

## **CORD+SDHS Joint Conference Guidelines for Hosting Institution & Program Chairs**

**Updated April 2015**

*Note:* Some of these responsibilities may be delegated to a local arrangements committee or to the CORD+SDHS office(s), but the Program Chair should ensure that all the following items are addressed. Please keep the CORD+SDHS Conference Chair (or designee) and the CORD and SDHS Presidents, Treasurers, and Conference Committee Chairs abreast of progress on each of these subjects. Conference materials must be archived with CORD+SDHS once the conference is completed and a copy of the final budget submitted to the Treasurer of each organization.

### **Conference Site:**

Identify and propose to the CORD+SDHS Presidents and Conference Committee Chairs the best host site(s), whether it is a hotel or a university. Take into consideration cost of meeting space, cost of renting technical equipment, location and ease of access, venue suitability for conference needs (book display, number of rooms, meeting and awards ceremony), location and suitability of performance spaces, and hotel room rates. If a university is selected, ensure that a sufficiently sized room block is reserved at a nearby hotel. The CORD+SDHS Conference Committees must approve all host sites (hotel or institution) prior to a formal proposal being submitted to the Boards for approval. Make sure that all expenses CORD+SDHS will incur by meeting in this space (including use of meetings spaces and technology fees) are agreed to in writing. The CORD+SDHS Executive Directors and Presidents must review and sign all hotel and conference site contracts. Conference sites should estimate between 150 and 250 participants.

### **Budget:**

In consultation with the CORD and SDHS Presidents and Treasurers, the Program chair must develop a balanced conference budget. The budget must include all anticipated costs and a realistic expected income. Extra fees may be charged for the awards luncheon and evening performances. The budget must be approved by CORD President, Treasurer, Executive Director, the SDHS Board of Directors, and the Conference Committees. If there is a sponsoring university, a university representative must sign a contract clarifying the financial arrangement between CORD+SDHS and the institution. CORD+SDHS will contribute a start up fund of \$2000 each (for a total of \$4000) towards conference costs, which should be factored into the budget. **CORD+SDHS assume no liability for any expenses incurred by the program committee, local arrangements committee, host institution, or any of their agents beyond those written into the approved budget. The conference fees should be set at a level that will generate a modest profit (\$3,000-5,000) for the organizations.**

**Program Committee:**

The program chair will construct a program committee to aid in evaluation of proposals and conference programming. Size and constitution of the program committee are to be decided by the program chair with consultation and approval by the Conference Committees. Program Chairs should make an effort to ensure diversity in the committee constitution. The conference committee will include ex-officio a member of the CORD and SDHS Boards, preferably a member of the Conference Committee. All program committee members must be current CORD or SDHS members. Program committee members should be listed on the CFP.

**Conference Theme and Call for Papers (CFP):**

The Conference Program Chair, in consultation with the CORD+SDHS Conference Committees will develop the conference theme and Call for Papers (CFP). The CFP must indicate that although the conference has a theme, papers on all topics are invited. Abstracts, rather than full papers, should be requested, except in the case of applicants for the Graduate Research Award who must submit the full text of papers, not abstracts. It is recommended that abstracts be submitted through the - the designated conference website established in collaboration with CORD+SDHS. Deadline for submission of proposals is normally February 1 for a November conference date. The final CFP must be approved by the CORD+SDHS Conference Committees and Boards in time to be included as part of the registration packet of the previous year's conference.

**Evaluation/Selection of Proposals:**

Conference Chairs can develop their own system for review of conference proposals as long as each proposal is blind reviewed by a minimum of two (three or whole committee) reviewers. Once selections are made, all applicants should be notified of their status. Those proposals that have been accepted for publication should receive instructions to confirm their attendance by a given deadline (recommended 4 months prior to conference). In addition, presenters should also respond at that time with a final title, abstracts and biography for the program, and final tech and space needs. Finally, presenters must be CORD or SDHS members and must update their membership and register for the conference by a strict deadline (recommended 2-3 months prior to conference) date in order to maintain their place in the program.

