One Bedroom Apartment	\$149.00
Metro Apartments on Bank provide central Melbourne accommodation for business and leisure providing easy access to shops and attractions. With fabulous self-contained 1-bedroom apartments, Metro on Bank is ideal for any visit. The 1-bedroom apartments feature separate living and dining areas, as well as a full kitchen.		
Hotel Unilodge on Flinders ★★★★☆ 238 Flinders Street, Melbourne	Standard Studio Room	\$104.00
	Twin Studio Room	\$114.00
	One Bedroom Apartment	\$135.00
	Two Bedroom Apartment	\$188.00
Hotel UniLodge on Flinders offers well-equipped, affordable serviced apartments across the road from Federation Square, Flinders Street Station and within walking distance of the Conference venue. The excellent shopping areas and restaurants of Melbourne are also close by.		

Please note the Symposium Organiser cannot accept new accommodation bookings or amendments to existing accommodation bookings after **Monday, 27 October 2008**.

Accommodation amendments after Monday, 27 October 2008 will need to be forwarded directly to the hotel.

Cancellation of Booking

Cancellations must be advised in writing to the Symposium Organiser. The deposit will be forfeited for all cancellations received after Monday, 27 October 2008 or if the room is not occupied on the advised date of arrival.

General Information

Symposium Venue

Name: CQ Functions
Address: 113 Queen Street, Melbourne, VIC (corner Queen and Collins Streets, Melbourne)
Phone: 03 8601 2721
Website: www.cqmelbourne.com.au

CQ Functions is situated in the heart of the CBD within the CQ complex. CQ includes the Citiclub Hotel, function centre, bars, Conference and Nightclub facilities.

Badges

Your name badge is your entrance ticket to all sessions and the Exhibition. Please wear your name badge at all times. Your tickets for the Cocktail Party and the Symposium Dinner are also included in your name badge holder.

Car Parking

Parking is available on site with Secure parking. It has a limited number of spaces and early bird parking is currently not available at this car park.

0 - 1/2 Hour	\$5.00
1/2 - 1 Hour	\$13.00
1 - 2 Hours	\$26.00
2 - 3 Hours	\$36.00
3 Hours +	\$42.00

Wilson's Car Park located at 200 Queen Street (3 minute walk from CQ Functions) is a large multilevel site. Early bird parking rates are available if you enter between 7.00am and 9.30am and exit between 3pm and midnight. You may be required to leave your keys.

0 - 1/2 Hour	\$4.50
1/2 - 1 Hour	\$13.00
1 - 2 Hours	\$28.00
2 Hours +	\$42.00 max.
Early Bird Rate	\$18.00

Disabled Facilities

If you require disability specific facilities, please notify the Symposium Organiser by indicating on your registration form.

Insurance

It is strongly recommended that delegates take out adequate travel and health insurance prior to commencement of travel. Further information can be obtained from your travel agent.

Liability Disclaimer

In the event of industrial disruption or other unforeseen circumstances, the Symposium Organisers accept no responsibility for loss of monies incurred by delegates. The Symposium Organisers accept no liability for injuries/losses of whatever nature incurred by participants and/or accompanying person, nor for loss or damage to their luggage and/or personal belongings. Delegates should make their own arrangements with respect to personal insurance.

Messages

A message board is available for delegates located near the registration desk on the ground floor. Sessions will not be interrupted to deliver messages. Delegates are asked to check the message board regularly, as messages cannot be delivered personally. If you are expecting a facsimile, please ensure your name and "NLS4 2008" is clearly listed.

No Smoking Policy

Delegates should be aware that smoking is banned in public buildings and many hotels and restaurants throughout Australia, including the Symposium venue.

Symposium Organiser

ICMS Pty Ltd
84 Queensbridge Street
Southbank, VIC 3006
AUSTRALIA
Phone: +61 3 9682 0244
Fax: +61 3 9682 0288
Email: newlibrarian2008@icms.com.au
Website: <http://conferences.alia.org.au/newlibrarian2008>



4th ALIA New Librarians Symposium – 5-6 December 2008

ABN : 40 090 953 236

Register on-line at the Symposium <http://conferences.alia.org.au/newlibrarian2008/Registration>

Or please complete and return this form, accompanied by your payment in Australian Dollars to:

NLS4 2008

C/- ICMS Pty Ltd Phone: +61 3 9682 0244
 84 Queensbridge Street Fax: +61 3 9682 0288
 Southbank VIC 3006 Email: newlibrarian2008@icms.com.au
 Australia ABN 66 007 041 732

This form becomes a Tax Invoice upon payment. Please retain a copy for your records.

