

Combined Conference Policy and Guidelines

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Preamble

The annual conferences of SAHANZ are one of the primary means through which the society fulfils its aim to promote discussion, criticism and debate of architectural history. They are venues for presenting original scholarly work, as well as being opportunities for discussion and exchange. Building upon the traditions that have contributed to the success of past SAHANZ conferences, convenors are encouraged to give each conference an individual character.

This is, in part, a governing document, defining the Society's relationship to these events and its expectations of those who step forward to host or convene them.

Additionally, guidelines are formulated with the intention to assist and act as a checklist for convenors.

Policy and guidelines are to be read in conjunction with the *Editorial Policy for the Conference Proceedings* (www.sahanz.net/society_business).

NB: Policy is written in recto, while guideline elements are printed in italics.

1. Conference Location and Timing

- 1) Conference locations will extend throughout Australasia, with the option of locations outside the area, with an aim that an annual conference is held in New Zealand about every four years.
- 2) Expressions of Interest in organising the conference are accepted by the Committee throughout the year for presentation of the bid at the AGM, two

years before the conference is planned. These should include a draft budget to be presented to the Committee.

- 3) When assessing bids, the Committee takes into account the following aspects:
 - a. location;
 - b. experience of the proposed convenors;
 - c. financial viability of the proposed conference.
- 4) Timing of the conference will take into account the academic calendar of institutions in Australia and New Zealand..

2. Conference Theme

- 1) As SAHANZ conferences traditionally have been themed conferences (with some flexibility of accepting excellent papers that lie outside the theme), it is the responsibility of the convenors to create – in consultation with the Editorial Board – a theme that is both sufficiently specific to generate interest and sufficiently elastic to accommodate the range of subject areas and expertise within the Society.

3. Conference Ownership

- 1) The conference name and procedures are owned by SAHANZ, but each conference committee is franchisee of SAHANZ and responsible for all aspects of the conference including finance. Typically the conference is hosted by an institution (generally a university) which is its primary sponsor.
- 2) The Conference Committee has responsibility for all aspects of the conference and should regularly report all hosting, venue and financial arrangements to the SAHANZ Committee.
- 3) The host institution (and the venue, if it is not at the host institution's premises) should provide adequate public liability insurance cover for the conference delegates.
- 4) The convenors should aim at creating a surplus which is to be paid to the Society.

4. Timeline for Convenors:

Based upon past experience, here is an example for a hypothetical conference:

<i>1 March</i>	<i>Draft Call for Papers (CFP) to Editorial Board for consideration and advice.</i>
<i>1 April</i>	<i>CFP is advertised to SAHANZ, SAH and EAHN.</i>
<i>Early July</i>	<i>At AGM in July, presentation of CFP and logo.</i>
<i>1 Oct</i>	<i>Abstracts due. Abstracts sent out to Academic Committee.</i>
<i>31 Oct.</i>	<i>Abstracts decided on.</i>
<i>Following Year</i>	
<i>15 Feb</i>	<i>Full papers due for assessment and review.</i>
<i>15 March</i>	<i>Paper reviews due.</i>
<i>1 May</i>	<i>Final papers due. This allows the convenor approx. two months for editing and layout.</i>

Early July *Conference date.*

Proceedings should be published at the conference or no later than three months after the conference (cf. Ed Policy Proceedings, 11.1)

5. Committees and Communication

- 1) While the Committee advises on matters of the organisation of the conference (the budget in particular), the Editorial Board approves the CFP, oversees the maintenance of SAHANZ scholarly values, and questions related to the publication (Cf. *Ed Policy Proceedings, 4.0*).
- 2) *Conference convenors may choose their Organising Committee freely but it is desirable that there is representation from the host institution as well as other cognate institutions in the host city.*
- 3) *It may be useful to plan separate responsibilities for venue coordination (venue, dinner, activities etc.), a website coordinator (for paper management system, reminder emails and registrations) and a Treasurer (also responsible for promotions).*

