



## Call for Proposals for USBBY's 2027 IBBY Regional Conference

USBBY sponsors a biennial regional conference that features speakers of international interest in the field of literature for young people that is held in the fall in odd numbered years. The umbrella organization, IBBY, holds a worldwide Congress every two years (in even numbered years), so our conference emerged as a parallel event for our “region” of the globe.

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### Selection of a Conference Site

More than a year before the IBBY Regional Conference Program Committee is appointed, the USBBY Board will begin the process of selecting a site for the conference, as follows:

#### a) Determining Criteria for Site Selection

The process of selecting a conference site will begin at the June board meeting of each even numbered year. At that meeting, the Board will discuss the IBBY Regional Conference that will take place in three years and determine whether to set criteria or preferences that would narrow the choice of a site, so that those can be clearly communicated in the call for proposals.

- Examine the sites of past conferences and the one coming up the next year, and decide whether to specify, or rule out, any geographic region(s).
- Discuss whether there are other preferences that need to be stated in the call for proposed sites, such as ambience vs. cost (a resort/retreat atmosphere vs. a college campus or other less expensive venue that is affordable for more people).

*Past IBBY Regional Conference locations are as follows:*

1995 Callaway Gardens, GA  
1997 Albuquerque, NM  
1999 Madison, WI  
2001 Burlingame, CA  
2003 Chautauqua, NY  
2005 Callaway Gardens, GA  
2007 Tucson, AZ  
2009 St. Charles, IL  
2011 Fresno, CA

2013 St. Louis, MO  
2015 New York City  
2017 Seattle, WA  
2019 Austin, TX  
2022: Nashville, TN  
2023: New York City

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## **Call for Proposals**

In the summer/early fall after the June meeting, the President of USBBY will send out a call for proposals to all USBBY members, asking that proposals be submitted by January 15th of the following (odd numbered) year. Any criteria or preferences determined by the Board in June will be clearly communicated in the call.

The call for proposals will be as specific as possible about the required information. At the same time, it should make clear that at this stage people are not being asked to invest enormous time and effort in putting together an elaborate proposal with a detailed program or exact costs. Rather, they should provide a relatively succinct preliminary outline. If the outline is accepted, the Board may ask for more detailed information later.

The call for conference proposals should request the following information, which will be used as the criteria to select the site:

- Rationale for a particular geographical location
  - o Location in the U.S. as compared to previous conferences (the Board may invite proposals from particular regions)
  - o Location has an appeal to USBBY members in terms of accessibility and desirability
  
- International Vision
  - o A vision for the conference that is international and reflects cultural diversity globally, not just locally
  - o Vision indicates an understanding of the mission of both USBBY and IBBY, and an understanding of the function of the IBBY Regional Conference within, as well as beyond, USBBY.
  - o Vision may take advantage of possible themes or activities that would draw on the location and collaborators
  
- Organizational Team
  - o Collaborators in the area who are familiar with USBBY and with international

literature (at least some of whom are USBBY members, along with other possible groups and individuals) who could sponsor the conference in this location.

- o Experience with previous Regional IBBY Conferences
- o Plan for collaborating with the USBBY Board on the program content

- Conference Location

- o Describe several possible site locations in terms of facilities and estimated costs for hotel, food, and transportation. Outline the pros and cons of each. (If the Board has specified a preferred type of ambience/location, show how the sites meet those criteria.) Provide web site address for each location.

- o Comfortable hotel and dining facilities that will accommodate large and small group meetings, as well as book exhibits, for 250-300 participants

- o Location has an ambience conducive to presentations, discussions, and conversations.

- Cost for Attendees

- o Estimate the total cost for participants, including hotel, food, transportation to the location and to and from the airport, etc.

- c) Evaluation of Proposals and Final Choice of Conference Site

All proposals received by January 15th of each odd numbered year will be forwarded to Board members to be considered at the February Board meeting. At that meeting, the Board will discuss the proposals and may select one or more preliminary choices.

Selected proposers may be invited to submit further more detailed information if needed. The Past President (and/or other Board members) will work with the proposers to specify and collect the desired information. This additional information will be forwarded to all Board members to be considered at the June Board meeting.

Final selection of the conference site shall occur at the June board meeting of each odd numbered year, so that initial information about the next conference can be published in the Fall newsletter of that year, and released at the IBBY Regional Conference of that year.

**Appointment of the IBBY Regional Program Planning Committee:**

Once the conference site has been selected, the conference program planning committee will be appointed. The current President-Elect and the incoming President-Elect (who will be President at the time of the conference) will play a major role in appointing the committee.

