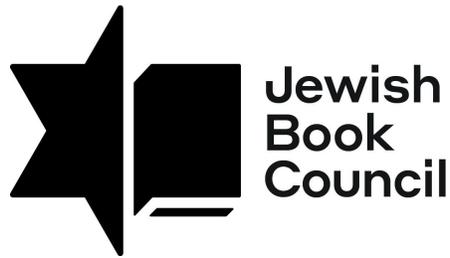


## *JBC Network—Member Guidelines 2020-2021*

This document is a detailed guide for members and potential members of JBC Network, including basic information about membership, a yearly calendar, tips for hosting authors, and financial procedures.

### *JBC Network Membership Benefits*

- **Exclusive access to the JBC's list of Jewish authors or authors on Jewish subjects** with books published between June 2019 and December 2020.
- Ability to **invite an unlimited number of authors throughout the year for no honorarium**. (*Select authors require a predetermined honorarium or other conditions.*) Scheduling is subject to authors' availability; member sites are responsible for author's travel and expenses and **must host a book sale** at author's event.
- An invitation to the **JBC Network Conference at Hebrew Union College (HUC 1 W. 4<sup>th</sup> St.) in NYC**, with presentations by **over two hundred authors** as well as opportunities for **professional and lay development**.
- Exclusive **consultation and support** from the JBC Network staff.
- **Discounted admission to BookExpo America**—this year in NYC , May 27-May 29
- Access to the **JBC Network community** of JCCs, synagogues, temples, Hillels, Federations, youth groups, and cultural centers hosting author programs.
- Access to a password-protected website with **book program resources**.
- **Jewish Book Month Poster**—sent to your site in the fall.
- JBC's **annual journal, *Paper Brigade***
- **Discount on JBC's READ ON: JEWISH AUTHOR SPEAKERS' BUREAU**
- Your membership helps support the mission of the Jewish Book Council to educate and enrich the Jewish community through literature.

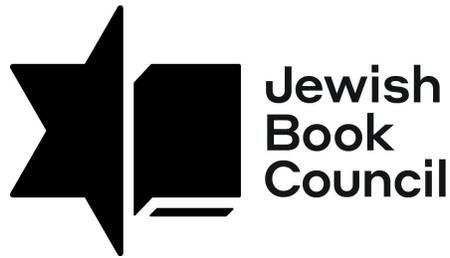


## *Network Calendar*

**Overview:** The JBC Network year runs from May 1-April 30.

**January:** Online registration for JBC Network membership and the annual Network Conference opens. The Conference is open to staff and lay leaders affiliated with the member site. *Conference registration fee is not included in membership dues.*

- **Membership dues must be paid in full and delivered to the Jewish Book Council office no later than March 31.** Late fees apply beginning April 1.
- **April:** Conference registration and payment must be **received by** April 1. All registrations and payments **MUST** be submitted by the Network Site. (No individual payments for conference by lay leaders will be accepted.)
  - It is possible to register and/or submit payment for the Conference through May 1 for an additional late fee.
- **May:** Members receive the complete list of the 2020-2021 authors.
  - Review copies of JBC Network books are mailed out to member sites attending the Conference and to those non-attending members who purchased a set separately.
  - A site not attending the Conference has access to key author information in the *Authors on Tour* book, delivered by mail, and the JBC Network's members-only website access.
- The JBC Network Conference takes place **May 19-21** in New York City. Members in attendance receive *Authors on Tour*—a book available only to JBC Network members, which includes book descriptions, author bios, list prices, publication information, program ideas, and the author's travel availability—and have the opportunity to hear from over 250 authors during five *Meet the Author* events at the Conference. (More information below.)
- **June:** Members have a two-week "reading period" after the Conference, during which time they review the JBC Network authors and their books.
  - Member sites submit initial author requests for the entire year to the Jewish Book Council. The request deadline for the 2020-2021 program is 9:00am EST on **Friday, June 5**. Members may request authors any time throughout the year, but certain authors' availability may be more limited after this first round of requests.
  - Approximately three weeks after the request deadline, the Jewish Book Council sends **tentative** schedules to members; members approve and/or make necessary changes.
- **July-August:** The community-approved **tentative** schedules are sent to the authors for approval. Once the booking is confirmed by both author and member site, it is considered **final**. The Jewish Book Council then sends out an official confirmation letter and schedule to each host community and all participating authors, which must be signed and returned to the Jewish Book Council.
- **August 2020-May 2021:** As soon as bookings are confirmed, coordinators are responsible for contacting authors, using the contact information provided by the Jewish Book Council. The details of this initial contact are outlined below. JBC Network travel agents begin working with coordinators and authors to book travel based on the finalized schedules. Additional requests by member sites are accepted (and encouraged) throughout the year.



