The ICTM's Study Group on Ethnochoreology
Guidelines for the Symposium Organising Committee

Revised February 2022

Preamble

The aim of the symposia of the ICTM's Study Group on Ethnochoreology is to foster intercollegiate, intercultural and intergenerational scientific exchange in the fields of ethnochoreology and the anthropology of dance. Their distinctive features include a full-week's symposium, no parallel sessions, and the expectation of full participation for the entire duration. We should note the etymology of the word symposium. For the ancient Greeks, a symposium was a 'convivial meeting for drinking, conversation, and intellectual entertainment'. Therefore, the inclusion of a social programme with dancing is an integral part of our symposia.

Each symposium involves the creation of two complementary committees, the Symposium Organising Committee and the Programme Committee. These Committees are appointed by the Study Group's Executive Committee. The Symposium Organising Committee is charged with local organisational work. The Chair of the Symposium Organising Committee is an *ex officio* member of the Executive Committee and should represent the coordinated interests of the Programme Committee there as well. Although programme responsibilities differ from the local organisational responsibilities, for practical reasons, the Chair or Co-Chairs of the Symposium Organising Committee and the Programme Committee should work closely together throughout the preparation process of the symposium.

In collaboration with the Executive Committee, the Chair of the Symposium Organising Committee appoints committee members in the host area who assist his/her work in providing the appropriate budget, transport, symposium venue, accommodation, food, extracurricular activities, infrastructure, technological expertise and support, the production of a Book of Abstracts, and so on. The Chair of the Symposium Organising Committee normally takes on the task of (co)editing the Symposium Proceedings. He/she remains on the Executive Committee until the Proceedings are published.

Membership in the Symposium Organising Committee should include people with appropriate and diverse competencies. It is important that tasks and roles be clarified among the members of the Symposium Organising Committee at the beginning of the process.

Symposia Themes
- Theme I is selected by the Study Group membership at a business meeting taking place at a Study Group symposium prior to the symposium in planning. Alternatively, the participants of the business meeting may charge the Executive Committee to make the selection. Theme 2 is selected by the Chair of the Symposium Organising Committee in collaboration with the Executive Committee. The descriptions of the two themes are elaborated on by the Programme Committee as one of its first tasks.

Symposia Locations

The location of a forthcoming symposium is tentatively decided by the membership at a Business Meeting on the basis of proposals received from colleagues. The final confirmation

is left to the Study Group Executive Committee after confirmation that the proposal is viable. More detailed plans and information may need to be provided, as soon as possible after the previous symposium.

Symposia Durations

Past symposia have been approximately eight days in duration, including the days of arrival and departure. Some 60-65 presentations may be given in that time frame. The Symposium Organising Committee and Programme Committee jointly decide on how many sessions can fit into the allocated time frame of the symposium. Organisers have previously accepted more than the ideal number of presenters, as a few presenters may drop out along the process. The following should also be scheduled into the symposium programme:

- A business meeting – typically mid-way through the symposium.
- An excursion or some social activity scheduled midway in the symposium. The Symposium Organising Committee also normally organises dance event(s) during the symposium to provide members with experiences of the local culture.
- An Executive Committee meeting and/or Sub-Study Group meetings may be requested pre- or post- symposium scheduled programme times.

First Announcement and Call for Papers

A First Announcement and Call for Papers should be made by the Chair of the Symposium Organising Committee in collaboration with the Programme Committee. The Announcement and Call should be sent by the Chair of the Symposium Organising Committee to members and associates via e-mail, the Study Group's Etnokor listserv, the ICTM Study Group website, the Study Group's Facebook page, and the *ICTM Bulletin*. The Announcement and Call needs to be sent as soon as possible, ideally in January of the year prior to the symposium. This gives time for presenters to conduct necessary research, for proposals to be reviewed, for funding applications to be made, and so on. Two to three weeks prior to this date, the draft text of the Announcement and Call should be sent to the Executive Committee for approval. The deadline for submitting the information to the *Bulletin* is generally mid-March of the year prior to the symposium. This information is sent to the Chair of the Study Group who sends it to the ICTM Secretariat for publication in the *Bulletin*.

