

## Guidelines for Special Topics Conference Proposal

SDHS and CORD invite any of their members to submit proposals to hold special topics conferences at any time during the year, although the proposal should generally be submitted at least twelve months before the proposed conference. Special Topics conferences should not conflict with the Annual Conference of either organization (or the joint meeting of both organizations). CORD or SDHS members submitting the proposal should identify themselves as proposed conference chairs and should expect to organize the conference themselves, with some administrative help and oversight from CORD, SDHS, or both. As a general rule, Special Topics Conferences must be funded entirely by the conference organizers and registration fees. SDHS and CORD will offer no financial support nor will either expect to profit from the event. SDHS and/or CORD will need to approve the conference budget and call for papers. SDHS and/or CORD will lend its name for publicity, advertise the event to their members, and may, but need not, handle registration through the SDHS website. Conference presenters must be members of SDHS or CORD.

Submit a proposal in the following format:

### I. Proposed Conference:

A. Title:

B. Theme:

C. Projected program: Indicate whether conference will use a “call for papers” or “by invitation” procedure for selection of participants. If using a CFP, indicate possible presentation formats, estimated number of sessions and if concurrent, and Keynote or plenary speakers. If “by invitation”, include specific panels, sequence of panels/sessions, and names of participants.

D. Planned support functions (e.g., coincidence of professional meetings, concerts, exhibitions, festivals).

E. Location and venues

F. Dates

### II. Conference Objectives, Justification and Audience:

A. Discuss the need for this conference as a Special Topics Conference. What are the key questions, scope, and methodological approach? Cite prior work in the subject area and the work of scholars currently working in the field who could contribute to the conference (one page).

B. What will the conference accomplish?

C. Who is the target audience? Who else might attend?

D. How do you intend to reach these people?

E. Are there post-conference plans (e.g., publication(s), future meetings)?

### III. Budget

A. Please list potential or secured grants or sources of funding you anticipate for this conference.

B. Please include a preliminary budget. You may contact the SDHS or CORD Board for a budget template. Once your conference has been approved, your final budget must be submitted to the SDHS and CORD Boards for approval.

#### IV. Biographies of Proposed Participants

A. For a conference using the “by invitation” procedure for selection of participants: present brief biographies of proposed participants and a sentence or two on the specific background that qualifies them to contribute to the conference theme.

B. For a Conference using a “call for papers” procedure for selection of participants: It is not necessary for biographies to be included in the proposal to the SDHS or CORD Boards.

#### V. Conference Program Committee

A. List committee members and their affiliations

B. State their specific duties for the conference

C. One SDHS or CORD Board member will be appointed by the CORD/SDHS Joint Conference Committee to serve on the Program Committee.