## *JBC Network Conference*

The annual JBC Network Conference in New York City at HUC (1 W. 4<sup>th</sup> St.), May 19-21, is a three-day gathering of book program coordinators and lay committee members from around North America. **Conference registration is separate from JBC Network dues**, but member organizations must have annual dues **paid in full**, prior to registration, to participate. The Conference fee includes conference material, an *Authors on Tour* book, lunch and snacks, wine reception with authors, and one set of JBC Network books per site.

The JBC Network Conference includes professional development, networking opportunities, and *Meet the Author* sessions. Professional development programs vary from year to year, with sessions on book fair coordination, marketing, and technology. During *Meet the Author* sessions, JBC Network authors present for two minutes each, showcasing both their speaking style and their latest work.

Each JBC Network site attending the Conference receives a set of books by current JBC Network authors, shipped directly to their offices. ***It is recommended that those sites not attending the Conference purchase a set of books separately to help with author and book selection.***

## *Requesting Authors*

Sites may request authors by indicating a specific author they want or for a specific event date throughout the year. The JBC Network policy is to avoid rescinding author invitations, as it reflects poorly on the site and the Jewish Book Council. For this reason, all committee and supervisory approvals, venues, and community calendars must be in place before making the request. Initial requests are due at 9:00am EST on **Friday, June 5**; no requests are considered before this date.

## *Expectations for Sites Hosting Authors*

A site is required to do the following when hosting an author:

- **Host a physical book sale in conjunction with the author program. The host site MUST have a minimum of fifteen (15) books per author at the event for sale. If a site fails to host a book sale, the site will be penalized \$500, which they will need to pay directly to the author.**
- Respect that the author has agreed to visit for no honorarium.
- Contact the author **in advance** to discuss program and travel details, including flight times, hotel name, host city ground transportation information, and meal options.\*
- Arrange and pay for all travel and accommodations. (See guidelines below.)\*
- Inquire about any special requirements or restrictions the author might have.
- Provide the author with a **detailed itinerary** prior to their arrival.\*
- **Publicize** the author event in order to draw an appropriate audience.
- Put new JBC logo on all publicity.

\*Approved letter and itinerary forms can be found in the JBC Network's [Book Program Resources](#).



All communications with JBC Network staff and participating authors **MUST** come directly from the **single assigned designated** contact for each site, registered in the JBC Network membership form as the site's lead program coordinator.

## *Travel and Accommodations*

The JBC Network standard travel policy is an **economy** airplane ticket (**direct** flights when possible) unless otherwise specified by the author and agreed upon in advance, up to two nights<sup>1</sup> at a 4 star or above hotel (that offers room service and internet in each room), **one checked bag** (see "*Reimbursement*" below), meals, and all ground transportation. (Case-by-case exceptions may apply.)

### **Transportation**

The host site arranges (with the help of the JBC Network travel agents) and pays for all airfare, train fare, car service, or gas mileage (\$0.58/mile unless changed by the IRS).

- **NEW FOR 2020! ALL** air travel **MUST** be booked through Travel Leaders, the JBC approved travel agent. (*Unless prior approval by JBC Director.*) We will **no longer** allow sites to book their own travel as it has become very complicated for the authors to deal with multiple travel contacts throughout the season. **PLEASE** budget accordingly. Travel agent fees are \$35 for single travel and \$25 for each site with a multiple city travel. Travel Leaders will always find the best flights at the best pricing possible.
- **NEVER** assume an author drives or has access to a car! A car service, including Uber or Lyft, must be provided for an author who is considered "local." Authors should **NOT** be expected to take public transportation, unless by prior approval by the author.
- The host site and author will approve (within 24 hours) the completed itinerary before it is finalized.
- Sites hosting an author on a multi-city tour will share the travel expenses. (For example, if an author goes to ten cities on one trip by plane, the total plane fare will be divided by ten.)

### **Ground Transportation in Author's Home City**

The host site pays for ground transportation in the author's home city to/from the airport or train station. See "*Reimbursement*" below.

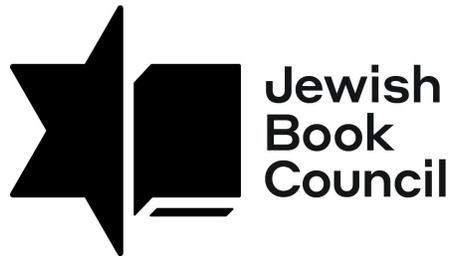
### **Ground Transportation in Host City**

The host site arranges and pays for all legs of ground transportation in the host city, from airport to hotel, hotel to site, site to hotel, etc. See "*Reimbursement*" below.

