



## ANNUAL MEETING GUIDELINES (revised 2010)

This statement provides guidance to organizers and participants on the conduct of the Association's annual meetings. Questions and concerns may be addressed to the CAC President.

### 1. *Scheduling, venues, numbers*

According to the Association's bylaws, the annual meeting is normally held 'at a date in the first half of May, or at such other date as the Council may determine' (Bylaw 1), and 'at the invitation of one or more Canadian universities with a Classics programme in a place of its/their choice, or, in special circumstances, in such other place as the Council may determine' (Bylaw 2). In determining venues the Council follows a flexible rotation so that meetings will occur regularly in each of four regions: Atlantic Provinces, Québec, Ontario, and Western Provinces. Opportunities to link CAC meetings with the CFHSS Learned Societies Congress or with meetings of other associations are taken into account. Scheduling negotiations are conducted by the President and Executive Committee. Venues are agreed three years in advance of each meeting. A list of recent and future venues is posted on the Association's website. Organizers ideally need to start planning the meeting at least two years in advance, especially the invitation of a distinguished scholar to give the keynote address.

Numbers attending depend to some extent on the location of the meeting. Approximate total registrations in recent years have been: 155 (Waterloo, 2001); 180 (Vancouver, 2002); 125 (Fredericton, 2003); 140 (Québec, 2004); 170 (Banff, 2005); 140 (St. John's); 180 (Montreal, 2008); 164 (Vancouver, 2009). The number of papers is usually between 60 and 75% of the number of registrants; (Vancouver, 2009 – 127 papers accepted).

Regarding accommodations, if the meeting is being held in an area with several hotels and B&Bs nearby, it is recommended that the organizer not enter into any contract arrangement with a single hotel, but rather let attendees find their own accommodations. If the host institution location is more remote, the organizer may feel it necessary to set aside a room block in a hotel and/or a dormitory. The problem is that the hotel or university will ask you to supply a number of needed rooms. This is extremely difficult for an organizer to determine. It is recommended that he/she be in contact with past organizers to gain a sense of how many rooms will be necessary. Vancouver in 2009 thought that the somewhat isolated location of campus would increase the number of people who would want to stay in the very inexpensive room block set up on campus. Therefore, a quite high number was booked, using projected registration numbers as a guide. Vancouver planned for a registration of 180 (realized 164), booked rooms for about 140 people and discovered after the conference that not even 60 percent of the room block was used.

### 2. *Programme management*

The Council delegates the management of the meeting programme to local organizers appointed by the host institution(s). It strongly recommends that local organizers should include a current or recent member of the CAC Council. The President of the CAC advises on advance

planning and questions of policy, consulting the Executive Committee and Council as needed. All final decisions remain with the chair of the local organizing committee.

### 3. Programme design

Annual meetings typically occupy three days and follow a general pattern which can be seen in programmes from previous years. Regular features include:

- eleven ninety-minute daytime periods for papers, panels, etc. (four periods on each of days 1 and 2, three on day 3);
- Presidential event – e.g., outreach panel; panel to discuss the keynote lecture; etc.
- the Association's Annual General Meeting, usually on the afternoon of day 3;
- a lecture by a distinguished guest, usually evening or late afternoon;
- several business meetings scheduled at lunchtimes or other convenient times;
- a banquet, usually on the final evening.

Organizers are encouraged to work freely within this general pattern and to add special academic sessions, joint sessions with other groups, receptions and other features as opportunities arise.

A ninety-minute period comfortably accommodates three 20-minute papers with introductions and discussions. Three concurrent sessions of three such papers in each of eleven periods will accommodate 99 papers. Additional papers can be accommodated by any of the following means: increasing to four concurrent sessions; allocating four papers to some sessions; requesting or requiring 15-minute papers; inviting 'posters' and papers to be read by title (for which informal discussion sessions may be scheduled). Additional periods – e.g. in evenings – are not favoured.

Presidential event (mentioned above in bulleted list): Vancouver 2009 was the first attempt at this when we held an outreach panel in the evening of the first day of the meeting. The CAC president, working together with the local organizer, put together a panel of four speakers who were asked to deliver presentations that were pitched for the general public. The panel was held at the Vancouver Public Library – Downtown. It was thought that something should be attempted off-campus. Advertising for such an event must begin several months before the day. Contact the CAC president for organizing this event.