In registering for this Symposium relevant details will be incorporated into a participant list for the benefit of all delegates (name and organisation only), details may be made available to parties directly related to the Symposium including venue and accommodation providers (for the purpose of room bookings and Symposium options), key sponsors (subject to strict conditions) and to inform you via email of future ALIA events. Please tick the box below if you do not wish to have your name included in the participant list. Please as appropriate: I Do Not Consent

All Rates Quoted Are Inclusive of GST and are in Australian Dollars

A. DELEGATE INFORMATION (Please print in block letters)

Title (Prof/Dr/Mr/Ms/Mrs/Miss): Given Name:

Family Name: Preferred Name :

ALIA Membership Number (or ASA, ASLA, LIANZA or AGLIN):

Company/Organisation (if applicable):

Position:

Mailing Address:

.....

Country:

Phone Business: Mobile:

Fax: Email:

Special Requirements (eg: wheelchair access/vegetarian):

.....

	Early Bird to 5 September	5 September to 4 December	Onsite from 5 December 2008
Member	\$335.00	\$395.00	\$425.00
Non Member	\$445.00	\$525.00	\$555.00
Student* - Member	\$250.00	\$250.00	\$275.00
Student* - Non Member	\$335.00	\$335.00	\$360.00
Speaker	\$250.00	\$250.00	\$275.00
Day Registration - Member	\$250.00	\$250.00	\$275.00
Day Registration - Non Member	\$335.00	\$335.00	\$360.00

**Please fax evidence of your student status to the Symposium Organiser on +61 3 9682 0288*

Registration Fees SUB TOTAL \$ _____

B. PRE SYMPOSIUM SESSIONS

Career Development Workshop

Date: Thursday, 4 December 2008

Time: 2:00pm– 4:00pm

Included in registration fee. If you wish to attend it is essential that you indicate your attendance (✓) as entry will not be permitted without a ticket.

Yes No

Resume Reviews

Date: Thursday, 4 December 2008

Time: in 15 minute time-slots from 10:00am - 4:00pm

Included in registration fee. If you wish to attend it is essential that you indicate (✓) whether you prefer a morning or afternoon time-slot.

Please indicate attendance: Morning Afternoon

Please note, places are limited so book early to avoid disappointment.

The Art of Influence: Essential Skills for Leaders - Elaina M Norlin

NLS4 Delegates only (limited places available)

Date: Thursday, 4 December 2008

Time: 10.30am - 12.30pm

Venue: RMIT Library, Seminar Room 1

Cost: \$30.00 per ticket x tickets

\$ _____

Help!! My Boss is Crazy!!! Creative Steps Towards Moving to a Healthy Workplace

NLS4 Delegates only (limited places available)

Date: Thursday, 4 December 2008

Time: 2:00pm-4:00pm

Venue: RMIT Library, Seminar Room 1

Cost: \$30.00 per ticket x tickets

\$ _____

PRE SYMPOSIUM SESSIONS SUB TOTAL \$ _____

C. PRE SYMPOSIUM LIBRARY TOURS – 4 December 2008

Please refer to the Provisional Program and then indicate Option 1, 2 or 3 in order of preference for the Pre-Conference Library Tour you wish to attend. Please note that tours will depart at 2:00pm from the steps of the State Library of Victoria, 328 Swanston Street, Melbourne 3000.

Option 1

Option 2

Option 3

Places are strictly limited for each tour and will be assigned on a first come basis.

D. SOCIAL PROGRAM

Cocktail Party

Friday, 5 December 2008

Included in registration fee. If you wish to attend it is essential that you indicate your attendance (✓) as entry will not be permitted without a ticket.

Yes No

Additional Tickets Cocktail Party: Tickets \$60.00 per ticket x tickets

\$ _____

Symposium Dinner

Saturday, 6 December 2008

Included in registration fee. If you wish to attend it is essential that you indicate your attendance (✓) as entry will not be permitted without a ticket.

