

INTERNATIONAL COUNCIL ON ARCHIVES

SECTION ON UNIVERSITY AND RESEARCH INSTITUTION ARCHIVES

CONFERENCE PLANNING GUIDELINES

1. Introduction

The Conference Planning Committee will comprise a minimum of eight members, including at least two members of the Section Bureau (SB), who ideally should have prior experience of SUV conference organisation and relevant academic qualifications. (In locations with no SB member that number will increase to a minimum of three SB members.)

2. Appointment of Planning Committee (PC)

The SB will appoint two/three members to the Planning Committee, who will liaise with the local organiser to ensure the appointment of the other members at least one year in advance.

3. Initial Planning

The PC will, within one month after appointment, decide the location and theme of conference and will issue a Call for Papers at least 8 months before the conference. The Call for Papers should:

- Ensure that submissions conform to *the Proposal Submission Guidelines for ICA-SUV Annual Conferences*
- outline the theme of the conference (and thematic sessions within it)
- provide information regarding the time allowed for speakers, whether
 - keynote
 - single papers
 - panel sessions
- detail the deadline for submissions and the date at which the result of submission will be known
- state whether a publication is intended
- state whether travel/accommodation costs can be provided
- request a short speaker biography

A Review Committee should be established in accordance with the *Annual Conference Review Committee Guidelines*

The SB should be kept informed of progress by the SB members on the PC.

The conference programme, as it develops, should:

- have a theme relating to current professional issues and debates
- encourage discussion of issues rather than description of projects
- include invited keynote speakers, who will increase attendance
- avoid having too many speakers, allowing enough time for discussion
- reject submissions which are not relevant to the chosen theme

To the extent possible, the organizers should provide full versions of the conference papers to attendees and explore possible publication venues for the proceedings. The organizers should provide a pdf version of the programme with abstracts of the presentations.

4. Conference Administration

Key aspects of the organisation of the conference should proceed according to the following timeline:

Minimum of 1 year in advance:

Appoint Planning Committee (as above)

9 months in advance

Decide dates, location and theme of conference

8 Months in advance

Design and produce conference web site:

- This can be used for online registration
- Keep the website regularly updated with information on conference programme and other information

Issue call for papers and establish programme committee

Advertise in appropriate newspapers, professional newsletters, listservs, etc

6 months in advance

Have progressed the following issues sufficiently to enable detailed conference announcement to be made:

- conference venue
 - Transport links
 - Facilities available
 - Number of delegates possible
 - Accommodation
 - Catering
 - Conference suite
 - Copying facilities
 - Internet facilities for conference room / delegates
 - Translation
 - Availability of technical equipment
- Budget (see section 5 below)
- Registration
 - Establish a registration form and database for all the relevant delegate information :
 - Delegate name, address and contact details
 - Dietary requirements
 - Social events they intend to attend
 - Details of accompanying persons
- Set up a 'conference' email address and disseminate with publicity material
- Programme should be largely complete - as soon as possible, make the programme available online
- Social events (see section 6 below)

6 months to 1 month in advance

Plan social events/ speakers, and identify session chairs

Request speakers' PowerPoint presentations/abstracts in advance (essential if simultaneous translation is available)

Be fully prepared for the official registration day at the beginning of the conference:

- Make a list of things that you will need to take to the venue
 - list of all delegates
 - delegate badges, packs etc organised alphabetically
 - Inform delegates exactly where registration will take place
 - Keep in regular contact with registered delegates, keeping them up to date with the programme and any relevant information
- Consider giving someone responsibility for photographing the conference, and make necessary arrangements/bookings
- Make arrangements for printing, procurement of conference bags, etc.:
 - Items that will need to be printed
 - Delegate badges
 - Programme: conference sessions and social events
 - Invitations to social events
 - Delegate list
 - Banners and posters
 - Items to go into the conference bags
 - Programme of conference sessions and social events including abstracts of conference papers and speaker biographies
 - Delegate list
 - Invitations to social events
 - Local information; transport links, tourist attractions, local points of interest
 - Blank paper and pen/pencil
 - Feedback forms
- Main organiser should consider gifts for invited speakers, if appropriate, and who should be thanked

Last minute

Visit the venue shortly before the conference and check technical issues, catering, accommodation, if appropriate (particularly rooms for invited speakers)

Set up the Registration Desk early on first day and have designated people responsible for it
Check technology/ roving microphones work

Nominate someone to be responsible for managing the presentations

Nominate someone to identify speakers/ panels and who will brief them on timing/ microphones, etc

Make sure Chairs know they should ensure sessions run to time

5. Budget

Expenditure and income should be carefully costed and should take into account:

- Income from delegate registration fee
- Potential contribution from SUV
- Room hire costs, including technical equipment and support
- Invited speakers travel and accommodation costs (N.B. Any honoraria paid to speakers should not be a burden to the SUV, which does not have funds to support such payments.)
- Social events

- Potential home institutional financial or in kind support
- Local and national related organisations, eg National Archives, financial or in kind support
- Sponsorship for
 - Conference bags, inserts and company sponsored logos, etc
 - Conference dinner
 - Visits/trips
 - Product samples
 - Trade fair
 - Student/overseas bursaries

The delegate rates, both inclusive for the whole conference and day rates, should be established on the basis of the above costings.

(NB. PC should prepare information on the SUV, the conference, and on the archives & RM sector to increase awareness of sponsorship opportunities.)

6. Excursions and social events

- Leave some free time between conference sessions
- Look at local attractions suitable for outings: consider
 - Distance
 - Facilities
 - Cost
 - Contact and book venues, bus companies etc.
- Conference dinner (if appropriate – usual, but not obligatory)
 - Venue, think about locations and facilities
 - Type of meal: buffet or sit down meal, bar
 - Entertainment, after dinner speakers, music
 - Table decorations, flowers, candles, etc
 - Transportation to and from venue

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