**Organising a Conference**

**RDGC/Humanities Postgraduate Research and Professional Skills Training**

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**The main questions:**

* Content: What is the conference about? What format will it have?
* Finance: What will the costs be and how will they be covered?
* Marketing: How will you get people to attend?
* Administration: Who will do all the work?

**Timeline**

**12-18 months before**:

* decide theme, format and possible keynote speakers;
* think about costs and budget;
* decide venue, date

**9-12 months before**:

* invite keynote speakers;
* set up conference website;
* issue Call for Papers;
* put together costs and budget;
* apply for funding or identify sponsors;
* decide conference fee

**6-9 months before**:

* deadline for Call for Papers;
* accept/reject papers, decide panels and confirm with speakers

**4-6 months before:**

* advertise conference and open registrations;
* collect information from delegates on special requirements related to disability or diet

**1-2 months before:**

* continue publicising and taking registrations;
* book travel or hotel for invited speakers;
* provide final numbers to venue;
* allocate panel chairs

**Final issues (1-2 weeks before):**

* printing programme, name badges, preparing delegate packs;
* posting materials to venue if necessary;
* assigning jobs on the day

**Your conference date!**

* Register attendees
* Check A/V working
* Reconfirm catering arrangements
* Keep to time
* Evaluation forms

**Group exercise: In a group of 4-5 you will discuss and decide how to organise your own conference. You will need to decide…**

**Content**

* A theme for your conference
* A format and rough timetable (number of days, sessions, etc.)
* Possible keynote speakers
* How many delegates you would like to attract

**Funding**:

* Costs that will need to be paid out for your conference
* Work or costs that will be donated
* Possible sources of funding or sponsorship
* Will you need to charge a fee?

**Marketing**

* Which disciplines your conference might attract and how to publicise to them
* How you might reach different audiences: Postgraduate students, interdisciplinary researchers, outside academia….
* Identify email lists or websites you might target to list the conference
* Do you want a printed poster or postcard?

**Administration**

* List the jobs that will need to be done in the 2 weeks before the conference
* List the jobs that will need to be done on the day of the conference
* How many people will you need on the day of the conference to help?