**Program:**

Program Chair, in consultation with the Program Committee, will work to arrange a dynamic schedule that includes a variety of panels, papers, roundtables, lectures, workshops, performances, special events, coffee breaks, and social events. The Conference Program should be set and published on the CORD+SDHS websites 2 months prior to the conference. The Program Chair has flexibility in setting the conference schedule as long as the following guidelines are respected:

1. Every CORD+SDHS Annual Conference must have an **Opening Reception, an Awards Luncheon, Banquet, Reception, or other kind of Awards Ceremony, and a Joint Membership Meeting**. These may be combined or separate events.
2. **Awards Panels:** The Program Chair should work closely with the Chair of the Awards Committee in the coordination and selection of the proper venue and format of both the panel that acknowledges the work of the recipient of the Outstanding Scholarly Research and the presentation of the Graduate Research Award paper(s).
3. **Graduate Student Events:** The Program Chair should work with the CORD and SDHS Graduate Student Representatives to program special events for graduate students (i.e., social events and brown bag lunches related to professional development questions or field-wide concerns specifically related to graduate students, and small social events like a happy hour). The Graduate Student Fund-Raising Event/Raffle for Graduate Student Travel Funds (SDHS award) should also be taken into account.
4. **Keynote Address and Special Presenters:** Keynote sessions must address the conference theme. Early selection of the keynote speaker or panel is advisable. Participation of artists and scholars outside of the CORD or SDHS membership who could substantially contribute to the theme of the conference may be solicited. Keynote speakers are invited to participate in the entire conference. Where donated time cannot be expected, funding possibilities for honoraria and travel may be explored, such as grant applications or individual donor subsidy. Any fees for travel, housing, and honoraria of keynote speakers must be included in the approved budget.
5. **Working Groups:** Schedule time and space for all Working Groups to meet. Coordinate with the Chairs of the Working Groups.
6. **Diversity:** Be mindful of the diversity of CORD's membership and make sure that that diversity is considered in the programming. For example, artist scholars should not only be included as entertainment in the conference but should be integrated into the conference.
7. **Pre-Conference workshops** may be arranged at the discretion of the program committee. Attendees may be charged an additional fee for these events.
8. **Conference Spaces:** Spaces should include rooms in which to deliver paper presentations and roundtable discussions, studio spaces or other spaces for lecture-demonstrations or practice-based presentations, and a space large enough to house the full population of the conference for keynote addresses. All spaces should have A/V capabilities. Spaces should include board meeting spaces for CORD and SDHS board meetings the day prior to the start of the conference.
9. **Performances:** It is recommended that all CORD+SDHS conferences include opportunities for participants to attend a dance performance. It is further recommended that organizers plan the conference to coincide with a local performance so that conference organizers do not have to organize a conference-specific performance, which is historically where cost overruns have occurred.

## **Conference Flier/Postcard and Program**

Program Chair should determine if they would like to design and print a conference flier or postcard or if all advertisements will be via the web. If a print flier is going to be used, a budget for design, printing, and mailing should be included in the original budget. The conference program should be available online prior to the start of the conference and distributed in print at the conference. A budget for design and printing of the conference program should be included in the original budget. Liaise with editor of *Conversations Across the Field of Dance Studies* about writing a column to promote the upcoming conference.

### **Registration**

The Program Chair should ensure that registration fees are set in consultation with the CORD and SDHS Conference Committees and Executive Boards and that registration is open at least 3 months prior to the conference. In addition to registration fees, options to purchase banquet tickets, box lunches, conference tickets, and any other additional items should be available through the designated conference website.

### **Student Volunteers**

A minimum of five volunteer positions should be offered to graduate student CORD and SDHS members who wish to work as volunteers at the conference in exchange for having their registration fees waived. These positions should be publicized to all members. In addition, it is strongly recommended that additional volunteer positions be extended to local students at the host institution and surrounding community.