The Call for Papers should include:

- information on the two themes of the symposium – normally elaborated on by the Programme Committee. It is helpful when the Call for Papers includes ideas, research questions, and subtopics elaborating on the themes;
- the various format options for presentations, and time allowances;
- the possibilities for in-person and for online presentations;
- accepted language(s) for presentations;
- the accepted length of the proposal/abstract; and a brief biography, submitted separately;
- the deadline for submission of abstracts;
- the date when applicants will be informed if their proposal has been accepted or not;
- the possibility for individuals to attend without contributing a presentation at the

symposium;
- information on any available financial assistance for those who require it, and an invitation for scholars in need to submit a request for consideration for financial support, when such possibilities exist.

In recent years the Symposium Organising Committee has established a symposium website early in their preparations for information and communication purposes. The website has provided all the information on the Call for Papers, describing the host location, as well as links to additional information. The website has also included interactive elements such as registration forms, paypal links, and more. Further, the website is important for promoting the symposium, the field of study, and the institutional hosts and facilities.

In the Call for Papers, and in later correspondence, it is important to remind participants that the Study Group symposium is not a regular conference. Participants should therefore be strongly encouraged to commit to participating in the whole symposium and not to attend merely to present their own papers or to sample the event.

The Second Call for Papers

The Second Call for Papers should be made by the Chair of the Symposium Organising Committee approximately one year before the symposium (i.e. July of the previous year). The Second Call should update or repeat the information from the First Call, and add more extensive information about practical arrangements for the symposium, such as
- details of travel to the symposium venue;
- information on anticipated travel dates and recommendations for local transportation on arrival;
- details of available accommodation, contact information, and pricing;
- the cost of registration fees and details of what it covers and does not cover;
- payment procedures;
- information on expenses participants may incur (additional meals, local transport, optional excursions, and so on).

The Final Call for Papers

The Final Call should be one month before the deadline for submissions, as a reminder to members.

Symposia Resources

In close collaboration with the Programme Committee, the Symposium Organising Committee should anticipate the needs of the paper sessions (with sufficient seating as well as technical supports such as projectors, screens, sound systems, and technical staff), and potential video sessions, roundtable discussions, poster presentations, the business meeting, break out meetings including Sub-Study Group meetings, places for coffee breaks and casual conversation, an area for book sales and display, and an area accommodating dance. Ideally, organisers should also provide internet and photocopying facilities.

Hybrid symposia involve additional requirements for cameras, computers and software, substantial internet bandwidth, possibly extra projection screens, accommodations for access to live chats, and likely additional technical staff.

The Chair of the Symposium Organising Committee is encouraged to invite local non-ICTM members to take part in the Symposium.

Finances and Budget

The Chair of the Symposium Organising Committee should prepare a budget for the symposium, including the proceedings. Income includes registration fees as well as grants, as well as support in kind by the hosting institutions. Setting the specific registration fees often includes consideration for early registration, students, retirees, and other special categories. Fees should be decided in agreement with the Study Group's Executive Committee.

The accounting of income and expenses should be handled by an Institution rather than a private individual. If extra funds are left over, it is advised that they be used for the publication of the proceedings as has been done several times with previous symposia.

In order to secure the participation of "scholars in need" (such as students or retired scholars who are no longer able to secure institutional support), it is a practice of the Study Group to try to raise money to help cover expenses for one or more such members. So far this has been done in one or more of the following ways:

- support by the hosting institution(s);
- grants applied for by the Symposium Organising Committee;
- fund raising by the Study Group Executive Committee;
- financial support from individual Study Group members;
- UNESCO support from the hosting country;
- Assistance from ICTM funding supports such as Maud Karpeles Fund and Young Scholars Fund – see http://ictmusic.org/general-information/financial-assistance.

Language

From 1986 and onwards, English has gradually become the language of the Study Group and its symposia. It has now become the official language of the symposia. Participants not familiar with English may present their paper in a language of large circulation (French, German, Russian, Italian, Spanish) or in the language of the country hosting the symposium. We recommend that these participants distribute a written English translation of their presentation text for the sake of wider understanding. Abstracts should be submitted in English for selection and publication in the symposium programme and proceedings. Organisers should recognise that English is a foreign language for many of the Study Group members.

