

Guide for the Chair of the CAS Programme Committee

The success of the Association's annual conference, held in conjunction with the Congress of the Canadian Federation for the Humanities and Social Sciences (CFHSS), very much depends on the planning and preparation of the Chair of the Programme Committee (henceforth, Chair).

The Congress is normally held at the end of May, beginning of June. For example, the 2016 Congress, at the University of Calgary, took place from 28 May to 3 June. Congress 2017 is at Ryerson University; Congress 2018, at University of Regina.

Immediately upon the election of the Chair, which normally takes place at the AGM of the CAS, the association's **Secretary-Treasurer should submit to the CFHSS the next Chair's name and coordinates**. During the AGM, the dates of the next Congress are announced, as well as its theme. The main theme for 2016, for example, was "Energizing Communities."

In the event that the Chair is not affiliated with the host university where the next Congress is taking place, a Local Arrangements Coordinator (LAC) should be appointed. The LAC will assist the Chair in such matters as can be taken care of on location. Primary responsibilities of the LAC would typically include identifying suitable meeting rooms, room and equipment booking, banquet or barbeque arrangements, and liaison with the local logistics coordinator working for the Congress.

Once informed, the CFHSS contacts the new Chair and—if one has been appointed—the LAC, inviting them to attend the **Planning Meeting, which always takes place in the early fall**, at the host university. In 2016, for example, the Planning Meeting—including CFHSS personnel, university reps, and all associations' Chairs and LACs—took place at the University of Calgary on 30 September 2015.

STEP I

The Planning Meeting is very informative and useful. The Chair should attend this meeting! At the meeting all Chairs and their LC's obtain a special **Planning Guide**, which serves them well throughout the year. Besides enumerating the deadlines to be met, the Guide also contains all the forms that the Chair must submit to the CFSS, as well as the most important contact names and addresses.

Most communication between the CFHSS and the Chair is by e-mail. The occasional phone call, however, might be necessary.

After the Planning Meeting, Chairs are strongly encouraged **to seek volunteers among colleagues and graduate students**, acquainting them with the steps to be taken throughout the year. Equitable sharing of duties will ensure the conference's success.

STEP II

One of the first responsibilities of the Chair will be (following consultation with the CAS Executive) to issue a **Call for Papers** (CfP), indicating the dates and venue of the CAS conference in spring, as well as the deadline for panel and individual paper proposals.

- The **deadline for proposals** will very much depend on the deadlines set by the CFHSS for the submission of the preliminary programme to the Congress organizers and then the final programme. Normally, the former is set in mid-February. Thus it makes sense to request in the CfP that **all proposals reach the Chair at least two weeks before the Preliminary Programme deadline** (see below).
- The CfP should also indicate the deadline after which proposals will not be accepted. This deadline should allow the Chair two weeks for preparing the **final programme**, which must be submitted to the CFHSS **by mid-April**. The Chair is free to use a variety of methods to enforce deadlines. Late fees may be imposed, but this gives formal endorsement to the idea that proposals may be submitted late. The Chair has the

ABSOLUTE privilege of rejecting ANY proposals that come in after the deadline. While it is customary to accept submissions as long as they can be accommodated without undue strain, the Chair is under no obligation to extend any deadline. It is, however, useful to send frequent reminders to the CAS list as the deadline for submissions approaches.

- The CfP should encourage colleagues and graduate students to submit panels devoted to the main theme of the Congress. It should encourage the submission of **complete panel proposals**. This makes it easier to put a programme together!
- The CfP may request a fifty-word **abstract** of each presentation, if the committee deems this appropriate. Abstracts are a useful tool in evaluating submissions and if included in the programme also help participants at the conference determine which they should attend.
- The Chair is not expected to be an intellectual arbiter in all fields of Slavic Studies. The Chair is, however, responsible for the scholarly level of the Conference. Submissions that appear to be something other than reports on scholarly research should be rejected. The Chair is encouraged to consult the CAS Executive in such unusual cases. (For Congress 2016, following such consultations, the Chair accepted all the submissions received on the principle that encouragement to participate was healthier for the participant as well as the Association than rejection.)
- Ideally, the CfP also enumerates the names of associations meeting at the same time as the CAS. This encourages the formation of joint sessions with other associations. **Each association qualifies for financial support from the Federation toward one joint session.** The Planning Guide stipulates the deadline for applying for support toward this end.
- It is very important that the CfP make clear that anyone who wishes to present a paper at the CAS conference **MUST** be a paid-up member of CAS. The only exceptions are non-Canadians, who are urged to become members, but since they are likely members of another Slavic association in their own country, they may not wish or be able to become members of CAS. In communicating with participants, the Chair should always instruct them to make sure their membership is up-to-date.
- The CfP should provide a mechanism for the submission of panels and papers. At the same time, the CfP should instruct CAS members to file a travel grant application with the Association's Treasurer, the deadline for which may differ from the one for proposals. The Chair has to work this out with the Treasurer.

