

8.2 Planning Guide

The Vagantes Board of Directors has assembled the following guide to serve as a reference for host schools. Some deadlines are firm as noted but the host school has flexibility in determining their individual schedules.

Year 1

Summer	<ul style="list-style-type: none">• Establish conference dates• Begin drafting conference schedule• Compile list of funding sources• Identify keynote speakers
Fall	<ul style="list-style-type: none">• Complete conference schedule• Draft conference budget• Hold first organizational meeting• Draft and begin submitting funding applications• Reserve conference space on campus and any off-campus venues if using• Reserve block of hotel rooms by end of December
Spring	<ul style="list-style-type: none">• Request donations from individual departments• Send invitations to keynote speakers• Apply for MAA/GSC grant by 15 February (applicants must be members of the MAA by 10 January)• Attend Vagantes at the current host institution; give progress report• Design and send “save the date” cards for distribution at ICMS Kalamazoo (May)• Update website and FB page before ICMS Kalamazoo with basic information• Design conference poster• Review listserv

Year 2

August	<ul style="list-style-type: none">• Disseminate Call for Papers by last week (print, web, social media, listservs)
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	<ul style="list-style-type: none"> • Ongoing fundraising
September	<ul style="list-style-type: none"> • Ongoing fundraising • Reminder about CFP deadline on social media • Write itinerary for guest speakers and make their travel and lodging arrangements • Research catering options
October	<ul style="list-style-type: none"> • Ongoing fundraising • Reminder about CFP deadline on social media
November	<ul style="list-style-type: none"> • Abstracts due first week • Compile and disseminate abstracts to peer review committee no later than second week • Design and test conference registration form; post online • Notify applicants no later than end of month • Begin identifying caterers • Begin drafting outline for conference program • Fundraising ongoing
December	<ul style="list-style-type: none"> • Registration begins by second week • Finalize catering arrangements • Finalize conference program outline and begin working with design team by end of month
January	<ul style="list-style-type: none"> • Registration closes by end of month • Finalize program and pick up from press by end of month • Order all conference supplies (notepads, pens, decorations, folders, etc.) • Complete any remaining fundraising/donation requests • Advertise on campus with flyers and invitations to faculty, etc.

February	<ul style="list-style-type: none"> • Assemble conference badges • Assemble registration packets • Host event at end of month/early March
March	<ul style="list-style-type: none"> • Finish remaining accounting work (receipts, honoraria, etc.) • Send thank you notes as appropriate by end of month • Compile, disseminate, and review conference surveys • Renew domain name and hosting with Blue host
April	
May	<ul style="list-style-type: none"> • ICMS Kalamazoo and Board transition

8.3 Sample organizing committee structure for host institutions

Each host school is free to structure their organizing committee as they wish. The structure below has worked in the past and may be referred to as an example.

I. Publicity

- a) Design and distribute posters and programs. Creating and maintaining a visual identity that incorporates the Vagantes seal logo is key to generating interest and increasing the professional profile of the conference
- b) Publicizing the CFP via departmental emails, regional emails, emails to h-net, med-grad etc.
- c) Publicizing the Conference via departmental emails, regional emails, emails to h-net, med-grad etc.
- d) Vagantes Website
 - 1) Updated before Kalamazoo before the CFP goes out, to entice people to apply
 - 2) Should include hotel info, couch-surfing offers, local restaurants, travel information, and maps.
- e) Facebook and Twitter!

II. Scheduling

- a) Set up/organize Library Tours
- b) Set up/organize Museum Tours
- c) Check rooms for tech setup—need projector and screen for all rooms.

- d) Faculty showcase: books and publications by faculty members to go on display during the conference

III. Housing and transportation

- a) Finding local hotel with best conference rates
- b) Arranging couchsurfing
- c) Aiding in roommate pairing for hotel
- d) Aid with transportation for visitors

IV. Food

- a) Overseeing the ordering of all food (deciding on food, working within budget)
- b) Overseeing food/drink set-up and clean-up

V. Finance

- a) Budgeting
- b) Soliciting donations
- c) Applying for grants

VI. Registration

- a) Name Tags
- b) Info packets
- c) Supplies (i.e. pens, notepads, brochures, flyers)
- d) Numbers and logistics back-up. Monitoring the online registration.

VII. Conference Management

- a) Tech support during panels
- b) Ensuring that everyone knows where to be, when, and how to get there.
- c) Ushers! Making sure people get from A to B, etc.
- d) Help recruit and organize day-of volunteers.
- e) Plants. On tours, volunteers to go on tours to encourage others to go.

VIII. Program Committee

- a) Forming panels of the approved abstracts
- b) Titling the panels
- c) Finding appropriate moderators
- d) Contacting presenters
- e) Acquiring introductory information from presenters (or connecting them with their moderators to get that done)
- f) Need to ask about technology needs. Work with conference managers and tech support to get PowerPoints set up in advance.

IX. Keynote Committee

- a) Contact Keynote chosen by future host institution to set up travel, housing, itinerary, and wining & dining