

**HIDDEN COLLECTIONS PROGRAM SYMPOSIUM  
WASHINGTON COURT HOTEL, WASHINGTON, DC  
MARCH 29-30, 2010**

**PARTICIPANT GUIDELINES**

**TRAVEL**

*Location:*

[Washington Court Hotel](#)

525 New Jersey Avenue NW  
Washington, DC 20001

*Travel:*

Participants are responsible for their own travel arrangements to Washington, DC. Expenses for up to 2 representatives from each project for 2008 and 2009 will be reimbursed in accordance with CLIR's travel policy.

*Lodging:*

CLIR will handle hotel reservations at the conference hotel for all participants. Please send travel dates to Christa Williford at [cwilliford@clir.org](mailto:cwilliford@clir.org), indicating which and how many nights each participant will be staying at the conference hotel. CLIR will pay for two nights at the conference hotel for up to 2 representatives from each project.

Additional staff may attend at their own institution's cost, space permitting. See the Hidden Collections Recipients' web page for the travel policy, expense reimbursement form, registration link, and other useful information:

<http://www.clir.org/hiddencollections/recipients.html>

**POSTERS**

Posters featuring the participants' projects and institutions will be displayed throughout the symposium. The poster display will allow participants to familiarize themselves with projects quickly, so that they might maximize opportunities to make connections with others while at the symposium.

One poster from each project must be submitted to CLIR by Monday, March 15, 2010. Posters should be in PDF format and be sent by e-mail to Christa Williford at [cwilliford@clir.org](mailto:cwilliford@clir.org). They will be printed by CLIR.

**2008 recipients:** Projects awarded grants in 2008 are encouraged to focus on major lessons learned during the first year of project work.

**2009 recipients:** Projects awarded grants in 2009 are encouraged to highlight any special questions or concerns they have about the implementation of their projects.

Posters will be 24" x 36", and will be printed in color. Participants are free to design their posters as they wish within the size limit.

### **PANEL SESSIONS: SPEAKERS**

#### *Day One: "Innovation" Panel*

Participants are invited to submit proposals for 15-minute presentations related to innovations in organization, staffing, training, technologies, cataloging workflow, or recordkeeping practices employed in their project, exploring how these practices have shaped or will shape ongoing work at their institutions. It will be especially useful for the group to hear about the challenges associated with implementing these innovations, and how project teams have met these challenges.

#### *Day Two: "Outreach" Panel*

Participants are invited to submit proposals for 15-minute presentations on any aspect of outreach or public programming connected with their projects. It will be especially useful for the group to hear about challenges associated with project outreach, and ways staff members have met these challenges. "Outreach" may be broadly construed, including efforts to involve local users, distant users, students, or other institutions in the programming or services associated with a project.

Please send proposals to Christa Williford at [cwilliford@clir.org](mailto:cwilliford@clir.org) by February 1, 2010.

### **BREAKOUT SESSIONS: LEADERS**

#### *Day One: "Birds of a Feather" Breakout Meetings*

Participants are invited to propose roundtable-style discussions on topics of common interest (topics could include but are not limited to issues concerning university libraries, college libraries, independent libraries, consortia, historical societies, museum archives, etc.).

#### *Day Two: Technology Breakout Meetings*

Participants are invited to volunteer to lead short sessions related to technical tools, standards, and practices employed on program projects. Topics may include but are not limited to application of the EAD standard, or the uses of Archon, Archivists' Toolkit, CONTENTdm, etc.

Please contact Christa Williford at [cwilliford@clir.org](mailto:cwilliford@clir.org) by February 1, 2010 if you are interested in leading one of the discussions.

### **GOOGLE DISCUSSION GROUP**

To discuss plans and share ideas about the meeting online, please visit the Google Discussion Group at <http://groups.google.com/group/hidden-collections-project-staff>.