

## Information for 2018 Small and Rural Libraries Conference Attendees *Updated, 2-7-18*

### Who Should Attend

Members of the Michigan library community are welcome to attend the event. This event is geared particularly to library staffs and trustees from public libraries serving populations of 25,000 or fewer. Please review the preliminary program for more information about speakers and session content.

### Time and Location

The conference will be held at Grand Traverse Resort & Spa in Acme, Michigan, Monday, April 30 through Wednesday, May 2, 2018. Registered attendees can pick up their registration materials beginning at 7:00 pm on Sunday, April 29. The conference will begin with an opening luncheon at 12:00 pm on Monday in the Governor's Hall at the hotel. The conference will conclude at the end of lunch on Wednesday, May 2 at 1:30 pm.

### Program

The preliminary schedule is available on the [Small and Rural Libraries Conference](#) web page. Detailed session descriptions will be posted at a later date. Check back regularly for more detailed information on individual sessions.

### Registration

Attendees, members of the Michigan library community, must register online at <http://www.solutionwhere.com/lom/cw/main.asp>. Each person registering for the conference needs an account in the Library of Michigan's workshop registration system. If multiple staff members from a library plan to register for the event each person must create their own account to register. Confirmation emails and updates will be sent through the registration system to the email provided in your registration profile. There will be no on-site registration.

**Registration deadline: April 1, 2018**

The cost of conference registration is **\$110 for the entire event**. This fee includes breakfast, lunch and dinner meals during the conference and all conference materials. This does **not** include lodging at the Grand Traverse Resort & Spa. More information about lodging can found be later in this document. It is the attendee's responsibility to make lodging arrangements for the event.

After registering online you may pay the \$110 conference registration online by credit card here: <https://www.thepayplace.com/mi/education/libofmich> The name of the attendee must match the name of the attendee you list with payment information. Billing name and address may be a different individual or organization. Please also use the code provided on the PayPlace page when paying by check.

If you are paying by check or money order, please make it payable to: State of Michigan. To pay by check, print out your registration confirmation email or the confirmation screen and send with a check/money order to:

Workshop Registration – MDE

Attn: Chief Cashier

P.O. Box 30106

Lansing, MI 48909

Cancellations with a full refund for workshop registration will be accepted until April 8. Questions regarding a cancellation? Please contact Mary Anne Smith or 517-373-1580. For hotel cancellations see information below under Lodging. The Library of Michigan does not handle hotel reservations, cancellations or hotel billing issues for this event.

### Lodging

Attendees must reserve their rooms using [this link](https://www.grandtraverseresort.com/promocode?promocode=DOE0418) (https://www.grandtraverseresort.com/promocode?promocode=DOE0418).

The Grand Traverse Resort has offered attendees a rate of \$75.00 daily, per room. Room rates are based on single/double occupancy. Additional adults in a guest room will be charged a \$15.00 per person, per night rate.

**Room reservation must be made at the Grand Traverse Resort by March 30 to qualify for the conference block rate.**

**Check-in time:** After 4:00 p.m. **Check-out time:** Before 11:00 a.m.

**Note:** A \$15.95 resort fee will be charge per room, per night. Room rates are subject to 6% state tax, 5% convention and visitors' bureau assessment fee, and any other applicable taxes. The block of rooms being held for this meeting is based on estimated attendance. Please make your reservation as promptly as possible. Requests received after the block is filled will be contacted and given an option of being placed on a waitlist. The waitlist is not a guarantee of a room.

**All rooms in the block that have not been reserved 30 days in advance of the meeting, will be released for other guests.**

### Meals

The event registration covers seven conference meals including: Monday lunch and dinner; Tuesday breakfast, lunch and dinner; and Wednesday breakfast and lunch. Attendees

wanting meals must mark “yes” or “no” for each meal on the online registration form. If you have dietary restrictions, such as vegetarian, please note this during online registration.

Breaks and refreshments will be provided to workshop participants. If you do not plan to join the group for a meal, please mark that as your choice on the online registration. Attendees will receive meal tickets in their packets at the on-site registration table. The Library of Michigan staff members are **not** able to accept payment on-site for meals.

### Weather

Since we will be in northern Michigan in late April and early May, we recommend that you pack for a variety of temperatures. The months of April and May are generally characterized by rapidly rising daily high temperatures, with daily temperatures averaging 32°F to 66°F for the days of our stay.

### Great Basket Giveaway

This year’s Hospitality Committee would once again like to have the “Great Basket Giveaway” at the Rural Library Conference. Baskets can be big, small, or in between. A bottle of wine and a book can be a basket. Choose a catchy theme for your basket if you wish! Baskets can be from your library, cooperative, a business, or an individual. Please add a label with the theme, the donor and donor’s address. Some individuals like to send a thank you. If you are willing to bring a basket, please email Joann Crater at [director@hudsoncdl.org](mailto:director@hudsoncdl.org). Contact Joann with any questions you might have about the Great Basket Giveaway.

### Additional Information

All attendees will receive a conference bag, nametag, meal tickets and conference program when they arrive on-site. Attendees can pick up registration materials at the Lower Level registration desk. Early pick up is on Sunday from 7pm to 9pm. Attendees will receive reminders and updates via email prior to the event.

**Questions? Call us at 877-479-0021 - toll-free in MI**

**Payment Questions** – Linda Isaacson [IsaacsonL@michigan.gov](mailto:IsaacsonL@michigan.gov)

**General Event** - Evette Atkin [atkine@michigan.gov](mailto:atkine@michigan.gov)

**Registration** - Mary Anne Smith [smithm99@michigan.gov](mailto:smithm99@michigan.gov)