July 17, 2016

**Dear Keynotes, Speakers and Poster Presenters,**

- For your attention, here is some information (some itms have been already sent to you before).

- Please, take note of the following guidelines (**Appendix 1** has same information as this message).

- The list looks complicated but basically calls your attention to paper format, audiovisual presentation, author rights´ permission, and paper submission:

A. Papers – Full texts

1. **IFLA Template.** Your paper needs to be formatted in the IFLA Satellite Template, so that it can be uploaded at the IFLA repository (An open access site). **See Appendix 5).**
2. **Author permission.** Fill and sign the IFLA official consent form and send it along with the paper, if you have not done it. Visit: <http://forms.ifla.org/node/add/wlic-authors-permission-form>
3. **Copy to conveners.** In case you make last minute changes to your paper (You can do it up to the Satellite day), please send your revised text to us in Word format for later editing to: [jesuslau@gmail.com](mailto:jesuslau@gmail.com) / [belen.martinez@mecd.es](mailto:belen.martinez@mecd.es)
4. **Black and white good quality graphics.** All figures, graphics, pictures and alike have to be original material in black and white. No color materials, please, if they do not print right in BW (**See Appendix 2**).
5. **Come early to the meeting.** Onsite registration will be from 8-9 am.
6. **Presentations - .ppt, Prezi´s.** Presentations of speakers need to be sent to us by July 30. Please, be sure to follow IFLA guidelines. See from page 2 onwards: <http://www.ifla.org/files/assets/wlic/2015/documents/guidelines-speakers-wlic-2015.pdf>).
7. **Bring a back up.** Bring a back up copy of your presentation in a USB drive the day of the meeting, just in case it is needed.
8. **Editing.** We plan to edit, if funds are available, two monographs, one for the paper texts, and another for the poster texts (this was optional to poster presenters, but most of you did sent a text). **See Appendix 2**, if there is a conflict in instructions follow IFLA ones.
9. **Printing.** We may opt for a commercial printing, where copies of books may have to purchased, unles we are able to get extra funding.

B. Posters

1. **Poster Size.** Posters will be hanged in USA estándar easels that we assume fit most poster sizes (**See Appendix 3** for more information). For poster size use international standard dimensions: 24” x 36″ <http://www.standardpostersizes.com/>
2. **Bring your printed poster with you.** You need to bring your posted printed, because we cannot unfortunately print it. Send us a copy, please.
3. **Bring extra poster materials.** If you plan to do a special poster decoration, please bring the stuff you may need, like tape, printed copies of your paper, etc.
4. **Poster set up.** Posters have to be mounted before 9:00, so arrive at 8:00 so you have time to do it. Easels will be provided on first come basis. You can bring print outs of your paper, business cards, or give-aways.

C. Registration, Lunch, and Transportation

1. **Free registration for main speaker.** One speaker per paper will be waived the registration fee, thanks to the funding provided by IE Library (Madrid, Spain), so please let us know who is going be the main presenter. A request to fill a registration form was sent to you in a separate mail.
2. **Fill registration form.**  Please, fill the registration form with your official name as author(s) by Tuesday, July 19, 2015.
3. **Lunch for speakers.** It will be covered by the organizing committee to main speakers thanks again to the funding of IE Library (Madrid, Spain). If there are additional speakers, please register by yourselves. The Satellite is free, you will just need to cover lunch, $20 Dollars.
4. **Transportation.** We will cover bus transportation from major IFLA hotels and OCLC (We will send you more details later) before the meeting and once it concludes. Please, let us know if you need the ride, so that we book enough bus spaces. Transportation will also be covered by IE Library funding.
5. **Taxi.** If you cannot take the bus, you can ride a regular taxi or Uber. We will not be able cover these expenses.

Thanks so much for you attention and for your willingness to participate at the IFLA LAC Satellite Meeting, you are and will be the core of our meeting success.

**Jesus Lau**

**Belén Martinez**

***Conveners***

**XC.** Sueli Ferreira, IFLA LAC Chair