

Our event:

UGA Libraries' 1st annual in-house conference

June 3, 2016, Russell Special Collections Building

Planned by: UGA Libraries' Faculty Committee on
Professional Development & Research

Attended by: UGA Libraries' Faculty & Staff

In-House Professional Development:

We Did It and You Can Too!

Erin Leach, University of Georgia Libraries

How we did it:

- Divided tasks between committee members
- Set deadlines & benchmarks for progress
- Met monthly to discuss progress & review deadlines

Tasks:

- Recruit keynote speaker*
- Call for proposals
- Purchase refreshments*
- Reserve room
- Set-up, clean up

*Required budget approval from University Librarian

The timeline:

February: Set event date
March: Reserve room, Call for Proposals
April: Invite keynote
May: Promote the event
June: Purchase refreshments