Business meetings (mentioned above in bulleted list): There are usually several business meetings held during the conference. Organizers are expected to find a meeting space for these groups. These meetings typically are held during the lunch breaks, thus organizers should be aware that to accommodate these meetings lunch breaks need to be at least ninety minutes long, or longer. In addition, it is best if the meetings do not overlap because individuals often have to attend more than one. Consult the President to see if any additional meetings are necessary. The standing meetings are:

- Two CAC council meetings – the first council meeting should normally take place the afternoon before the first day of the conference, the second meeting must be scheduled after the AGM (if possible, immediately after the AGM is best). Contact the CAC President to organize these meetings.
- Heads' meeting. Usually attended by approximately 20 people. Contact the CAC President to organize this meeting.
- Graduate Student caucus. Vancouver, 2009, planned for 50 students, perhaps 40 attended. Contact the CAC President to identify who the GS caucus representative is.
- Women's Network. Vancouver, 2009, planned for 30 people, and we had way too much food. Contact President of the Women's Network to organize this meeting.
- Phoenix Editorial Board meeting. Usually attended by 16 or so. Contact the Editor of Phoenix to organize this meeting.
- Awards Committee meeting to adjudicate the Conacher Scholarship. Contact the CAC Vice-President to organize this meeting.

#### 4. *Programme development and deadlines*

The meeting should be widely advertised both within Canada and internationally. The following approximate times and deadlines for programme development are observed:

- May–June: preliminary announcement confirming dates and venue for the following year's meeting;
- October: formal Call for Papers;
- mid-January: deadline for submission of abstracts;
- mid-February: preparation of draft meeting programme and review with CAC Council;
- late February/early March: publication of draft programme *via* website and *Bulletin*;

When planning your schedule for abstracts et al., keep in the forefront of your mind the dates on which the CCB is distributed, namely the 15<sup>th</sup> of each month. This is an obvious avenue of information dissemination, but the deadlines for the CCB can suddenly make the above approximate times far less flexible. It is highly recommended that the organizer get in touch with the editor of the CCB in the late summer about deadlines for submissions for the CCB, before any dates are set for distribution of the Call for Papers, the abstract submission deadline, and the registration deadline. Typically, the organization likes to have information regarding the conference in the October 15<sup>th</sup> CCB.

French and English copies of the CFP must be released at the same time.

#### 5. *Call for Papers*

The Call for Papers invites proposals for individual presentations and for panel sessions of various kinds. All conferences include at least one session devoted to teaching in school and university contexts. The Call also allows for poster presentations and papers to be read by title in appropriate cases. Abstracts should follow the standard format for professional abstracts and this should be mentioned within the instructions for the Call for Papers. Within the Call for papers, students, while being encouraged to submit, should also be encouraged to seek guidance from their supervisors or other faculty members before submitting their abstracts. Meeting organizers have the discretion to consider proposals submitted after the announced deadline.

Regarding the submission of panels: the host institution should provide guidelines in the instructions for the Call for Papers whether the papers submitted as parts of panels will be vetted individually or solely as a group -- that is, it should be clear if the whole panel will be rejected if one paper is rejected.

It has also become tradition for the Women's Network to organize a panel independently. Someone from the Network should be in contact with the host institution early in the fall and this person will submit a paragraph for the theme of the panel for inclusion within the Call for Papers. The Women's Network, in the past, has had anywhere from 2 panels of 4 papers each to 4 panels of 4 papers each. It is the decision of the host institution to determine the number of panels to be assigned to the WN. No tradition has been established. The method for submission of abstracts for the WN panels has been that interested speakers submit their abstracts to both the host institution and the WN. The WN then independently picks the papers they wish to have presented in the number of panels they have been assigned. The papers rejected from the WN panel can then either be incorporated into the regular program by the host program committee or rejected, at the discretion of the host program committee.

The APA has also, on occasion, organized a panel independently. The same methodology used for the Women's Network can be used for this panel as well.

#### 6. *Standards and refereeing*

The Association recognizes the importance of its annual meeting as a gathering for scholars and teachers from all parts of Canada and beyond. Abstracts and other proposals are subject to 'blind' refereeing arranged by meeting organizers in consultation with the President.

Criteria for acceptance or rejection include the need for inclusiveness, the need to maintain a good quality of presentations, and the availability of program space. All abstracts submitted should be refereed within the same pool: there will not be separate consideration of abstracts submitted by faculty or graduate students. Final decisions on acceptance or rejection rest solely with the organizers. The acceptance rate for the CAC conference is relatively high under these rubrics when compared to such conferences as the AAH or the APA. The acceptance rate of abstracts for Vancouver 2009 was 84 percent (124 of 148 abstracts). Local program committees should feel free to lower the rate of acceptance if they feel such a move is merited by the quality of the abstracts.

### *7. Participation of non-members*

The Association aims both to provide a forum for its members and to enrich this by welcoming participation and presentations from others, including those from other countries. Non-member registration is subject to a surcharge which may be counted later towards a membership fee for the same year. Numbers of non-member presentations are monitored so as to ensure that they do not impede presentations by members. There is a nominal registration fee for visitors (spouses, friends etc.) attending in a non-professional capacity and wishing to participate in some of the events.

