european architectural history network

Biennial International Meeting Guidelines

[updated October 2018]

These guidelines apply to the organisation of the Biennial International Meetings of the EAHN. These are major meetings, or conferences, held on even years and alternating with a complimentary programme of smaller Themed International Meetings (see separate guide for more information). For details about scheduling and organisational procedures, please also see the *Appendix* and *Templates* at the end of these guidelines.

Step 1. Application

a) Any scholarly recognized institution, with an appointed General Chair (a fully subscribed member of EAHN, local to the host institution) can apply to host a biennial EAHN international meeting. If the application is successful, this individual will become EAHN Second Vice-President.

b) The proposed host institution should provide a preliminary Organising Committee, which must include the General Chair, to oversee the practicalities of hosting the.

c) The proposal must provide evidence of financial capacity to sustain the organisation and an indicative budget, including revenues from conference fees. The host institution holds responsibility for all financial requirements, either internally or with the support of sponsors.

d) Support from the EAHN is solely institutional and scholarly.

e) The proposal should include a proposed venue, an outline of the attractions of the host city and potential local and/or regional tour programmes. The application should demonstrate the architectural relevance of the institution and/or city and explain why it would be a good choice to host an EAHN international meeting.

f) Suitable dates for the conference should be given - four consecutive days (Thursday to Sunday) in the month of June.

g) The application should be addressed to the EAHN Board in time for discussion at the EAHN Business Meeting at least two and half years in advance (for example: for a projected international meeting in June 2016, the application must be received no later than December 2013).

Step 2. Organisation

a) The General Chair must form a Scientific Committee including him/herself (the sole representative of the host institution), the President and Vice-President of the EAHN, the chair of the previous EAHN conference and other scholars, forming a group of a total of 8 to 10 members. The final composition of this committee should ensure diversity both in terms of members' geographical origins and their

research interests. The Scientific Committee is responsible for ensuring the quality and scholarly merit of the conference.

b) The Organising Committee should prepare and provide a Call for Sessions and Round Tables Proposals (CFSR – see Template 1) to announce at the preceding international meeting, two years before.

c) By the time of the CFSR announcement, a conference website should be available, providing complete information on the venue, CFSR and committees. The General Chair should work closely with the Communications Officer and the EAHN Web Team on this. The hashtag #EAHN[year], e.g. #EAHN2022, should be used throughout.

d) The Scientific Committee must select around 25 sessions and round tables in time for the launching of the Call for Papers and Discussions Positions (CFP) in the spring of the year before the conference. The selection must take into consideration different geographical, chronological, methodological and disciplinary approaches. It is a task of the Organising Committee to prepare all the logistics regarding the CFP (see Template 2).

e) The General Chair must propose three keynote speakers for the conference, one of whom must be discussed and agreed by the Organising Committee and should be the 'national' representative of the host country. The remaining two must be chosen by the Scientific Committee and one of these should be appointed to sum up the conference in his/her lecture during the closing ceremony. Again, the selection of keynote speakers should ensure diversity both in terms of geographical origins and their research specialisms.

f) The EAHN provides a recommended daily conference schedule (see Template 3).

g) The Organising Committee will offer organisations affiliated to the EAHN the opportunity to hold a round table or meeting. These activities are part of the main programme and should preferably be held at the main venue. The affiliated organisations are responsible for both the organisation of these activities and scholarly quality. The EAHN Secretary will act as contact person.

h) The Organising Committee will also offer the EAHN Interest Groups the opportunity to organise a side event. Such events will be advertised in the conference programme, however they can be planned before the opening address of the conference and at different locations than the main venue. Interest Groups are responsible for the scholarly quality of their meeting. The EAHN Secretary will act as contact person.

i) The Organising Committee will also provide a social programme and parallel activities that complete the conference programme such as: book launches, book fairs, lunches, receptions, dinners, coffee breaks, tours (including short local midday tours and half-day or full-day local or regional tours - see Template 3).

Step 3. After the Conference

a) After the conference, the General Chair must present a full financial report to the EAHN board.

b) The conference fee will include a contribution to the EAHN of 75 Euros per participant. Collected by the host institution, this will be transferred to the EAHN bank account within one month after the conference. All other profit revenues will be equally shared by the host institution and the EAHN, with a bank transfer being conducted to the EAHN account, assistance being provided by the EAHN Treasurer.

