

EUROPEAN BEAT STUDIES NETWORK

ANNUAL CONFERENCE

Introduction

The Annual Conferences are events that aim to give life to the core values of the EBSN's mission statement: "to promote high quality scholarly work in an informal, creative and open context, bringing together people interested in the Beats beyond the traditional Anglo-American academic world."

While each conference will reflect local conditions and particular interests, these core values should inform all conferences and be apparent in the funding, fees, organisation, content and promotion of the events.

Since the conference represents the EBSN as a whole, promotion (e.g. via posters, social media) should be produced in liaison with the EBSN Board, and should also aim to reach members whose first language is not English. The conference programme should combine critical and creative contributions.

Conferences are to be organised by a committee of at least two people, one of whom should normally be an EBSN Board member. The EBSN Board expects to maintain a light touch oversight of the conference.

In detail

Proposals to stage conferences are to be submitted to the EBSN Board for approval. Proposals should outline locations, partners, particular themes, plans for funding, etc. The EBSN Board is also happy to consider less formal proposals submitted at an early stage.

The proposal should also include the proposed budget for the conference, bearing in mind that the conference is expected to be self-funding, while generating a small surplus for the EBSN. It should be understood that the surplus from its conferences is the EBSN's only source of income, and so is needed to support its administrative costs. For this reason, the EBSN does not have money to put into conferences up front. The income raised from members attending conferences may of course be used for a variety of purposes, but it is expected that conference attendance fees will also be the source of the surplus coming back to the EBSN.

While organisers have wide autonomy in creating the budget, it should include basic line items for costs (e.g. venues, speakers, artists, catering, installations, research travel, a potential group dinner, etc.) and how those costs are intended to be covered (e.g. academic/artistic institutions, sponsors, conference registration fees, etc.). Most obviously, sources of funding should be appropriate to the nature of the EBSN. In addition, registration fees should be low enough to enable as wide participation as possible, especially by unwaged or un-tenured members. The aim should be to

provide very good value for money. Also, an allowance should be made within the budget for the expenses of any EBSN Board members who are involved with the conference.

Once a proposal has been approved by the EBSN Board, it will normally be put in writing to the AGM of the EBSN for consideration. Thereafter, the co-organisers are expected to produce a CFP, which will be circulated via the EBSN website, all-member email and social media. The CFP should give clear guidance about preferred proposals, while inviting contributions of a wide variety of topics and forms (i.e. *not* just the standard academic 20-minute paper). The CFP should allow reasonable time for abstracts to be submitted.

Organisers should respond to proposals as quickly after the deadline as possible, depending on how many are received in relation to how many places there are in the programme.

A draft programme should then be drawn up and shared with those whose proposals have been accepted, leading to a corrected draft and eventually a definitive programme that will be shared with all EBSN members and posted on the website.

Organisers should make every effort to deal promptly and sensitively with those applying to participate, bearing in mind the often varying needs and expectations of EBSN members (especially performers). Organisers should also respond with extra care to participants whose proposals are not accepted.

All those participating in the EBSN conference are expected to become, if they are not already, members of the EBSN. (Membership is free.)

The organising committee should make its own decisions about what tasks are to be delegated (e.g. to an administrator) and what tasks are to be shared or carried out by individuals. But the committee should bear in mind that the conference represents the EBSN as a whole, and so should liaise with the Board and seek advice about any problematic issues.

The committee is responsible for making its own decisions about the use of funds it generates. Funds may, for example, be used to provide or subsidize travel and accommodation for particular participants, and fees may be paid to particular performers.

At key stages, the committee should liaise with the EBSN Treasurer. Within a reasonable time after the conference, the committee is required to submit a detailed financial accounting to the EBSN Treasurer, who will review it and then forward it to the EBSN Board for its consideration. The EBSN Treasurer will also liaise with the committee regarding the transfer of any surplus funds to the EBSN bank account.

Oliver Harris, January 2018