

CORD Guidelines for SPECIAL TOPICS CONFERENCE PROPOSALS

CORD invites any of its members to submit proposals to hold special topics conferences at any time during the year, although the proposal should generally be submitted at least six months before the proposed conference. CORD Special Topics conferences should not conflict with the CORD Annual Conference (generally held in the fall), so scheduling in the winter, spring, or summer is recommended. CORD members submitting the proposal should identify themselves as proposed conference chairs and should expect to organize the conference themselves, with some administrative help and oversight from the CORD office and CORD Board. As a general rule, Special Topic Conferences must be funded entirely by the conference organizers and registration fees. CORD will offer no financial support nor will it expect to profit from the event. CORD will lend its name for publicity, advertise the event to its members, and will likely handle registration through the CORD website. Conference presenters must be members of CORD, and the office will still need to approve the conference budget and call for papers.

Submit a proposal in the following format:

- I. Proposed Conference
 - A. Title
 - B. Theme
 - C. Projected program (titles of major sections and specific panels in sequence, names of participants). Indicate whether conference will use a “call for papers” or “by invitation” procedure for selection of participants.
 - D. Planned support functions (e.g., coincidence of professional meetings, concerts, exhibitions, festivals).
 - E. Location
 - F. Dates

- II. Conference Objectives, Justification, and Audience
 - A. Discuss the need for this conference as a Special Topics Conference. What are the key questions, scope, and methodological approach? Cite prior work in the subject area and the work of scholars currently working in the field who could contribute to the conference (one page).
 - B. What will the conference accomplish?
 - C. Who is the target audience? Who else might attend?
 - D. How do you intend to reach these people?
 - E. Are there post-conference plans (e.g., publication(s), future meetings)?

III. Budget

- A. Please list potential or secured grants or sources of funding you anticipate for this conference.
- B. If you have a preliminary budget drafted for this conference, please include it. You may contact the CORD office for a budget template. Once your conference has been approved, the CORD office will help you develop a balanced budget that must be submitted to the CORD office. CORD will not offer any funding for special topics conferences, nor will it expect any proceeds from the conference.

IV. Biographies of Proposed Participants

- A. For a conference using the “by invitation” procedure for selection of participants: present brief biographies of proposed participants and a sentence or two on the specific background that qualifies them to contribute to the conference theme.
- B. For a Conference using a “call for papers” procedure for selection of participants: It is not necessary for biographies to be included in the proposal to the CORD Board.

V. Conference Program Committee

- A. List committee members and their affiliations.
- B. State their specific duties for the conference.

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