



# Medieval Association of the Midwest

## CONFERENCE GUIDELINES / CHECKLIST

Thanks to the Arizona Center for Medieval and Renaissance Studies (ACMRS), the following guidelines were developed to assist those individuals who volunteer to host the annual MAM conference at their institution.

The yearly MAM conference is held in the fall, customarily in late September or early to mid-October. Typically, it begins with a reception provided on a Thursday evening. A plenary speaker and concurrent sessions take place on Friday, with a dinner in the evening. Saturday's sessions begin early in the morning and end early in the afternoon. Often there is a MAM Executive Committee meeting and an excursion following the conference sessions.

**S**TART PLANNING EARLY! “Members who wish to host the annual conference of the Medieval Association of the Midwest should make their wishes known by a letter to the MAM Council that will be presented at the MAM business meeting. The offer should be made two years prior to the year in which the member’s institution wishes to hold the conference. Offers may then be considered and voted on at the annual business meeting” (motion approved at May 2006 MAM business meeting in Kalamazoo).

**B**EFORE VOLUNTEERING TO HOST THE MAM CONFERENCE, ensure that your institution has adequate facilities on and near campus: conference rooms, dining, and hotels.

- ♠ Identify the best facilities, and make a list of alternatives in case of difficulties.
- ♠ Once you have volunteered your institution, reserve campus rooms and make arrangements with hotels as soon as possible, keeping in mind that some highly desirable rooms on campus must be reserved two years in advance in order to use them for a weekend conference.
- ♠ For some institutions, consult with appropriate administrators for sponsorship and funding two years before the date of the conference, as their rank may be important for booking difficult-to-reserve facilities.

MEDIEVAL ASSOCIATION OF THE MIDWEST

<https://mmaotm.wildapricot.org/>

## **AT LEAST TWO YEARS PRIOR TO CONFERENCE**

- Make a request in writing to the MAM Executive Council to host the conference.
- Estimate approximate total costs for the conference using the **sample budget at the end of this document** and the cost of resources in your area as guidelines.
- Ask appropriate deans, university departments, and other organizations for financial support, requesting slightly more funds than you think will be needed, in case expenses are more than anticipated. If this is done two years in advance, remind the sponsoring administrators of the upcoming conference, and verify the amounts previously promised so they will be included in budgets for the year.

## **AT LEAST ONE YEAR PRIOR TO CONFERENCE**

- Determine the date of the MAM conference, which is customarily in late September or early to mid-October, checking on other campus events that may interfere. The exact date may depend on the availability of meeting rooms and invited speakers.
- Determine the conference theme, and invite plenary speakers.
- Choose the conference hotel, and reserve blocks of rooms.
- Reserve necessary rooms on campus or at the conference facility for the following events that have been typical of past conferences:
  - Reception for early arrivals
  - Registration
  - Plenary session
  - Concurrent sessions (2–4 rooms, usually)
  - Lunches and dinners
  - Drink and snack service
- Contact university offices that offer support for conferences. They may be able to help you with mailings, processing registrations (especially credit cards), and preparing conference programs and other materials.
- Negotiate and sign contracts with local hotels, the student union, and/or any other necessary conference facilities, if appropriate.
- Notify the MAM Executive Council member in charge of *Nuntia* to announce the conference in the newsletter and post information on the MAM website.
- Prepare and send out the call for papers, both by regular mail and e-mail. The deadline for abstracts should be at least three months before the conference. Mailing and e-mail lists of the MAM membership and labels of the Committee on Centers and Regional Associations

(CARA) are useful for mailings and are available from MAM's Executive Secretary and the Medieval Academy of America, respectively. Your university may also be able to generate a mailing list of addresses of appropriate departments at colleges and universities in your area. Typically, 150 copies of the call for papers are made for distribution at other conferences and meetings, such as the Midwest Modern Language Association (MMLA) convention, the International Congress on Medieval Studies in Kalamazoo, and the Medieval Academy of America annual meeting.

- Send conference information to the Medieval Academy and other appropriate organizations for publication in their newsletters.
- Establish a website on your university or department home page to announce the conference, disseminate information, and provide online registration (if possible).
- Begin organizing a staff of volunteers to help with arrangements.
- Develop a preliminary budget using those from previous conferences as guidelines but based on resources in your area. Keep in mind that costs are offset only partially by registration fees. Include costs for guest speakers' honoraria, travel, and lodging, as well as postage, catering, room rental, vehicle rental, printing, and stationery costs for programs, folders, and name badges. Costs for lunches and dinners may be covered by charges in addition to the registration fees. Costs for excursions and other optional activities are also additional. **See the sample budget at the end of this document.**
- Arrange transportation (busses, vans, etc.) for airports, hotels, and excursions, if necessary.

