Themed International Meeting Guidelines

[updated February 2020]

These guidelines apply to the organisation of the Thematic International Meetings (or Conferences) of the EAHN. These events are intended to complement the programme of major Biennial conferences by providing opportunities to host smaller events (largely) in alternate years, focussed on a clearly defined theme but still aimed at an international audience. EAHN's financial model is dependent on these themed conferences. For details about scheduling and organisational procedures, please also see the Appendix and Templates at the end of these guidelines.

Whatever the form of the conference, EAHN involvement is premised on certain conditions:

1. That EAHN publicizes the conference through its website and address list.
2. That EAHN will not normally be expected to contribute to the funding of the conference.
3. That a Memorandum of Understanding should be reached between the EAHN executive committee and the local conference organizers to clarify financial arrangements and the proportion of any proceeds that should go to EAHN.
4. That a scientific committee is formed including at least two members from either the EAHN executive committee or its council.
5. That all conference attendees become EAHN members.

What follows is a model example for one form of themed conference. It is not intended to limit the kinds of themed conferences (their length, their organization, whether they have accompanying events, and so on) that can be developed, or the relationship between EAHN and the organizers. Themed conferences might be organized, for instance, in a collaborative way between the EAHN and another scholarly organization or they might be organized largely by another organization but with the support and advice of the EAHN (the Memorandum of Understanding would need to reflect these differences).

MODEL EXAMPLE OF A THEMED CONFERENCE

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 an EAHN themed meeting.

b) The proposed host institution should provide a preliminary Organising Committee structure, which must include the General Chair and a statement of the proposed theme for the meeting.

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 a Themed international meeting.

f) Suitable dates for the conference should be given – three or four consecutive days (Thursday/Friday to Sunday) during the spring or summer.

g) The application should be addressed to the EAHN Board in time for discussion at the EAHN Business Meeting at least 18 months to two years in advance (for example: for a projected Themed Meeting in spring/summer 2015, 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 or Vice-President of the EAHN or one of the elected councillors of the EAHN, and other scholars, forming a group of a total of 6 to 8 members. The final composition of this committee should ensure diversity both in terms of members' geographical origins and their research interests, relevant to the theme of the meeting.

a) The Scientific Committee should write a Call for Papers (CFP) and define thematic topics. The Organizing Committee will then ensure that the CFP be ready for launch one year before the event.

b) By the time of the CFP announcement, a conference website should be available, providing complete information on the venue, CFP and committees. A template page on the EAHN website will be created by the EAHN web team to host this information, although its content will be the responsibility of the Organising

Committee.

c) The Scientific Committee must choose around 50 to 60 abstracts, arrange them according to thematic topics, frame sessions and designate, in articulation with the Organizing Committee, a chair for each session.

d) The General Chair must propose two to three keynote speakers for the conference; one of which should be discussed and agreed by the Organizing Committee and should be the 'national' representative of the organising country. The remaining keynotes must be chosen by the Scientific Committee. Names for keynote speakers should ensure diversity both in terms of their geographical origins and their research interests.

e) The Organising Committee should provide a social programme and parallel activities that
complement the conference programme but are not mandatory, such as: book launches, book fairs, lunches, receptions, dinners, coffee breaks, tours (including short local mid-day tours and half-day or full-day local or regional tours).

Step 3. After the Conference

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

b) All 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 Themed Meeting

December 2 years prior to event (e.g. 2019 for event in 2021	Deadline for candidate submission to the EAHN.
February/March in the year prior to the event	Notification of acceptance or rejection by the EAHN (decision taken at the EAHN 2020 Business Meeting).
12 months to event	Launch meeting website and CFP, including fully decided Scientific and Organizing Committees.
6 months to event	CFP closes.
5 months to event	Final selection of abstracts.
3 months to event	Registration opens
3 months to event	Submission of final version of paper to chairs who forward them to General Chair / Organising Committee for publication (optional).
Month X	Themed Meeting

Notes for the General Chair and Organizing Committee

a) Sessions will consist of five papers, with time for dialogue and questions at the end. Each paper should be limited to a 20-minute presentation. No one may act both as chair of a session and as a speaker in another session, or as speakers in two or more sessions.

b) All speakers must register and each one is expected to pursue their own institutional or other support for his/her own registration, travel and expenses to the host city and venue.

c) The general chair will promote amongst the Scientific Committee the discussion on the organization of thematic lines that group non-parallel sessions or round tables in threads to be followed by a scholar in charge of presenting a 5-minute report at the closing ceremony.

Template 1

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, e-mail 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 session 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.

SESSIONS:

Title:

Session chair(s):

Abstract:

ROUND TABLES:

Title:

Round table chair(s):

Abstract: