

Created April 7, 2015

**Congress on Research in Dance (CORD)**

**Society for Dance History Scholars (SDHS)**

*Advice for Hosts/Institutions on Preparing Proposals to host CORD+SDHS-conferences*

Phase One:

The initial proposal to the CORD+SDHS Conference Committees, which they will forward to their respective Boards once they have approved it, should include the following items

- Proposed dates (indicate any special local factors or constraints)
- A brief discussion of proposed theme and a preliminary draft of the Call for Papers
- Institution(s) or other stakeholders which have undertaken to support the organizers
- Venue, location in relation to nearest city, description of spaces for conference meetings (including CORD+SDHS Board meetings, the annual membership awards lunch, working groups, the plenary session, and possibilities for performance), technological support and other facilities
- Possible Hotels and other accommodation, nearest airport, and local transportation issues

Phase Two:

Once the initial proposal has been accepted by the Board, a revised proposal should be submitted to Board ideally 2 years prior and no later than 18 months prior to the conference commencing. This proposal should contain the best information available in regard to the following, as indicated below:

- Infrastructure support (website, email, credit card capability for onsite registration etc)
- Plans for cultural program (performances etc), excursions
- Visa situation as you understand it (valid for international conferences)
- Headline budget showing the following:
  - estimated registration price for members, students, and non-members
  - other income (grants, institutional subsidies etc)
  - estimated itemized costs for different aspects of expense including but not limited to any of the following: space and equipment hire, buses or other local transportation, administrative costs, potential translation costs, other

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conference material, special costs such as excursions, liability insurance costs,  
payment for cultural events

The CORD+SDHS Executive Boards have more detailed documents to assist with planning and budgeting (past budgets, Local Arrangements Guidelines, and Programming Committee Guidelines), and the CORD+SDHS Conference Committees are available for on-going dialogue during both the proposal process and during the conference preparation and planning.