Yes No

Additional Tickets Symposium Dinner: Tickets \$125.00 per ticket x tickets

\$ _____

SOCIAL PROGRAM SUB TOTAL \$ _____

GRAND TOTAL ENCLOSED \$ _____

E. PAYMENT DETAILS

Cheques: Please make all cheques and bank drafts payable to: 4th ALIA New Librarians Symposium.
All payments MUST BE IN AUSTRALIAN DOLLARS (\$).

OR

Credit Card: Please note that credit card charges will appear on your statement as ICMS Pty Ltd.
Please charge my: (Tick ✓ which applicable)

American Express Diners Club MasterCard Visa Card Expiry Date:/..... (mm/yy)
(must be provided to process payment)

Cardholder's Name *(please print)*: Cardholder's Signature:

Electronic Funds Transfer (EFT): If you wish to pay via (EFT), please indicate in the box below. Upon receipt of this registration form, the Symposium Organiser will mail or fax an applicable tax invoice to you within 10 working days.

(Please tick if you require EFT details): Please send me documentation to arrange a telegraphic transfer.

Cancellation and Refunds

Cancellations must be advised in writing to the Symposium Organiser. Cancellations received before **Monday, 27 October 2008** will receive a refund of registration fees less an administration charge of \$150.00.



ABN : 40 090 953 236

4th ALIA New Librarians Symposium – 5-6 December 2008

Register on-line at the Symposium <http://conferences.alia.org.au/newlibrarian2008/Registration>

Or please complete and return this form, accompanied by your payment in Australian Dollars to:

ICMS Travel Pty Ltd
84 Queensbridge Street
Southbank VIC 3006
Australia
Phone: +61 3 9682 0244
Fax: +61 3 9682 0288
Email: registration@icms.com.au

Please note that this document is not a tax invoice. Tax invoices will be issued upon check out from your nominated hotel.

All Rates Quoted Are Inclusive of GST and are in Australian Dollars

A. DELEGATE INFORMATION (Please print in block letters)

Title (Prof/Dr/Mr/Ms/Mrs/Miss): Given Name: Family Name:
Company/Organisation (if applicable):
Mailing Address:
Country:
Phone Business: Mobile:
Fax: Email:

B. ACCOMMODATION RATES

Table with 4 columns: Hotel, Room Type, Deposit Required per Room, Total Deposit. Rows include Citiclub Melbourne, Clarion Suites Gateway, Metro Apartments on Bank Place, and Hotel Unilodge on Flinders.

ACCOMMODATION DEPOSIT SUB TOTAL \$

(N.B Accommodation booking will not be accepted unless accompanied by a one night deposit per room)

* Please advise name of person sharing room:

C. ROOM REQUIREMENTS

Arrival Date:/...../ 2008 Estimated time of arrival: am/pm

Departure Date:/...../ 2008

I/We will require: (Tick ✓ which applicable): Non Smoking Smoking

Where possible the hotel will endeavour to fulfil your request, however this is not guaranteed.

D. PAYMENT DETAILS

Cheques: Please make all cheques/bank drafts payable to: **ICMS Travel Trust**. All payments MUST BE IN AUSTRALIAN DOLLARS (\$).

OR

Credit Card:

Please charge my: (Tick ✓ which applicable)

American Express Diners Club MasterCard Visa Card Expiry Date:/..... (mm/yy)
(must be provided to process payment)

Cardholder's Name *(please print)*: Cardholder's Signature:

Please Note: *If paying by credit card, your details will be passed onto the hotel as a guarantee. The hotel may not initially deduct payment from your credit card but may charge you full payment at the time of check-out. The hotel may charge a processing fee on payments by credit card.*

Electronic Funds Transfer (EFT): If you wish to pay by EFT, please indicate on your registration form where specified. Should you select this option, documentation will be sent to you. This will allow the Symposium Organiser to monitor the status of your payment.

Please note: The Symposium Organisers cannot accept new accommodation bookings, or amendments to existing bookings after **Monday, 27 October 2008**.

Cancellation and Refunds

Cancellations must be advised in writing to the Symposium Organiser. The deposit will be forfeited for all cancellations received after Monday, 27 October 2008 or if the room is not occupied on the advised date of arrival.