- A community member may drive an author between hotel, event site, and airport as long as the driver is capable of assisting the author with luggage.

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<sup>1</sup> Host site must cover a second night's hotel stay if travel arrangement necessitates extended accommodations.



### Meals

The host site pays for all meals while author is in or traveling to/from the host city. See “Reimbursement” below.

- The host should discuss meals with each author before their arrival.
- Dietary restrictions (*kashrut* and allergies) should be respected and be discussed ahead of time.
- If meals are not arranged, the site must provide an \$85-maximum per diem.
- While a site may request the author’s presence at a community meal before an event, an author is not required to attend. This **must** be discussed in advance.

### Hotel

The host site arranges and pays for at least one night at a four star or above hotel (with room service or onsite restaurant and internet in the room). It is **NOT** acceptable or permitted to host an author in a community member’s home unless the author explicitly requests that arrangement. (Case-by-case exceptions may apply.)

- The host site must provide a credit card to the hotel prior to the author’s arrival.
- A representative of the host community should be present during hotel check-in.
- The host site is **not** responsible for: alcohol, mini-bar, or entertainment purchases; laundry services; car rentals when transportation has been offered by the host; or any room service outside of agreed-upon meals or meals exceeding the predetermined standard cost for an individual.
- On occasion, due to travel constraints or weather emergencies, an extra night in the host city may be required. The host site accepts responsibility for expenses incurred in such situations, including an additional night in a hotel and meals.

## *Reimbursement*

Member sites must reimburse authors for out-of-pocket expenses incurred during travel (see above for a list of expenses covered), according to the following guidelines:

- The host site must confirm all arrangements with the author beforehand so the site has a precise idea of the reimbursements required.
  - The authors will be informed of reimbursement procedures prior to the event so they can present the proper documentation (e.g., receipts, garage tickets, etc.).
  - Reimbursement funds must be paid to the author immediately upon submission of receipts at the time of the event or within ten days following.
  - The host site should anticipate additional expenses an author will incur after the author leaves the host site (i.e., a meal at the airport) and provide funds in advance at the time of the author’s event.
  - To avoid reimbursements, the host site will pay expenses in advance of the author’s visit when possible; either to the author or to the service provider (e.g., taxi company).
- 
- Sites should have reimbursement policy in place when authors do not present receipt at time of event or within ten days following.



**Single-city trips:** The host pays for all expenses incurred. Local transportation and baggage expenses can be doubled and reimbursed at that rate at the time of the event, in order to avoid the author having to send receipts after the event.

**Multi-city trips:** Ground transport/parking in the home city is divided equally among the hosting sites. The JBC Network travel agents also split airfare equally. Luggage fees and ground transportation in the hosting cities are taken care of by the individual host sites. Non-air travel from one site to the next should be discussed among the cities and divided beforehand.

**“Local” Authors:** Please be aware that if an author is listed as local to your site, there is *NO* guarantee that a speaking engagement is considered local travel. In some cases, the author maybe on tour and your site would be considered part of the “total” tour. In that case, please consider optional dates.

## *Cancellations*

Unfortunately, situations arise that make it necessary for the author or the site to cancel an event.

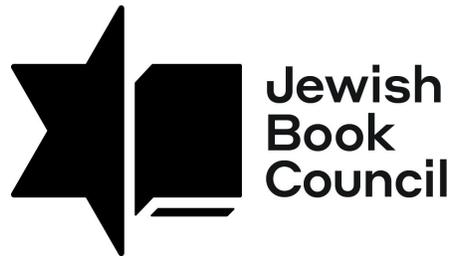
If an author cancels:

- The author must try to reschedule the event, at the discretion of the host.
- If the event cannot be rescheduled, the author is obligated to reimburse the community for the cost of the airfare.
- The author must notify the host community, the Jewish Book Council, and the travel agent of the cancellation immediately.

If, for any reason, *the host site* must cancel one of *its own* events:

- It is the **site’s responsibility to notify all involved:** the author, the Jewish Book Council, and the travel agent.
- The host site may attempt to reschedule with the author, at the author’s discretion.
- If an airline ticket has already been purchased, the host site must pay for it, or for the change fee in the event of a rescheduled ticket.

**The Jewish Book Council recommends budgeting for unforeseen book program emergencies such as weather, flight cancellations or tour schedule.** Then, if an event must be canceled—or an author is stranded in the host city—due to external circumstances (e.g., weather), the host site will have the means to cover the associated costs. In the case of an extended stay due to weather, the host site is responsible for covering accommodation expenses (extra nights at a hotel, meals, etc.).



