

## **Venue**

The MaRS Centre had been booked and a deposit provided. The deposit has been refunded to the TALL bank account.

## **Catering**

A caterer had been booked but no deposit provided as it was not required until closer to the date. Conference committee contacted them to cancel/postpone.

## **Speaker sessions**

The majority of the speakers were confirmed and the conference schedule was being finalized. Included in the sessions was a panel discussion as well as lightning talks.

## **Website**

A [conference website](#) had been created with plans to keep it updated with conference details such as speaker biographies.

## **New events**

The lunch hour was to be extended for this year's conference to allow for the following activities:

*Human book library:* Four human books were confirmed. These individuals were all in the legal field and were to be available over the lunch hour to be "checked out" by conference attendees for a short discussion.

*Career workshop:* A photographer was booked to conduct headshots. In addition, planning for a resume/cover letter workshop was underway.

*Vendor expo:* This year's conference was to feature TALL's first vendor expo.

*Poster session:* A poster session was planned for the lunch hour. Poster authors were to be available for part of the lunch hour to allow for attendees to ask questions.

## **Promotion**

A marketing plan was developed with plans to promote the conference via TALL's various social media channels as well as blog posts posted to the TALL website. The goal was to feature the new events, speakers, new venue, as well as sponsors in the promotion materials. Library schools (librarian and library technician) were also contacted to promote the conference to future legal information professionals.

### **Volunteers**

Including the conference co-chairs, a total of 9 individuals had contributed to the planning of the conference.

Even though it is not known when the next conference will be held, it is a conference to look forward to.