Members of the committee should include several USBBY Board members or Board appointees in addition to the local committee members. If possible, the local committee members should be USBBY members who are familiar with IBBY regional conferences.

### **Charge of the Committee:**

The work of the committee should begin two years in advance of the conference, and its major focus should be on creating the program for the conference.

Guidelines for developing the program include:

- Selection of major speakers should include at least one international speaker in addition to the Dorothy Briley lecturer and at least one “new” author or illustrator whose work is international in focus.
- Work to obtain as much outside funding as possible, such as publisher sponsorships of speakers, meals, receptions, giveaway materials, etc., plus grants from foundations, support from local colleges or businesses, etc.
- Consider appointing panels that include two - three panellists on topics related to the conference theme with moderators briefly introducing each panelist and summarizing connections between or among panelists, as well as moderating questions and comments from the audience. When appropriate, sessions should include audience participation and response.
- Consider a local authors’ reception that highlights the work of local authors and illustrators from that city or region who display their work and interact informally with attendees.
- Selection of breakout groups and/or poster sessions should focus on issues related to international books and be discussion and interaction oriented.
- Selection of books for advance reading list and book discussion groups can include possible pairings of international and U.S. books.
- The program should allow time for informal discussion.
- Time for interacting with exhibits of international books should be included.

Additionally, the committee, working closely with the Local Arrangements Committee, the USBBY President, Executive Director, Treasurer, Webmaster, and Publicity Committee should develop an informative conference website, within the USBBY website, that is fully functional for members to register, book accommodations, etc., by spring of the conference year.

The committee must develop a conference budget, which must be approved by the USBBY Board. The committee needs a treasurer in charge of the budget, keeping track of all income and expenses, and will work with the Secretariat for items paid under the Secretariat contract.

Other responsibilities of the committee include managing all activities that are essential for successful conference planning and execution, such as:

- Communication with speakers at all stages of planning
- Arrangements for welcoming, hosting, and thanking speakers
- Strategic plan for promoting and publicizing the conference
- Manage the many aspects of making the conference experience the best it can be for participants.

The committee will also work closely with the Secretariat throughout the planning process and in determining who is carrying out specific responsibilities. In general, the planning committee provides content and the Secretariat provides templates for correspondence and forms; editing, distribution, and tracking of materials; layout and design of materials; and duplication and shipping of materials to the conference site.

It is recommended that the committee examine previous conference planning committees and reports, particularly the report for the most recent conference.

### **Appointment of the IBBY Regional Local Arrangements Committee**

Chair, Board Liaison, variable number of committee members (January appointment, two-year term in even year preceding the conference)

The work of the local arrangements committee and the program committee may overlap and thus be divided and shared in a different way than noted here. Some of the following charges can be assumed by the program committee, depending on how the committees work together. The members of the two committees should meet and make clear decisions about these responsibilities early in the process.

Charge:

- Make local arrangements for facilities, meals, etc. (meeting rooms, hotel, etc.)
- Maintain communication with USBBY Board, President, President-elect, and Secretariat,

and make update reports at Board meetings.

- Appoint and oversee local committees (publicity, tours, facilities, exhibits, hospitality,

USBBY exhibit(s), including the IBBY Honour Books, if applicable).

- Coordinate efforts with the standing committee on Publicity in creating flyers and posting information on the USBBY web site. These could include a one-page “save the date” flyer or postcard that is distributed two years prior to the conference, announcing the conference theme, dates, location, and confirmed speakers. Additional flyers can be developed as more details are determined. In the past a final conference registration brochure was developed at least six months in advance and also posted on the USBBY web site. Given the expense of this brochure, the committee may want to post the registration information only on the USBBY web site and instead print off large quantities of an attractive postcard that provides basic information and directs people to the web site for registration.

- Oversee registration procedures, attendance lists, and creation of conference packets.
- Arrange for a bookstore to sell the books of authors at the conference.
- The registration rates should be determined in collaboration with the Secretariat and the USBBY Executive Committee.
- Early-bird registration at a reduced price should be posted as early as possible on the USBBY website. Registration deadline is one month prior to conference, unless space is filled earlier. Offer full-time student registration at a discounted rate; service as a volunteer is required and sometimes has not included the cost of meals. The Chair assigns jobs to volunteer students throughout the conference, as needed. Rate to be determined in conjunction with the USBBY Executive Committee. The USBBY Secretariat may handle the above arrangements in special situations, with Board approval. In particular, the final negotiation of legal contracts with the facility is the responsibility of the Secretariat.
- Arrange for volunteers for registration and exhibits.
- Plan after conference tours, if appropriate.