

## Guidelines for EAHN Interest Group Coordinators

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[Updated February 2020]

### 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 topical subjects, architectural typology, historical periods, geographical frameworks or historiographical methodologies, but also practical interests such as funding and specific career stages or types.

Besides being represented on the EAHN website (<http://www.eahn.org/>), each interest group has their own interactive space within the members' area which is overseen by group coordinators. This space enables 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 biennial conference groups submit short reports which are collated and published on the EAHN website. Besides this, *Architectural Histories*, the open access, blind peer-reviewed scholarly journal of the EAHN (<http://journal.eahn.org/>) 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 as are individual submissions for research articles.

### 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 space on the EAHN website and second, convening group meetings at regular (i.e. biennial, 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](mailto: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 Committee will then evaluate the proposal 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 more focused thematic conferences. These events are intended to raise the

international profile of the Network through local collaborations and to promote inclusivity and interdisciplinarity.

As all EAHN members, Interest groups are strongly invited to propose a Themed Conference in intermediate (odd) years. Please contact the EAHN Office or one of the Executive Officers for more information.

## **5. 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 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.