### *8. Book Displays*

The organization of book displays at the conference is, in some organizers' experience, the most difficult element. Scholar's Choice represents a number of presses and was quite easy to work with. In past years, however, Scholarly Book Services has done a very poor job. It is difficult to know what is being offered. The problem with organizing the book display is that the books are mailed separately and then have to be stored, transported to the conference location, held in a room that can be locked every night (so that the display tables do not have to be broken down every night), and at the end of the conference the books have to be shipped back again. The organizer needs to provide tables for the displays (the presses want to know measurements of the tables) as well. Some presses want to ship books but do not want to send a representative. They then will ask the host institution to take charge of the whole process on location. We recommend that if the host institution allows this, it suggest to the press that they hire one of the local graduate students to take responsibility and do the organizing for that specific press. The host institution can provide the press with graduate students' contacts. The organizer of the Vancouver 2009 meeting has a list of the presses she contacted for the conference. Feel free to contact her if you want names. (This practice of the organizer making available to the organizer of the next annual meeting a list of presses contacted should be followed, wherever possible, for future meetings.) The economic downturn in the winter of 2008-9 meant that many presses could no longer attend. Vancouver (2009) charged presses to have tables at the conference – since she was having to rent tables for them to use. She is also willing to forward copies of the form she created: Exhibit Space Application and Payment Form.

Another possible option that has worked in some situations is to work through your campus bookstore.

### *9. Food*

Typically, morning and afternoon coffee breaks are provided by the host institution. Supplying breakfast is optional, depending on the availability of food services on the campus of the host institution. In past years, organizers have realized that CAC attendees are really not the biggest eaters in comparison to other conferences, so don't let on-campus food services scare you into ordering too much food. CAC attendees definitely eat more at the morning coffee-break than at the afternoon coffee-break. At the 2008 and 2009 meetings the afternoon coffee-break consisted of drinks and small chocolates and everyone was happy! It is highly recommended that

before the conference begins the organizer identify a local soup kitchen or something of the sort that will take the CAC leftovers and have someone set to make the delivery. Campus catering is often unable to take back leftovers, or if they do, they will throw it out.

For the business meetings mentioned above (s. 3), which are typically lunch break meetings, lunches are to be arranged by the host institution. The host institution is expected to pay for the lunches for the Heads' meeting, the Women's Network, and the Graduate Student Caucus. Phoenix typically pays for their own lunch. The host institution also pays for any food needed at the council meetings depending upon the time of the meetings.

It would be helpful for attendees if the host institution could provide information for nearby lunch options in the conference materials.

#### 10. *Financial reporting*

Organizers are expected to present a brief report to CAC Council via the President after the meeting is over, outlining any issues that arose that would be relevant for future meetings and providing a financial balance sheet. Normally an interim report should be presented at the Fall Council meeting (October/November) after the Annual Meeting and a final report, if possible, by the Spring Council meeting (February/March) the following calendar year. If the meeting generates a profit, it has been customary for the local organizing committee to donate this to the CAC, to be earmarked, as appropriate, for the general operating fund or, more commonly, for one of the CAC's award funds.

#### 11. *Further advice*

The collective memory of the CAC regarding the organization of CAC meetings is very good. Do not hesitate to write to past organizers for advice! They've been through it and can certainly sympathize. It is particularly useful for organizers to acquire a general financial balance-sheet from the immediate past organizer, since such balance-sheets provide a clear overview of the main activities involved in organizing an annual meeting. Find below a list of emails of organizers.

2013	Universities of Manitoba and Winnipeg	James Chlup	<a href="mailto:chlupj@cc.umanitoba.ca">chlupj@cc.umanitoba.ca</a>
2012	University of Western Ontario	Kelly Olson	<a href="mailto:kolson2@uwo.ca">kolson2@uwo.ca</a>
2011	Dalhousie University	Peter O'Brien	<a href="mailto:pobrien@dal.ca">pobrien@dal.ca</a>
2010	Université Laval	Patrick Baker	<a href="mailto:patrick.baker@hst.ulaval.ca">patrick.baker@hst.ulaval.ca</a>
2009	University of British Columbia	Leanne Bablitz	<a href="mailto:lbablitz@interchange.ubc.ca">lbablitz@interchange.ubc.ca</a>
2008	Université de Montréal	Pierre Bonnechère	<a href="mailto:pierre.bonnechere@umontreal.ca">pierre.bonnechere@umontreal.ca</a>
2007	Memorial University of Nfld.	Tana Allen	<a href="mailto:tallen@mun.ca">tallen@mun.ca</a>
2006	University of Toronto	John Magee	<a href="mailto:John.magee@utoronto.ca">John.magee@utoronto.ca</a>
2005	University of Calgary (Banff)	Martin Cropp	<a href="mailto:mcropp@ucalgary.ca">mcropp@ucalgary.ca</a>
2004	Université Laval	Patrick Baker	<a href="mailto:patrick.baker@hst.ulaval.ca">patrick.baker@hst.ulaval.ca</a>