



Form P Instructions 2008

Programme Enquiry Form

World Library and Information Congress
10-14 August 2008, Québec, Canada

Discussion Groups are only entitled to **one** 2-hour slot and cannot share their time with other groups to get extra time. So the instructions below about cooperation between sections do not apply to them. Discussion Groups also cannot apply for an extra time-slot.

- Form P has 3 parts:

1. Your group's 2-hours

Please use this part to describe how you intend to use the 2-hours allocated to your group.

2. Involvement in other sessions

Please use this part to indicate which other sessions your group is going to be involved in.

3. Extra Time Slots for Special Sessions

Please use this part to apply for extra time for a session you want to hold to address a special topic.

- A section has one 2-hour slot and can choose to have a joint session with another section. That could mean that it would be a 4-hour session, but it could also mean that it is still a 2-hour session and that the other section can still use their 2-hour slot.

Example:

Section X wants to have a joint session with Section Y and they decide to combine the hours, so they will have a 4-hour session.

Section X can still have a joint session with Section Z, but that can only be 2 hours then, the 2 hours from Section Z.

Or

Section X wants to have a joint session with Section Y and they decide to only use 2 hours, the 2 hours from Section X.

Section Y can then have their own 2-hour session, or have another joint session with Section Z and make that a 4-hour session.

[note: It is **not** possible to share and use 1 hour from one Section and 1 hour from the other Section. This is because of room limitations]

- There is no longer a separate day for workshops. All sessions, whether 2-hour, 4-hour or even longer are held mixed throughout the conference week.
- Whether a session is held on-site or off-site, that has no influence on the time allocated to a Section.
- If you are planning a joint session, please note that confirmation from both Sections is necessary. So please make sure that you fill out the forms for every session you are involved in, whether or not you are using your hours for that session.