

Some notes for the Program Committee.

August of previous year:

- Work with Exec. Committee and Local Host on topic/theme
- Work with Exec. Committee to generate suggestions for Keynotes
 - NASSP Pres. invites Keynotes
- Put together Call for Papers

September –December

- Disseminate Call for Papers:
 - Send CFP to archivist for e-mailing to members and for inclusion in fall NASSP newsletter.
 - Send to all NASSP Members (past and present)
 - Post on Listservs (SWIP, FEAST, etc)
 - Post on NASSP Website
 - Post on websites (<http://www.conferencealerts.com/philosophy.htm>; [epistemelinks.com](http://www.epistemelinks.com); APA; http://www.allconferences.com/Social_Science/Philosophy/; <http://philosophycfp.blogspot.com/>; <http://www.apaonline.org/>)
- Send out personal invitations to all the local philosophers (i.e., all the philosophers in the region of the conference)
- Take CFP to APA, SPEP, RPA, CPP, others?

January of Conference Year

- Jan. 15 due date for International submissions
- Review International Submissions: decide on acceptance and discuss requests for funding from International folks with treasurer and the rest of the Exec. Comm.
- Communicate with Local Host to make sure she/he will be prepared to give you the information you need by early march. (If possible, conference housing should be close to conference site.)
- Communicate with Website manager to make sure website is up to date and ready to field conference information

March of Conference Year

- March 15 due date for regular submissions.
- Gather information for local arrangements -- People wanted this as soon as they hear they were accepted. You might want to have it collected before the March 15 due date.
- Within about 2 weeks, decide on acceptances and rejections.
- Send acceptances and rejections

April of Conference Year

- Put program together in first of second week of April -- People were asking for their time slot in early April. They wanted to make travel plans and they wanted to get money from their universities.
 - We recommend keeping the same conference schedule (See template)

- 45 minutes per speaker/90 minute sessions
- Ask area philosophers to chair sessions (This encourages them to come and to pay registration – works better if conference is in a big city like Philadelphia with a lot of area schools. Try to involve as many people as possible)
- Fill in remaining chair slots with conference speakers (try to match their interests – they are less likely to bag the responsibility if they would have attended the session anyway)
- IMPORTANT: any web published version of the program should have a prominent note indicating that times will change. Sessions will move as people cancel

May of Conference Year

- In May advertise the conference itself on same listservs. The idea this time is to invite people to attend.
- It might also be nice to publish a list of conference participants and institutional addresses (perhaps on the web)

May-Conference Date:

- Designate one program person as the contact person who will field hundreds of emails for special requests. To help you anticipate, these might be:
 - dietary needs (direct to local host)
 - housing needs (direct to local host)
 - accessibility needs (direct to local host)
 - program special day/time requests
 - cancellations
- Rearrange program to have a tight program (avoid sessions with single speakers) (Printing program at the last minute is crucial to make this work)

Notes for Local Arrangements:

- Local host posts information on website (with help from campus sources and NASSP Webmaster).
 - Include online registration sites for people
 - Online local arrangements
 - Travel Information
 - Area restaurants
 - Note that they will ignore or overlook all the information you provide. Consequently, you will get requests for information you've already made available. Just give it again.
 - Get an e-mail list of all participants from the program committee, and send information to everyone on it. Also send to all NASSP past and present members (many of whom will attend without presenting).
- It worked well to have the local host print programs the day before the conference (or as late as possible).
- have you considered such things as:
 - sufficient number of rooms
 - Powerpoint needs

- additional technology requests (internet, DVDs and so on).
- wheelchair accessibility
- on-campus dining options (many campuses are almost dead on weekends)
- coffee breaks and snacks
- banquet dietary needs
- childcare for conference participants (their children that is – presumably they don't need it themselves!)
- You will likely get multiple requests for access to printers and or computers (both before and during the conference)

At Conference

- Try to relax and enjoy yourself. Remember that Academics are trained to be critical. Someone will complain. Just smile and move on. You did your best and the conference is finally here!