Ideally, the **CfP should be sent out electronically with the assistance of the of CSP Assistant Editor as early as possible but certainly no later than October 30** to the CAS email list (canadian-slavonic-papers@mailman.srv.ualberta.ca), as well as the lists of other associations of Slavists, such as:

- The Slavic and East European Languages and Literatures list SEELANGS@bama.ua.edu
- The AWSS (Association for Women in Slavic Studies) list AWSS-L@H-NET.MSU.EDU
- The H-Net Russian History List H-RUSSIA@H-NET.MSU.EDU.

Note that only members may post messages on these lists. Space limitations might necessitate that only a brief version of the CfP be sent to the lists. Thus, it is advisable to indicate on the CfP the address of the CAS website where the full CfP appears.

STEP III

The next important deadline involves the **submission to the CFHSS of the CAS mailing list**, along with the amounts of the **CAS society fees** and, if applicable, the **CAS banquet fee**. In 2015, this deadline was October 16.

Congress registration always involves a fee paid to the Federation and a fee collected by the Federation on behalf of the Association. The Association fees are kept low and are intended to cover the Association's expenses in planning its Conference (A/V equipment and catering, principally) and to bring in a small income to the Association. In 2016, the fees were:

Member: \$30.00

Non-member: 40.00

Retired Member: 25.00
 Retired Non-member: 40.00
 Student Member: 20.00
 Student Non-member: 40.00
 Unwaged Member: 20.00
 Unwaged Non-member: 40.00

Please note that the fee for non-members does NOT indicate that non-members can participate and give papers. This is the fee for non-members who wish to attend the Conference as spectators. Participation is for CAS members. All CAS Conference participants must register for the Congress.

The Chair must also determine whether there will be a CAS banquet or BBQ and, if so, whether the fee for it will be collected by the Federation as part of the registration process. The banquet fee must be sufficient to cover all expenses, including gratuity and taxes. Estimates from the Congress caterers will have to be obtained. The Association does not contribute to the banquet. If the banquet/BBQ fee is not collected as part of the Congress registration, arrangements must be made for the sale of tickets during the Conference itself.

A budget will have to be drawn up, based on the previous year's attendance, revenues, and expenses, and on anticipated attendance.

The mailing list is normally submitted by the Secretary-Treasurer of CAS, in cooperation with the Assistant to the Editor of the CSP.

On the basis on the CAS mailing list, the CFHSS sends the Congress prospectus to all (paid-up) members of CAS. This normally occurs in late December-early January. All pertinent information concerning registration at the Congress, its special events, and accommodations is contained in the prospectus.

STEP IV

In October, **Association Signing Authority Forms**, indicating who has the right to sign for our society's expenses at the host university (usually the Chair and the Secretary-Treasurer) **must be submitted by the Chair to the CFHSS**. In 2015, this deadline was October 16.

Meeting rooms have to be requested for the days of the CAS Conference. For Congress 2016, the Chair requested rooms for 20, 40, and 60 occupants, and received rooms for 24, 44, and 44 persons.

In mid-January, the CFHSS advises Chairs concerning room assignments for panels and other meetings.

Most communications between Chairs and colleagues submitting panel/paper proposals will be by e-mail. **Check your inbox regularly.**

Send reminders to the CAS list and other lists about the approaching (Preliminary Programme) deadlines.

STEP V

The Chair's next important deadline concerns the **submission of a Preliminary Programme to the CFHSS**. In 2016, this deadline was February 19. In planning the preliminary programme, each society sets its own time periods; allow at least 90 minutes for lunch on each day. Around this time, Chairs must also submit forms requesting the assistance of students and/or special personnel, and requesting a greeting table. The Chair should consult with the President and Secretary-Treasurer before engaging any assistants as this drains CAS funds. **As stipulated above, it is advisable to rely on volunteers from one's own department.**

The **Preliminary Programme** must include a meeting of the outgoing Executive, the AGM, the incoming Executive, meetings of affiliated associations (e.g., CAUS), the President's Reception, and special events organized by the

community in conjunction with the CAS. Please note that colleagues travelling from the extreme ends of Canada may have difficulty arriving for an early meeting, so plan accordingly.