## *Requesting an Author*

**Please review this new section of the guidelines!**

- **Confirm** publication date! Most authors do not want to speak pre-publication. If you request an author pre-publication and author agrees to the event, the site **MUST** pre-sell the books and have bookplates available for the author to sign at the event.
- **VET** all authors carefully prior to requesting authors. If you have not received the author's book through the Jewish Book Council, we highly recommend purchasing books under consideration and reviewing them prior to making your request.
- Check community calendars to avoid date conflicts.
- Reserve your rooms for events in advance to avoid conflicts.
- Confirm all requests when asking for authors for partner organizations.
- Must submit all events to include patron dinners or multiple events in your community. Do not assume that it is ok to add this after author confirmation.

The **Jewish Book Council LOGO** must be included in all brochures, posters, flyers and ads that include *any* JBC Network author. The logo is [available for download on the Jewish Book Council website](#) in both .jpg and .eps formats.

## *JBC Network Staff*

The JBC Network staff is available to provide consultation and support for members.

Suzanne Swift—Director, JBC Network  
(212) 710-6425 | [suzanne@jewishbooks.org](mailto:suzanne@jewishbooks.org)

Evie Saphire-Bernstein—Coordinator, JBC Network  
(212) 201-2920 | [evie@jewishbooks.org](mailto:evie@jewishbooks.org)

Joyce Lit—JBC Network Associate  
[joyce@jewishbooks.org](mailto:joyce@jewishbooks.org)

Naomi Firestone-Teeter—Executive Director, Jewish Book Council  
[naomi@jewishbooks.org](mailto:naomi@jewishbooks.org)



**Jewish  
Book  
Council**

## *Fees and Important Dates for 2020-2021*

### **JBC Membership Dues:**

(Invoices will be included in December JBC newsletter. Registration will open January 10, 2020)

**\$650 (Early registration rate) by March 31, 2020. Dues must be paid in full prior to conference registration.**

**\$690 dues received after April 1, 2020**

**\$700 if dues are paid after June 1, 2020**

### **Conference registration**

Fees:	Lead Staff	\$575 (includes set of author books).
	All conference registration must include a lead staff person	
	Second Staff	\$455
	Lay Leader:	
	Full Attendance:	\$425 <sup>2</sup> (beginning at 1pm on May 21- <b>does not</b> include lunch on Tuesday)
	Tuesday	\$190 (beginning at 1pm on May 23- <b>does not</b> include lunch)
	Wednesday	\$235
	Thursday	\$235
	<i>Meet the Author</i> only: <sup>3</sup>	
	Attending all events	\$355 <sup>4</sup>
	Per day: Tues.	\$150
	Wed. or Thur.	\$185

BEA fee: \$35

Book set only fee (not attending conference) \$385

Late Conference Registration (additional **\$100**) Begins After March 31  
**\$200** late fee applies beginning **April 30**.

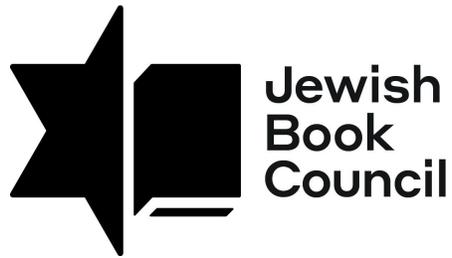
**Author requests due Friday, June 5 by 9:00 AM EST.**

<sup>2</sup> Full attendance for over three lay leaders: **\$385 each**

<sup>3</sup> Lay leaders attending only the *Meet the Author* program are requested to arrive no earlier than 30 minutes prior to the session.

<sup>4</sup> *Meet the Author* attendance (all events) for over three lay leaders: **\$330 each**

Cancellations must be filed by May 1 in order to receive a reimbursement. No refunds after May 1. All reimbursements incur a \$80 fee + all transaction fees.



**Registration for the JBC Network program acknowledges acceptance by the member organization of all of the conditions herein:**

*“The Client shall indemnify and hold harmless JBC Network, a program of the Jewish Book Council, Inc., from any claim, demand, loss, liability, damage or expense arising in any way from my performance of services, unless due to the JBC Network’s willful misconduct or gross negligence. The Client hereby agrees to release the Jewish Book Council, Inc., its JBC Network program and its Board of Directors from any claims for injury or damages resulting from events associated with the JBC Network unless due to the JBC Network’s willful misconduct or gross negligence.”*