### **THREE TO SIX MONTHS PRIOR TO CONFERENCE**

- At Kalamazoo in May, post and distribute copies of the conference announcement and the call for papers. Attend the MAM Executive Committee and Business meetings to announce the conference.
- Determine catering needs (including vegetarian options), and choose menus for receptions, meals, and breaks. Final orders, including numbers, can be placed in the weeks before the conference.
- Review abstracts, and send acceptance or rejection letters or e-mails to submitters.
- Remind those whose abstracts have been accepted that all conference participants must be members of MAM. Include a membership form (can be obtained from the MAM Executive Secretary) with the acceptance letter or e-mail. Membership forms and payment should be returned to the Executive Secretary. Also, inform participants of publication opportunities in *Enarratio*.

- In order to track participants, create a database, which should include contact information, registration, membership, audio visual needs, and menu preferences. Your campus office of conferences may do this for you.
- Based on abstracts, determine if audiovisual or computer equipment is necessary, and schedule it for appropriate rooms.
- Organize accepted papers into concurrent sessions, including presidents.
- Plan the conference schedule (sample times below are approximate):
  - **Reception** for early arrivals (Thursday 7:00–9:00 p.m.)
  - **Registration** (Friday 8:00–12:00 noon)
  - **Plenary and/or Concurrent Sessions** (Friday 8:00 a.m.–12:00 noon)
  - **Lunch** (Friday 12:00–1:00 p.m.)
  - **Plenary and/or Concurrent Sessions** (Friday 1:30–4:30 p.m.)
  - **Banquet** (Friday 6:00 p.m.)
  - **Plenary Session** (Friday 7:30 p.m.)
  - **Registration** (Saturday 8:00–9:00 a.m.)
  - **Plenary and/or Concurrent Sessions** (Saturday 8:00 a.m.–12:00 noon)
  - **Lunch/MAM Council Meeting** (Saturday 12:00–1:00 p.m.)
  - **Excursion or Concurrent Sessions** (Saturday 1:00–4:30 p.m.)

When scheduling concurrent sessions, try to avoid running sessions on similar topics at the same time. The more concurrent sessions at one time, the fewer sessions participants will be able to attend, and the smaller the audiences for each session.

- Create a conference registration form, verifying the registration procedure with the appropriate persons, and mail and/or e-mail the form to participants. If you are able to plan the conference schedule far enough in advance, include the registration form with the mailed printed program. Incorporate the following information on the registration form:
  - Meal and other event charges, as well as menu options.
  - Travel directions and lodging information.
  - A deadline for registration (optional), approximately four weeks before the conference. Be flexible with this in practice. A deadline will help to ensure that those on the program are registered and MAM members, but it may discourage last-minute attendees.
- Invite campus administrators to attend the conference. Arrange welcomes by appropriate officials.
- Post a full announcement of the conference on the MAM and department websites, including the conference schedule, registration form (including online registration), and travel directions. **Remember to update these materials as necessary.**

## **ONE TO THREE MONTHS PRIOR TO CONFERENCE**

- Design and create a conference program that will be taken to the printer to be produced one week prior to conference, including the following:
  - Schedule of events, with locations
  - Names and contact information of conference organizer and associates
  - Address and phone number of conference hotels
  - Campus or facility map
  - Reminder to submit revised papers to *Enarratio*
  
- Start collecting items for conference registration packets, including the following:
  - Portfolio folders
  - Name badge holders and labels
  - Meal tickets
  - Campus or facility maps
  - Hotel maps
  - Parking tags
  - City visitor guides
  - Maps to the remote site, if necessary
  - Lists of local restaurants and nightlife locations
  
- Solicit volunteers to assist with shuttle transportation or to drive vans for excursions, if necessary.
  
- If support services are not available on your campus, solicit student volunteers to help with assembling registration packets, typing name tags, setting up and serving at the registration table, A/V troubleshooting, and conference breakdown.
  
- Check the number of registrations and determine if the deadline needs to be extended.
  
- Verify funds from supporting colleges, departments, etc.