- There are various opinions on when the AGM should take place. The Chair may decide to schedule it at the end of the Conference. This might encourage attendance at all panels. But it will also mean that members who must take an early flight home on the last day cannot attend the AGM. The CAS banquet has in the past usually been held after the AGM. Many successful AGMs have been held in the afternoon of the second day of our usual three-day Conference, with the banquet held in the evening of the same, second day. In the past three Conferences, 2014-16, inclusive, the practice has been to hold a BBQ at the home of a member, which offers a more informal kind of social gathering with more opportunity for socializing than does a banquet. The AGM should not be held on the first day of the Conference, so that any business meetings that must precede the AGM have time to take place. The Chair should insure that Ukrainianists, graduate students, and the outgoing Executive have all been assigned a time for their business meetings before the AGM.
- **To B or not to B?** That is the question. Whether to have a banquet or a barbeque. Following the initiative taken at Brock University in 2014, CAS has arranged a BBQ at the home of a faculty member of the host university in each of the two succeeding years. This may, however, not be feasible in larger centres. A restaurant near to the Congress site may be booked, or a pizza party arranged at the Congress site using the local caterers. In any case, this can be handled separately from the programme itself. The Chair and the LAC will have to work this out on their own, keeping the Executive informed.
- **Post the Preliminary Programme to the CAS list and website with the assistance of the Assistant Editor of the CSP.** This should include business meetings and the banquet/BBQ. Do not forget to inform other Slavic lists about the Preliminary Programme. Encourage fellow Slavists to become members of the CAS and to attend the Conference.
- Write to the CAS list, encouraging members to **volunteer as Chairs of Panels** in the case of panels formed on the basis of individual paper submissions.

STEP VI

In late March the Chair submits requests for **Audio-Visual equipment** to be used at the CAS Conference. Chairs are advised to be careful with such orders, inasmuch as A/V equipment is rather expensive. The CAS is not a wealthy organization. It is normal for the Chair to ask those presenters who require equipment to pay for part of the cost of its rental, but this was not done for Congress 2016.

STEP VII

The **Final Programme** must be submitted in PDF form to the CFHSS **by mid-April**. (In 2016, the deadline was April 22.)

- **Post the Final Programme to the CAS list and website as well.** The text posted on the CAS website should include abstracts, if they were part of the submission process. This allows colleagues to choose the panels/papers they wish to attend.
- Inform other Slavic lists about the existence of the Preliminary Programme at the CAS website.
- This is a good time to check with the CSP office to insure that all conference participants are CAS members. Those who are not should receive a notice requesting them to pay their membership dues. Usually, the CSP office sends these notices.
- This is also a good time to insure that the travel grant budget is apportioned equitably among the participants who have requested assistance. No grant should be paid to anyone who has not paid CAS membership dues. No grant should be paid to anyone who does not show proof of registration at the Congress. Typically, the Secretary-Treasurer handles all matters related to travel grants although he/she may address questions to the PC or LAC.

STEP VIII

Special catering requests must be submitted to the CFHSS at the **end of April**.

STEP IX

Tweaking of the final programme will continue through mid-May.

Recent practice has been not to provide a hard-copy printed programme, but just to disseminate it in Word and/or PDF form for users to print out on their own printers. If a decision were made to **have a Final Programme printed**, it must be done **in time for the Conference**. While most participants will not need a programme, a sufficient number should be printed locally so that non-members of CAS attending the Conference can have one. Advertising in the printed programme can reduce the cost of printing. CAS cannot afford expensive print and layout, so this must be budgeted as part of the Conference account. Normally, the Chair formats the programme in a word processor and photocopies the programmes for distribution.

Also post the Final Programme on the CAS website.

- Include in the printed and web versions of the Final Programme all abstracts of papers to be presented.
- Post e-mail addresses of presenters, so as to promote networking among colleagues.
- Include all special meetings taking place in conjunction with the CAS Conference, as well as Congress events.
- If joint sessions have been arranged, ask fellow associations to publicize them.
- Let CFHSS know of newsworthy panels on topical issues—there is a form to be filled out and submitted.
- It may be the case that Department Chairs of host universities can obtain monies from their Vice-President's Office for each association housed in their department, which may be used toward printing the programme.

STEP X

Enjoy a job well done and the accolades heaped upon you at the CAS AGM. The Chair of the CAS Programme Committee is the most important link in the life of our Association.

Nota bene: This page is always being updated, or should be. Recent Chairs of the CAS Programme Committee are invited to submit comments and corrections to the CAS webmaster.

A list of best practices will be prepared on the basis of your comments.

Last update July 4, 2016.