



**CARALL XXX– DRAFT
CONFERENCE/ANNUAL GENERAL MEETING**

29th June – 2nd July, 2015

THEME: Train the Trainer: Reflecting, Re-energising and Re-Tooling for the Future

MONDAY JUNE 29TH

3:00p.m. – 4:00p.m. An introduction to book repair (practical)

4:00p.m. – 5:30p.m. Registration

TUESDAY JUNE 30TH

8:30 a.m. – 9:30 a.m. Registration continues

9:30 a.m. – 10:30 a.m. **OPENING CEREMONY**

10:30 a.m. – 10:45 a.m. *Coffee Break*

10:45 a.m. – 11:30 a.m. **Business Meeting I** – Appointment of Resolutions Committee Members

11:30 a.m. - 12:15 p.m. **Session I** - WestlawNext - a demonstration

12:15 p.m. - 1:15 p.m. *LUNCH*

1:15p.m. – 3:15p.m. **Business Meeting II** - *Annual General Meeting*

3:15p.m. – 3:30p.m. Coffee Break

3:30p.m. – 4:15p.m. **Business Meeting III** - Highlights/reports from member Libraries/reports from SIG meetings

4:15p.m. – 5:15p.m. **EXHIBITION VIEWING** – Official opening

7:00p.m. – 9:00p.m. **Social Event**

WEDNESDAY 1ST JULY

- 9:00a.m. – 10:00a.m. **Session II** — Information literacy and instruction skills – how to Impart Practical Knowledge to your Law Library’s Clients
(Presenter – Ms. Anselma Mohammed)
- 10:00a.m. – 11:00a.m. **Session III** – Caribbean Law Topic - Preservation of the environment - enforcing the laws **(Presenter – Ms. Alana Lancaster)**
- 11:00a.m. – 11:15a.m. - Coffee break
- 11:15a.m. – 12:15p.m **Session IV** – Public Speaking Skills for Professionals: how to Capture the Attention of your Law Library’s Clients and Stakeholders **(Presenter – Ms. Gomitee ‘Sandra’ Lakhram)**
- 12:15p.m. - 1:30p.m. *LUNCH*
- 1:30p.m. – 2:30p.m. **Session V** – Marketing and Promotional Skills for Professionals: how to highlight your Law Library’s Offerings to Clients and Stakeholders **(Presenter – Mr. Thomas Borkowski)**
- 2:30p.m. – 3:00p.m. Committee reports
- 3:00p.m. – 3:15p.m. Coffee break
- 3:15p.m. – 4:00p.m. Committee meetings – charting the way forward
- 6:30p.m. – 9:00p.m. **Social Event**

THURSDAY 2ND JULY

- 8:30a.m. – 9:30a.m. **Session VI** - Strategic Planning workshop: the way forward (Part 1)

9:30a.m. – 10:30a.m.	Session VII - Strategic Planning workshop: the way forward (Part 2)
10:30a.m. – 10:45a.m.	Coffee break
10:45a.m. – 11:45a.m.	Session VIII – Strategic Planning workshop: the way forward (Part 3)
11:45a.m. – 12:00p.m.	Distribution of Certificates to Participants
12:00p.m. – 12:15p.m.	Presentation of Grants to awardees
12:15p.m. – 1:15p.m.	<i>L U N C H</i>
1:15 p.m. – 4:15p.m.	Day trip
6:00p.m. – 6:30p.m.	Executive Meeting