

VIRGINIA HUMANITIES CONFERENCE

Conference Planning Document

Conference planning must begin approximately 18 months prior to the Conference dates. Some of these activities will necessarily coordinate with the required duties and activities of several offices:

- 1) Select a Conference date and theme. This should be done in time for inclusion in the program for the previous year's Conference.
- 2) Design and issue the Call for Papers. This should be issued no later than June 1 of each year to accommodate advertising needs.
- 3) Secure advertising in mainstream publications such as THE CHRONICLE OF HIGHER EDUCATION or in other venues. Because of varying publication deadlines, this should all occur during the months of June and July each year.
- 4) Create and design a Conference Webpage and provide a link to the VHC Homepage. (This is typically all done by an individual in the President's college or university IT Department.) Earlier conferences may be used as guides for structure and content.
- 5) Select a keynote speaker. This is done in consultation with the Delegates.
- 6) Organize conference activities and presentations including the coordination, design and printing of the conference program.
- 7) Determine an estimated total cost of the conference including such things as room rental, keynote fee or honorarium, honorariums for any minor speakers or performers, and food costs. Communicate this information to the Treasurer in a timely manner.
- 8) All bills for Conference expenses must be submitted to the Treasurer for payment as quickly as possible after the close of the Conference.

Registration Fees

A schedule of registration fees for the Conference was adopted at the Delegates' Meeting on March 11, 2006 and revised on April 5, 2008. This schedule is considered part of the By-Laws and may be modified in the same manner.

1. Delegates' registration fees are included in the \$200 institutional membership.
2. The standard registration fee is \$100.
3. The registration fee for adjunct faculty is \$50.
4. The registration fee for the spouse/partner of a registered attendee is \$50.
5. The registration fee for a graduate student is \$25.
6. The registration fee for an undergraduate student is \$10.