Appendix

Example Schedule for hosting a Biennial International Meeting in June 2022

February 2019   Deadline for candidate submission to the EAHN.

February/March 2019   Notification of acceptance or rejection by the EAHN (decision taken at the EAHN 2019 Business Meeting).

June 2020   Launch EAHN 2020 website and CFSR, including fully appointed Scientific
(At EAHN 2020)   and Organising Committees.

December 2020   CFSR closes.

February/March 2021   Final selection of sessions and round tables (meeting of the Scientific Committee at the EAHN 2021 Business Meeting), followed by immediate notification the CFSR applicants and preparation of the CFP.

April 2021   Launch of the CFP. Invitation to affiliated organisations and EAHN Interest Groups for meeting/side event proposals.

September 2021   CFP closes.

October 2021   Final selection of abstracts by chairs and communication to General Chair.

November/December   Possible management of Open Session procedures.

January 2022   Early registration opens (ensuring that all participants are registered as EAHN members).

February 2022   Registration deadline for all chairs and speakers - failure to do so result in exclusion from the programme; submission of full paper to chairs.

February/March 2022   Organisation of thematic track lines and indication of scholars for the task (meeting of the Scientific Committee at the EAHN 2022 Business Meeting).

March 2022   Comments on papers by chairs.

April 2022   Submission of final version of paper to chairs who forward them to General Chair / organising committee for publication (optional).

June 2022   EAHN International Meeting

Notes for the General Chair and Organising Committee

a) Sessions or round tables will be scheduled to last two hours and forty-five minutes.

b) Sessions will consist of either five papers or four papers and a respondent, with time for dialogue and questions at the end. Each paper should be limited to a 20-minute presentation.

c) Round tables will consist of at least five participants and an extended time for dialogue, debate and discussion between participants, chair(s) and public. Each participant will have 10 minutes to present his or her position (the precise timing will be decided by round table chair(s)).

d) The Organising Committee may propose a limited number of Open Sessions, depending on venue facilities and CFP response. In this case, the General Chair can request one or two rejected high-quality papers per session chair and agree the final selection with the Scientific Committee within a short time-frame, so that newly accepted speakers have sufficient time to prepare and meet registration deadlines.

e) No one may act both as chair of a session/round table and as a speaker/discussant in another session/round table, or as speakers/discussants in two or more sessions. Chairs, speakers and discussants must register between January and February, 2016, and each one is expected to secure their own institutional or other support for his/her own registration, travel and expenses to the host city and venue. EAHN membership is required for registration.

f) The General Chair will encourage the Scientific Committee to discuss and organise Themes that group non-parallel sessions or round tables in thematic threads to be followed by an appointed scholar, who will be responsible for presenting a five-minute report at the closing ceremony.

g) Registration should be handled in such a way that ensures that all participants are registered EAHN members. The General Chair should work closely with the Communications Officer and the Web Team on this issue.

Template 1

Call for Session and Round-table Proposals

After the successful EAHN … (sequence number) International Meeting in … (city), the network is organising a … (sequence number) pan-European meeting in … (city/year). In accordance with the EAHN mission statement, this meeting aims to increase the visibility of the discipline; to foster transnational, interdisciplinary and multicultural approaches to the study of the built environment; and to facilitate the exchange of research results in the field. Though the scope of the meeting is European, members of the larger scholarly community are invited to submit proposals related not only to Europe's geographical framework, but also to its transcontinental aspects.

The main purpose of the meeting is to map the general state of research in disciplines related to the built environment, to promote discussion of current themes and concerns, and to foster new directions for research in the field. Session proposals are intended to cover different periods in the history of architecture and different approaches to the built environment, including landscape and urban history. Parallel sessions will consist of either five papers or four papers and a respondent, with time for dialogue and questions at the end. In addition, a limited number of round-table debates addressing burning issues in the field will also take place at the meeting. Proposals are sought for round-table debates that re-map, re-define, and outline the current discipline. They will typically consist of a discussion between panel members and encourage debate with the audience. The goal is to create a forum in which different scholars can present and discuss their ideas, research materials and methodologies.

Scholars wishing to chair a scholarly session or a round-table debate at …. (city/year) are invited to submit proposals by December … (day), ..…(year) to …(email of general chair), Prof./Dr. … (name of general chair), General Chair of the EAHN … (sequence number) International Meeting, … (address data and contacts). Membership will be required to chair or present research at the meeting. To join EAHN, go to https://eahn.org or contact office@EAHN.org. Each session or round-table chair is expected to fund his/her own travel and related expenses to participate in the conference.

