

Guidelines for EAHN Interest Group Coordinators

[Updated March 2018]

1. What does an EAHN interest group offer?

The idea of special interest groups within the EAHN was formulated at the inaugural Business Meeting in Berlin, January 2006. The interest groups aim to address specific topics of international concern within the broad scope of the Network and reflect a variety of criteria, such as architectural typology, historical periods, geographical frameworks, topical subjects or historiographical methodologies, but also practical interests such as funding and specific career stages or types.

Besides being represented on the public part of the EAHN website (<http://www.eahn.org/>), each interest group has their own interactive pages within the members' area which are overseen by group coordinators. These pages provide a space for a range of collaborative activities such as discussion of topics and materials, sharing news and documents as well as organizing events and projects. EAHN interest groups are predominantly online, virtual groups that come together occasionally in real space, usually on the occasion of EAHN conferences. This ensures international access and facilitates networking outside of institutional boundaries, a core mission of the EAHN. They enable EAHN members to find, and collaborate with, scholars working on similar issues mapping out the international field of architectural history.

Interest groups are invited to arrange side events at the biennial International Meetings organised by the Network and are encouraged to propose an EAHN Themed Conference in intermediate (odd) years. The groups are intended to reflect the developing interests of the Network and EAHN welcomes proposals from members for new interest groups.

After each biannual conference groups submit short reports which are collated and published in *Architectural Histories*, the EAHN online journal (<http://journal.eahn.org/>). Besides this, the Journal also invites contributions from interest groups to its *Field Notes*, setting out the current state of the field they are interested in and their own work within it. Proposals for special collections in *Architectural Histories* are also warmly invited.

2. What is the role of the interest group coordinator?

Group coordinators are responsible for organising and managing group activities by first setting up and administrating their pages on the EAHN member's website and

second, convening group meetings at regular (i.e. biannual, see below) intervals. Coordinators should ensure regular posting in the group area, moderate discussions, if necessary ensure suitability of comments and uploaded documents and generally work towards creating a productive and collegial environment in which debate can prosper.

Interest group coordinators are responsible for reporting abuse of any sort on the group page, whether this is regarding inappropriately advertising events or products or disrespectful treatment of colleagues. Such incidences must immediately be reported to the EAHN web team and office.

3. Proposing a new interest group

In the first instance, EAHN members interested in setting up a new interest group should have a look at the existing groups on the EAHN members' website and ensure that their area of interest is not already covered by one of these. If this is not the case, a formal proposal should be sent to the EAHN office (office@eahn.org) containing the following:

- the name(s) of one or several group coordinator(s)
- a statement text sketching out the subject of the interest group, marking also its timeliness and relevance to the international field of architectural history (max 300 words)
- a brief statement or list of what it is the group will aim to achieve both short-term and long-term (max 100 words)
- short bios for Coordinator(s) that show their expertise in the field (max 100 words each)
- a list of at least 10 interested EAHN members who would immediately join the group

The EAHN executive officers will evaluate all proposals and respond as soon as possible.

4. Organising events

4.1. EAHN International Meetings

Every other (even) year, the Network organizes a large international conference. The first EAHN conference was held in Guimarães, Portugal in 2010, followed by Brussels in 2012, Turin in 2014, Dublin in 2016 and Tallinn in 2018. The conferences have been resounding successes, consolidating and promoting architectural history research in Europe and overseas.

All interest groups are invited to organise side events at these international conferences. Group coordinators will receive an invitation for organising a side event well in advance from the organising committee providing information on the facilities and time slots available. These side events are purposefully different from formal conference sessions and could be used for various purposes from brainstorming sessions, lightening talks to interactive workshops or indeed to plan future group events or to recruit new members - innovative formats are encouraged. In addition to these side events, group coordinators and members are also very welcome to submit proposals for formal sessions via the regular route following the call for sessions.

4.2. Themed conferences

In addition to the biennial conference, the EAHN collaborates with institutions across the world to organize smaller, more focused thematic conferences and seminars. These events are intended to raise the international profile of the Network through local collaborations and to promote inclusivity and interdisciplinarity.

Interest groups are strongly invited to propose a Themed Conference in intermediate (odd) years. Please contact the EAHN office for more information.

4.3. Other events

Groups are welcome to organise events outside the EAHN framework of conferences and utilise the EAHN facilities to advertise these. It needs to be ensured that the core participants of such events are members of the EAHN Interest group and formal proposals should be made to the EAHN officers before directly linking any event to an EAHN Interest group. A report of any such event should be sent to the officers with the option of publishing it via EAHN channels.

5. **Architectural Histories: The Open Access Journal of the EAHN**

Architectural Histories is the open access, blind peer-reviewed scholarly journal of the EAHN that creates a space where historically grounded research into all aspects of architecture and the built environment can be made public, consulted, and discussed (<http://journal.eahn.org/>). The journal is open to historical, historiographic, theoretical and critical contributions that engage with architecture and the built environment from a historical perspective.

After each biannual conference, groups submit short reports which are collated into an Interest Group Report and published in the Journal. On a regular basis, all EAHN interest groups are invited to contribute to a special section in *Architectural Histories*, entitled *Field Notes*. Contributions can be up to 7000 words in length and speculative in nature. These pieces are not peer reviewed so do not constitute research articles but rather aim at describing the current state of the field or present a review of the work produced within and outside of the interest group in this field. Group coordinators are responsible for submitting these papers but can draw on support from across their group in putting them together.

Coordinators and members of interest groups are also welcome to submit articles to the Journal, including shorter position papers as well as edited 'Special Collections' appearing twice annually. Contact the *AH* editorial team for details (editorial@journal.eahn.org).

6. **Feedback**

Finally, the EAHN officers and the web team very much welcome any comments and suggestions both on these guidelines as well as on the set up of the groups themselves. As with any part of the Network, any member can get in involved and should make their ideas known.

Please contact the EAHN office in the first instance; they will forward your messages to the appropriate officer.