

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 Abstracts/Grad Papers

September –December

- Disseminate Call for Abstracts:
 - Send CFA to archivist for e-mailing to members and for inclusion in fall NASSP newsletter.
 - Send to all NASSP Members (past and present). If the Program Chair does not have access to the NASSP member list, then the CFA can be sent to the President for forwarding to all NASSP members.
 - Post on Listservs (FEMMSS, SAF, SWIP, FEAST, etc)
 - Post on NASSP Website (or provide to President or webmaster for posting)
 - Post on websites (<http://www.conferencealerts.com/philosophy.htm>; <https://philevents.org/>; <http://www.apaonline.org/>; http://www.allconferences.com/Social_Science/Philosophy/;))
- Send out personal invitations to all the local philosophers (i.e., all the philosophers in the region of the conference). If possible, the Chair should provide Program Committee members a list of local philosophers, and the committee members should identify anyone they may know whom they could write to personally in order to call their attention to the CFA.
- Take CFA 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. Note that we tend to refuse requests for letters in support of visas for international scholars unless and until their submissions are actually accepted to the conference.
- 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 (this is currently Sally) to make sure website is up to date and ready to field conference information

March of Conference Year

- February 15 due date for regular submissions.
- Plenaries will have been decided by now—check on travel restrictions for them so they can get locked into the program

- 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 Feb 15 due date.
- Within about 3 weeks, decide on acceptances and rejections. This is a partly anonymized process if the committee chair makes a copy of the spreadsheet of all submitted abstracts (which President or webmaster will provide chair), then deletes the author-name column from the sheet before sending to program committee members. For some years the selection has been done by each committee member judging all abstracts on the basis of a 1 for No, a 2 for Maybe, and a 3 for Yes, and sending their tabulated sheets back to the chair who totals the votes. How many to accept depends on the scale of the conference for which you aim! Accepting over 100 is reasonably safe since some will decline or cancel down the road.
- The chair should run rejections past the President and confer on number accepted and any omissions.
- Send acceptances and rejections (e.g., via Yet Another Mail Merge, an add-on in GoogleDocs/Sheets—you have to have a gmail account and this causes some problems with people's spam filters—keep an eye on who confirms)

April of Conference Year

- Put draft program together in first or 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
 - (fix 2017 program: 2d plenary 90 minutes/afternoon sessions 120 min)
- Put Excel Worksheet (Accepted) in GoogleSheets. Give Sally and Committee members access
- Make a new column in your GoogleSheets "Accepted" file for "Confirmed". Check off as confirmations come in. Send pesky emails to those who haven't confirmed before putting the program together.
- 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). It is best to try to schedule scholars to chair on the same day that they present their own papers, in order to maximize the chance that the participant is no longer traveling on a day that they are scheduled to chair.
- Send draft program to Webmaster for posting; send email to participants when ready so they can check their info
- **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/and Accessibility Taskforce)
 - program special day/time requests
 - cancellations

Perhaps a GoogleDoc with “special requests” or a copy of program with ALL requests tacked on to speakers’ slots (If available, forward all these emails to a G.A. who can make a GoogleDoc. Assigning one program committee member to field these emails will be helpful if a G.A. is not available. Keeping track IN the program of who has travel date restrictions until the program is ready to go to press will help when moving speakers/sessions due to cancellations)
- Make a new column in your GoogleSheets Accepteds file for Confirmed. Check off as confirmations come in.
- 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 about Philosophy Documentation Center:

- Pam (pkswope@pdcnet.org) takes care of registration. You can get a list from her of who’s registered and who’s attending the banquet (local host will need the latter numbers)
- New in 2017: deadline for registration prior to the conference. Two weeks before this deadline, get the list of registrants. Compare to list of confirmed/acceptances

Notes for Local Arrangements:

- Local host posts information on website (with help from campus sources and NASSP Webmaster).
 - Include online registration sites for people (Pam at PDC handles this: pkswope@pdcnet.org)
 - 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).
- The local host may want to print programs the day before the conference (or as late as

possible). This works, depending on how late they can print. Plan on having to do an Errata Sheet late in the day the day before the conference.

- have you considered such things as:
 - sufficient number of rooms
 - Powerpoint needs
 - additional technology requests (internet, DVDs and so on).
 - ADA 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!