6. Structure of the Conference

- 1) Keynotes: Mindful of the profile of previous keynote speakers, a balance of gender, heritage and diversity of scholarship for keynote speakers is considered good practice.
- 2) As SAHANZ conferences traditionally have been themed conferences, however open sessions should also be included.
- 3) Convenors of a conference may wish to propose other means of presentation such as poster sessions or roundtables. Proposals for these should be included in the Conference bid process (Section 1 pts. 2&3 above).
- 4) Conference convenors should liaise with the SAHANZ Committee and Editorial Board to accommodate any business meetings that need to be held over the course of the conference.
- 5) *Note as per Section 2., there will be a conference theme, with open sessions. These are ideally combined with sub-themed and Lightning Talk sessions.*
- 6) *Sub-themed sessions: It is desirable that sub-themed sessions be called for with the CFP.*
- 7) *Lightning Talks: A specific session for Lightning Talks may be provided.*
- 8) *Authors may be invited to submit an abstract for a shorter presentation on work in progress. While normally, authors would submit a double-blind-refereed paper which will be published in the Proceedings (see Ed Board policy re Proceedings), alternatively a paper can be submitted as “work in progress”, for a so-called Lightning Talks session. Refereeing for this paper can be open, and the paper will be published as refereed abstract only.*
- 9) *While traditionally an ideal session has contained 3 papers of 20 mins with 10 mins discussion per paper, there is flexibility to have sessions of 2 or 4 papers due to paper and theme distribution.*
- 10) *Tours of the Conference city, architectural history sites of interest, contemporary and heritage architecture as well as cultural landscapes are encouraged.*

- 11) *A conference dinner is highly desirable, with optional attendance.*
- 12) *Morning tea, lunch and afternoon tea should be provided each day of the conference.*
- 13) *Conference convenors are advised to provide information on wayfinding to the conference venues (maps, signage etc.). Supplementary info may include information on accommodation and guides to heritage sites and local eating places, which people might visit in their own time.*

7. Paper Submissions / Registration

- 1) Authors may only present one paper as sole author. However, authors are allowed to register as a co-author with a second paper.
- 2) All papers presented are to be accompanied by a unique full registration (registration for the entire conference). This means it is not obligatory for co-authors to register if they do not attend the conference, unless otherwise the co-authored paper would thus not have a registration.
- 3) Every author (if sole or co-author) presenting at the conference must have full conference registration.
- 4) a) Every author presenting a paper needs to be a current member of SAHANZ.
b) Members of SAH do not need to pay SAHANZ membership fees to register for the conference; however this exemption does not apply if they are resident in Australia or New Zealand.
- 5) For inclusion in the proceedings, a paper needs to be presented at the conference. In exceptional circumstances, (such as health, mobility etc.), a live interactive video presentation by the paper's author may be accepted. After considering all aspects of equity the decision to include a paper by an author who cannot be present lies with the Convenor, who may consult with the SAHANZ Committee.
- 6) *Registration will normally include the appropriate SAHANZ membership annual fee, which will be collected by the conference organisers on behalf of SAHANZ. It is to be transferred to SAHANZ after the proceedings have been published.*
- 7) *Registration should include the following categories:*
 - Full 'early-bird' registration*
 - Full student 'early-bird' registration*
 - Full regular registration*
 - Full student regular registration*
 - Day registration*
 - Day student registration*
 - Keynote registration*
 - Student keynote registration*

8. Costs/Budget

- 1) Conferences should aim at generating a surplus and should submit a detailed costs/expenditure report to the Committee. SAHANZ is not responsible for any losses incurred in organising a conference.

- 2) *Conference organisers are advised to apply for seed funding and other forms of support from their institutions.*
- 3) *Conference convenors should communicate updates of the conference budget to the Committee at regular intervals before the conference to ensure financial viability.*
- 4) *Conference convenors will ideally forward their budgets as templates/ models to the next convenor.*

9. Paper Presentations and Best Paper Prize

- 1) *The length of manuscripts should not exceed 4,500 words including footnotes, but not including abstract, headings, and image captions.*
- 2) *Presentations should be capable of being delivered within the timeframe of the sessions.*
- 3) *It is recommended that the Conference Academic Committee publically awards a Best Paper Prize. The basis for decision should be the criteria used by the referees: originality and significance; quality of writing, as well as quality of presentation.*