Proposals in English of **no more than 400 words** including a session or round-table title should summarize the subject and the premise. Please include name, professional affiliation (if applicable), address, telephone and fax numbers, email address, and a current CV. Proposals and **one-page CVs** should be submitted by e-mail, including the text in both the body of the email and in the attachment. Since late submissions cannot be considered, it is recommended that proposals be submitted and their receipt confirmed well before the deadline. The General Chair cannot be responsible for last-minute submissions, electronic or otherwise, that fail to reach their destination.

Session and round-table proposals will be selected on the basis of merit and the need to organize a well-balanced program. A few open sessions or round-tables may be organized by the Scientific Committee, depending on the response to the following call for papers. Should a chosen proposal be found in an identical format in a different conference, the Scientific Committee reserves the right to withdraw from the programme.

Template 2

Call for Papers and Discussion Positions

<u>Submission deadline: … (month) … (day), …(year)</u>

Abstracts are invited for the sessions and round tables listed below by … (month) … (day), …(year). Abstracts of no more than 300 words should be submitted through the Conference website (hyperlink), along with applicant's name, professional affiliation, title of paper or position, a short curriculum vitae (maximum of two pages), home and work addresses, email addresses and telephone numbers.

Sessions will consist of either five papers or four papers and a respondent, with time for dialogue and questions at the end. Each paper should be limited to a 20-minute presentation. Abstracts for presentations should define the subject and summarize the argument to be presented in the proposed paper. The content of that paper should be the product of well-documented original research that is primarily analytical and interpretative rather than descriptive in nature.

Round tables will consist of five to ten participants and an extended time for dialogue, debate and discussion among chair(s) and public. Each discussant will have 10 minutes to present a position. Abstracts for round table debates should summarize the position to be taken in the discussion.

Papers may not have been previously published, nor presented in public. Only one submission per author will be accepted. All abstracts will be held in confidence during the selection process. In addition to the … (number) thematic sessions and ... (number) round tables listed below, open sessions may be announced. With the author's approval, thematic session chairs may choose to recommend for inclusion in an open session an abstract that was submitted to, but does not fit into, a thematic session.

Session and round table chairs will notify all persons submitting abstracts of the acceptance or rejection of their proposals and comment on them by … (month) … (day), …(year). All chairs have the prerogative to recommend changes to the abstract in order to coordinate it with a session or round table program. The selected speakers must return edited abstracts to chairs no later than … (month) … (day), …(year). Authors of accepted paper proposals must submit the complete text of their papers (for a 20 minute presentation) to their session chair or complete draft of discussion position (for a 10 minute presentation) to their round table chair by … (month) … (day), …(year). Chairs may suggest editorial revisions to a paper or discussion position in order to make it satisfy session or round table guidelines and will return it with comments to the speaker by … (month) … (day), …(year). Speakers must complete any revisions and distribute copies of their paper or discussion position to the chair and the other speakers or discussants by … (month) … (day), …(year). Chairs reserve the right to withhold a paper or a discussion position from the program if the author has refused to comply with these guidelines. It is the responsibility of the chair(s) to inform speakers of these guidelines, as well as of the general expectations for both a session and participation in this meeting. Each speaker is expected to fund his or her own registration, travel and expenses to … (city), … (country).

This Call for Papers and Discussion Positions can also be read at the meeting website - **…** - or at EAHN website - **www.eahn.org**.

Template 3

Conference Timetable

	Thursday	Friday	Saturday	Sunday
09.00 -11.45	Registration opens EAHN special BM	Sessions / Round tables	Sessions / Round tables	
12.00-14.30	Lunch break	Lunch break Mid-day tours ?	Lunch break Mid-day tours ?	
15.00-17.45	Sessions / Round tables	Sessions / Round tables	Sessions / Round tables	Half-day or full-day tours ?
18.15-19.15	Opening ceremony Keynote speaker 1	Keynote speaker 2	Closing ceremony Keynote speaker 3	
19.30 …	Dinner ?		Dinner ?	

This schedule may also incorporate the round tables or meetings by affiliated organisations to the EAHN, preferably held at the main venue.

The EAHN Interest Groups will also be offered the opportunity to organise a side-event. Such events will be advertised in the conference programme, however they can be planned on Wednesday, before the opening address of the conference, and at different locations than the main venue.