Food

The Symposium Organizing Committee organizes food for the symposium. Often, in the past, the symposium organisers have organised lunch, while other meals have been catered, which has allowed for increased contact among colleagues and sometimes a shorter meal break. If the symposium organisers intend to offer fixed prices for breakfast, lunch and/or dinner, it is desirable to give people choices. Further, organisers should ask in advance if participants have special dietary requirements and provision should be made for these requirements throughout the symposium.

Accommodation

The Symposium Organising Committee should try to make inexpensive housing available for participants so that as many Study Group members as possible have the opportunity to attend. Attendees typically book and pay for their own accommodation. Rooms in various price ranges should therefore be identified, if possible, and also the availablity of single/double/triple rooms.

Entertainment

Generally, the Symposium Organising Committee provides a place for free, spontaneous evening activities (dancing, discussing, chatting, having fun), including the availability of equipment for playing recorded music.

Participation Form and Invitation Letter

As soon as the symposium proposals have been reviewed and accepted, the Chair(s) of the Committee(s) should collaborate and communicate with prospective participants whether their proposal has been accepted or not. The Chairs should also seek confirmation from prospective participants as to their intention to participate or not, and their plan to participate either on site at the symposium venue or virtually (if that is an option). The information package should include a formal Letter of Invitation for colleagues who need this for obtaining an entry visa, and/or a Confirmation Certificate for colleagues who need proof of acceptance at the symposium to secure travel funding.

Programme Booklet

The preliminary draft of the programme schedule should be prepared by the Programme Committee and sent to the Executive Committee for approval (allow at least 2 - 3 working weeks). Once approved, the draft programme should be circulated to the Study Group membership, ideally in April. In past Symposia, a final printed booklet, containing the symposium programme and abstracts of the presentations, has been prepared and made available to participants and other attendees; an electronic booklet has also been made available. The Programme Committee should consult with the Symposium Organising Committee in terms of when the booklet content needs to be finalised for printing purposes.

Registration / Check-In

Registration is commonly in advance and online but may also occur on site at the symposium venue during the symposium, as decided by the Symposium Organising Committee, for example, to encourage local participation. The Symposium Organising Committee generally prepares a Registration Form, which in recent years has been made available online on the Symposium website.

The Symposium Organising Committee may be aided by maintaining a file or a form to assemble information about each participant, including details related to arrival and departure, presentation type, technical requirements, place of accommodation, fee status, membership status, participation in food plans, special dietary needs, participation in excursions, family members accompanying, and/or other points. A checklist or form might be created for filling in missing information upon arrival.

People attending in person may receive name tags, a Book of Abstracts, information on local tourism attractions, and so on. In collaboration with the Secretary of the Executive

Committee, new members to the Study Group should be asked to fill out a "New Member" form.

Certificates of Attendance

The Chair of the Symposium Organising Committee will provide a signed Certificate of Attendance in the name of her/his institute, especially when requested by symposium participants. Such a certificate is often required for credit or funding at the participant's home institution. A model certificate can be supplied from past symposia.

Symposia Proceedings

The Symposium Organising Committee also has the task of collecting, compiling, editing, and publishing the presentation texts in a symposium publication, using local infrastructure and financial resources. Editorial process and formatting issues should proceed in collaboration with the Publication Committee and should follow the publication guidelines adopted by the Study Group. The ideal time-frame for the publication of the Proceedings is one year. The Proceedings, as an ICTM document, should be prepared in accordance with ICTM's Guidelines on Publications (https://ictmusic.org/guidelines/publications).

These Guidelines were compiled by Anca Giurchescu from the proposals and comments made by Lisbet Torp, Elsie Dunin, Marianne Bröcker, Rena Loutzaki and Theresa Buckland in 2001, and revised by Executive Committee members in 2009 and 2011. Revised by the Executive Committee, Catherine Foley, Siri Mæland, Andriy Nahachewsky, Tvrtko Zebec, Dalia Urbanivičienė, and Rebeka Kunej, February 2022.