

**INTERNATIONAL LEADERSHIP CONFERENCE  
ON  
INFORMATION LITERACY**

**PRELIMINARY PLANNING MEETING**

**OCTOBER 9-10, 2001**

**NCLIS Headquarters - 1110 Vermont Ave. NW, Suite 820 Washington D.C.**

**TASK CYCLE AGENDA**

**PURPOSE OF PRELIMINARY PLANNING MEETING**

To bring together a broad array of key professionals in a preliminary planning meeting to capitalize on their experience and expertise in order to plan a "Meeting of Experts" to be held in early 2002, which will itself be charged with detailed planning for undertaking a larger and more ambitious worldwide "International Leadership Conference on Information Literacy" that would be held late in 2002.

**OUTCOMES**

1. To develop a clear, overall vision, and list of expected outcomes that the "Meeting of Experts" is expected to achieve, and to take the **first** step to discuss a vision of the larger international conference to be held later.
2. To reach agreement on a list of goals, objectives, themes, a draft agenda, and other particulars for the "Meeting of Experts", and a list of relevant, recommended background materials for use by invited participants, interested observers, and other parties.
3. To identify key participating sectors (**fields**, disciplines) which should be invited to the "Meeting of Experts, as well as the names of suggested experts in each field who might be invited.

**OCTOBER 9 AGENDA**

|  | <b><u>LEAD</u></b>        | <b><u>TIME</u></b> |
|--|---------------------------|--------------------|
| 1. Welcoming Comments                  | Breivik/Challinor/Willard | 1:00 pm            |
| 2. Facilitator Introduction            | Breivik                   | 1:10               |
| 3. Review Two-day Agenda               | Cody                      | 1:15               |
| 4. Participant Introductions           | All                       | 1:20               |
| 5. Concept Background                  | Breivik/All               | 1:50               |
| 6. Vision for the "Meeting of Experts" | All                       | 2:00               |

- Warm-up Discussion
- *Brainstorming/Affinity Exercise*

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| 7. Draft “Meeting of Experts”-<br>Vision Statement | All | 2:45 |
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BREAK

|   |     |      |
|---|-----|------|
| 8. Creating “Meeting of Experts”<br>Brainstorming/Affinity Exercise:  | All | 3:00 |
| <ul style="list-style-type: none"> <li>• Expected Outcomes</li> <li>• Goals and Objectives</li> <li>• Themes</li> </ul> |     |      |

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|---|-----|------|
| 9. “Meeting of Experts” Draft Agenda  | All | 4:15 |
| <ul style="list-style-type: none"> <li>• Date/Duration of Experts’ Meeting</li> </ul> |     |      |

|                              |      |      |
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| 10. Review October 10 Agenda | Cody | 4:55 |
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**OCTOBER 10 AGENDA**

**LEAD**

**TIME**

|   |      |        |
|---|------|--------|
| 1. Continental Breakfast                  | All  | 9:00am |
| 2. Review Previous Day’s Accomplishments  | Cody | 9:30   |
| 3. Identification of “Meeting of Experts” | Cody | 9:35   |

Key Sectors/Invitee List:

- Fields/Disciplines/Names-*Brainstorming Exercise*

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| 4. Identify Relevant Background Material | All | 10:15 |
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BREAK

|  |     |       |
|--|-----|-------|
| 5. Vision of International Conference:                                     | All | 10:45 |
| <ul style="list-style-type: none"> <li>• Large Group Discussion</li> </ul> |     |       |

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|--|------|-------|
| 6. a) Raising Policy Maker/General Public<br>Awareness | Cody | 11:15 |
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b) Possible Funding Sources-Small Group

|       |     |      |
|-------|-----|------|
| LUNCH | All | Noon |
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| 7. Small Group Discussions Continued | All | 1:00 |
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| 8. Small Group Report-outs | Reporters | 2:00 |
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| 9. “International Leadership Conference” | Cody | 2:30 |
|--|------|------|

Business Plan Development

- Affinity Categories: *Brainstorming Exercise*  
~ Conference Steering/Governance Structure and Process

- ~ Roles in Conference Planning Implementation and Evaluation
- ~ Budget and Finance
- ~ Advocacy, Marketing, and Publicity
- ~ Other Meeting Needs

11. Closing Remarks

Challinor/Wachholz/Breivik 4:15

12. Adjournment

All 4:30