

## THEMATIC INTERNATIONAL MEETING GUIDELINES

[updated June 2021]

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.

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 (MoU) 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; within one month after the notification of acceptance of the proposal, local organisers must provide a signed MoU to be signed by the EAHN.
4. That a scientific committee is formed including at least two members from either the EAHN executive committee or its council.
5. That the local organization is responsible for all written materials used to describe and advertise the conference in English to be copy edited and proof read.
6. That all conference attendees become EAHN members.
7. That failure to comply with the MoU terms and the general calendar of organisation (indicated below as Model Example of a Thematic Conference) will imply the withdrawal of the EAHN from the event.

What follows is a model example of a thematic 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, but rather orient the whole process of application and organisation.

Note:

Thematic conferences might be jointly organized, for instance, in a collaborative way between the EAHN and another similar organization or they might be organized largely by another similar organization but with the support and advice of the EAHN. In these cases, terms of such joint events are to be negotiated directly with the Executive Committee and the Memorandum of Understanding would need to reflect the precise terms of the collaboration.

### MODEL EXAMPLE OF A THEMATIC 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 thematic conference.
- 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 a budget, including the revenue to the EAHN and conference fees (e.g. different rates for students and early/late registration schemes). 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 Thematic international meeting.

f) Suitable dates for the conference should be given – two to four consecutive days.

g) The application should be addressed to the Secretary of the EAHN in time for discussion at the EAHN Business Meeting at least 18 months to two years in advance, upon Call for hosting a Thematic Conference advertised by the EAHN.

### **Step 2. Organisation**

a) Upon notification of approval of the application, local conference organizers and the EAHN sign the MoU within a month's time; the MoU must clearly state either a fixed amount per registered participant or a fixed total amount to be transferred to the EAHN.

b) 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 gender and members' geographical origins and their research interests, relevant to the theme of the meeting.

c) 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.

d) By the time of the CFP announcement, a conference website must 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.

e) The Scientific Committee must choose a maximum of 60 abstracts (size depending on MoU agreement but never above 60), 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 one to three keynote speakers for the conference to be chosen by the Scientific Committee. Keynote speakers should ensure diversity both in gender and 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 Executive Committee and the compliance with the MoU.

b) Agreed revenues with the EAHN will be transferred to the EAHN bank account, assistance being provided by the EAHN Treasurer.

## **Appendix**

### **Example Schedule for hosting a Themed Meeting**

December 2 years prior to event (e.g. 2021 for event in 2023)	Deadline for candidate submission to the EAHN, upon Call for hosting a Thematic Conference advertised by the EAHN
February in the year prior to the event	Notification of acceptance or rejection by the EAHN (decision taken at the EAHN 2022 Winter Business Meeting)

March in the year prior to the event	MoU is signed between hosting institution and the EAHN
12 months to event	Launch meeting website and CFP, including fully decided Scientific and Organizing Committees
6 months to event 5 months to event	CFP closes Final selection of abstracts and notification of speakers
3 months to event	Registration opens Submission of final version of paper to the Organising Committee for revision and publication (optional)
Event dates	Thematic Conference

### ***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 may 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

Submission deadline: ... (month) ... (day), ... (year)

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 thematic sessions and) round tables, open sessions may be announced.

The Organizing Committee has the prerogative to recommend changes to the abstract. The selected speakers must return edited abstracts no later than ... (month) ... (day) ... (year). Authors of accepted paper proposals must submit the complete text of their papers (for a 20 minute presentation) or complete draft of discussion position (for a 10 minute presentation) by ... (month) ... (day), ... (year).

The Organizing Committee may suggest editorial revisions to a paper or discussion position in order to make it satisfy the conference guidelines or publication purposes 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). The Organizing Committee reserves 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 Organizing Committee 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](http://www.eahn.org).