## **THREE WEEKS TO ONE MONTH PRIOR TO CONFERENCE**

- Confirm all arrangements:
  - Rooms (including seating, arrangement, lecterns, lighting)
  - A/V Equipment
  - Food
  - Volunteers
  - Transportation

## **TWO TO THREE WEEKS PRIOR TO CONFERENCE**

- Create and distribute a volunteer schedule and information sheet.
- Adjust quantities of food and refreshments based on reservations. Finalize the catering contract.

## **ONE WEEK PRIOR TO CONFERENCE**

- Print the final conference program, meal tickets, extra maps, list of conference registrants with their e-mail addresses and URL sites, and list of attendees for various events.
- Confirm that any excursions or events are scheduled and ready.
- Process paperwork for any services requiring advance payment.

## **WEEK OF CONFERENCE**

- Give the final count to caterer for meals, receptions, and breaks.
- Review students' and volunteers' jobs with them.
- If support is not available on your campus, stuff registration packets, including the following in each packet:
  - Conference program
  - Name badge
  - Meal tickets
  - Conference receipt
  - Campus or facility map
  - Hotel map
  - City visitor guide
  - Map to remote site, if necessary
  - List of local restaurants and nightlife locations
- Move the following conference materials and supplies to the conference site:
  - Registration packets
  - Extra packet inserts
  - Registration table supplies
  - AV equipment that is not already provided (amplified lecterns, TV, VCR)
  - Duct tape

## **DURING CONFERENCE**

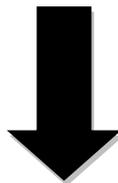
- If applicable, have drivers pick up vans the morning the conference starts, and ensure that each driver has a step stool to help passengers enter and exit the van.

- Have the following items at the conference registration table:
  - Display board announcing conference
  - Conference packets
  - List of registered participants, indicating if paid or not
  - Blank registration forms
  - Sheets to record walk-in registrations, meal purchases, and refunds
  - Receipt book, if necessary
  - Cash box, if necessary
  - Brochures
  - Maps
  - Phone book
  - Miscellaneous supplies: pens, scissors, highlighters, post-it notes, stapler with extra staples, paper clips, binder clips, rubber bands

### **AFTER CONFERENCE**

- Thank volunteers and financial supporters.
- Pay bills as they arrive.
- Send invoices to other groups as necessary.
- Produce a final budget of income and expenditures for the conference. Send a copy (preferably electronic) to the President of MAM.
- If there are funds remaining, send them to the Executive Secretary of MAM.
- Review this checklist to see if modifications are necessary. Notify the President of MAM if there are modifications.

### **SAMPLE BUDGET**



*Indiana State University—Terre Haute*  
*October 19–20, 2007*

***Budget***

\*\*\*\*\*

**ITEMIZED EXPENSES PAID BY UNIVERSITY FUNDS  
AND REGISTRATION REVENUES**  
(estimated 50 people in attendance)

**FOOD/BEVERAGES**

Opening Reception Food and Beverages .....	\$ 600.00
Friday and Saturday Morning Coffee and Breakfast .....	375.00
Friday Banquet (\$45 each) .....	2,250.00
<b>Subtotal</b> .....	<b>\$3,225.00</b>

**FACILITY USE FEES**

Reception Room Fee .....	\$ 250.00
Three Concurrent Session Rooms (two days) .....	500.00
Set-Up Fee for Plenary Rooms (no room charge with food) .....	35.00
Parking .....	100.00
University Vehicle (two days) .....	40.00
<b>Subtotal</b> .....	<b>\$ 925.00</b>

**SUPPLIES AND SUPPORT**

Flyers and Programs (paper, copying, stapling) .....	\$ 75.00
Conference Office Support (postage, receipts, name tags, conference packets, registration) .....	170.00
Student Wages (van driver, general assistant) .....	250.00
<b>Subtotal</b> .....	<b>\$ 495.00</b>

**SPEAKER EXPENSES**

Honorarium (minimum) .....	\$1,000.00
Travel Expenses (airfare) .....	350.00
Lodging (three nights) .....	500.00
<b>Subtotal</b> .....	<b>\$1,850.00</b>

TOTAL ESTIMATED EXPENSES ..... \$6,495.00

TOTAL ESTIMATED REVENUES (registration fee @ \$50 each) ..... 2,500.00

TOTAL FUNDS NEEDED ..... \$3,995.00

**ITEMIZED EXPENSES PAID BY PARTICIPANTS**

LODGING (conference hotel) ..... \$150.00

REGISTRATION ..... 50.00

SATURDAY LUNCH ..... 8.00