### **Logistics**

There are many logistical details that the Program Chair, Local Arrangements Committee, and CORD+SDHS will need to attend to during the six (6) months leading up to and during the conference. These items include:

- Layout and Printing of Conference Program
- Preparation of additional materials to be included in conference packet including maps, list of local restaurants and attractions
- Name Badges
- Onsite registration
- Arrange for local transportation if needed (e.g. shuttles to/from hotels)
- Signage
- Hospitality for invited guests
- AV and Tech equipment and support
- Coordination of volunteers
- Catering for coffee breaks, lunches, and banquets

### **Proceedings**

Consult with Chairs of the CORD and SDHS Editorial Boards to choose an editor and generate Guidelines for the joint Proceedings. Make sure that all accepted presenters have

the Guidelines well in advance of the conference. Post Guidelines on both organizations' websites and print Guidelines for conference participant folders.

**Note About Special Topics Conferences:** The above guidelines refer specifically to CORD+SDHS annual conferences. In the case of special topics conferences, the organizer and the CORD or SDHS office will negotiate on a case-by-case basis what services CORD or SDHS will provide. As a general rule, Special Topic Conferences must be funded entirely by the conference organizers and registration fees. CORD (and SDHS?) will offer no financial support nor will it expect to profit from the event. CORD or SDHS will lend its name for publicity, advertise the event to its members, and will likely handle registration through the CORD website. Conference presenters must be members of CORD, and the office will still need to approve the conference budget and call for papers.

## 2 Years Prior to Conference

- Identify host institution and/or hotel and negotiate contracts
- Apply for grants to support conference
- Devise budget and get budget approved by CORD+SDHS boards

## 18-12 months Prior to Conference (April – November)

- Finalize host hotel and at least one additional lower cost housing arrangement
- Set Conference Committee (Program Committee and Local Arrangements can be same or different), but the organizations recommend having someone onsite who can devote substantial time to logistics of the actual event.
- Develop Conference Theme
- Develop Call for Proposals (CFP must be approved before the annual conference so that it can be included in the previous year's conference packet)
- Brainstorm for keynote speakers, performances, other programming ideas

## November (1 Year Prior to Conference)

- Call for Proposals released at CORD+SDHS conference, CORD+SDHS websites and widely distributed on listserves
- If a poster or postcard is going to be used to publicize event, develop poster and distribute.
- Ensure publicity is on CORD and SDHS websites in addition to the joint conference website.

## February

- Abstracts for Proposals Due via the designated conference website

## February – April

- Conference Committee Reviews Proposals and decides which ones to accept
- Finalize keynotes, performances, etc.
- Develop Content for Conference Section of CORD+SDHS Websites
- Work with CORD+SDHS to develop designated conference website
- Identify book exhibit local host to accept shipments
- Liaise with editor of *Conversations Across the Field of Dance Studies* about writing a column to promote the upcoming conference

## April

- Invite Vendors for Book Display and/or sponsorship

## May

- Presenters are notified of acceptance status
- Registration form with rates should be ready at this time
- Negotiate catering
- Mail out conference poster/flier/postcard to university programs and other

interested parties.

#### July

- Early registration begins
- Presenters must submit acceptance of their offer to present by paying registration fee and submitting AV requirements, abstract, and bio for publication in the conference program

#### August

- Conference Committee sets program order
- Review/revise space requests
- Order AV equipment
- Mail reminders to book display exhibitors about conference

#### September

- Links to Conference Schedule posted on CORD+SDHS websites
- Conference Schedule posted on designated conference website
- Conference Program finalized and submitted for formatting
- Early Registration ends
- Finalize catering details

#### October

- Late Registration begins
- Print Conference Program
- Print Materials for registration packets
- Prepare registration packets and nametags
- No refunds after October 15<sup>th</sup> barring emergency situations.

#### November

- Late Registration ends on Nov. 1<sup>st</sup>. All additional registration must be handled on-site.
- Conference

#### December

- Submit post-conference report and budget closeout to CORD+SDHS Executive Boards