



Association of Historians of American Art Symposium Protocol and Planning Guidelines

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1. General information

- All members in good standing of the Association of Historians of American Art (AHAA) are eligible to propose an AHAA-sponsored symposium. Non-members are not eligible.
- We strongly discourage AHAA Board members from proposing or co-chairing an AHAA Symposium while they are serving their term on the Board. We similarly discourage Symposium Co-Chairs from seeking a position on the AHAA Board while they are planning a Symposium.
- In the exceptional circumstance that a symposium co-chair is elected or appointed to the AHAA Board, they must recuse themselves from all Board discussions about the symposium (and, in the case of co-chair, from AHAA co-chair duties during the symposium, though they will recommence full co-chair duties following the symposium).
- The symposium will be held biennially.
- Each symposium will take place over a two-and-a-half-day period, ideally from Thursday to Saturday, in the Fall, with an opening reception and/or keynote lecture on the first night, followed by two days of sessions.
- Organizers should check potential dates for conflicts with major holidays and other conferences that may have similar audiences (SECAC, ASA, etc.), and be aware of weeks during which costs of travel to the destination or local lodgings may be affected by special events, a peak in tourist activity, or any other factor susceptible to make these rates less affordable.
- AHAA encourages organizers to limit the number of symposium sites to a maximum of two (2), for logistical and cost purposes

2. Proposals

- AHAA members who would like to host/co-chair a symposium must submit an official proposal to the AHAA Board (hereinafter “the Board”). Each proposal must be authored and sponsored by at least two (2) members of AHAA with the intention that the project will be co-chaired by them. In the spirit of AHAA, it is recommended that the Co-Chairs represent both the academy and the museum world. Both Co-Chairs should be affiliated with a hosting institution.
- All proposers must be willing to serve as one of two co-chairpersons (hereinafter “the Co-Chairs”) of the proposed symposium.
- Co-Chairs should begin the application process by submitting a Letter of Interest. In the Letter of Interest, the Co-Chairs should outline why the AHAA Symposium should be held at a particular site, as well as the types of collaborations among institutions that the

location can offer. AHAA is especially keen on sites where there is a special event/collection/reinstallation that would be of interest to Americanists. AHAA also supports and encourages community partnerships with organizations with whom the host institution(s) may already have a collaborative, longstanding relationship.

- Although proposals can be submitted in advance, AHAA will issue a call for proposals, two years preceding the event and following the completion of that year's symposium. A final proposal consists of three parts: the **Letter of Interest**, at least **two Letters of Institutional Support**, and the **C.V.s of the Co-Chairs**.
- The Letter of Interest will be due **in late November**. The Board will review letters shortly thereafter and invite selected applicants to submit the rest of the proposal. The Letters of Institutional Support and Co-Chairs' C.V.s will be due **by mid-January**. The Letters of Institutional Support may be brief but must affirm the backing of the hosting institutions.
- The Board will select the best proposal based on the following criteria:
 - The quality of the proposal.
 - The location, in terms of facilities, capacity, accessibility, and geographic distribution.
 - Preference will be given to those proposals that confirm the intention, at least in principle, of one or more institutions to serve as venues for the event.
 - Preference will be given to those proposals where there is a financial commitment from one or more of the above-named institutions, and where it can be demonstrated that funding has been secured.
 - Once a proposal has been approved by the Board, the Board will officially appoint the proposers as the Co-Chairs and they will be responsible for organizing the event in all of its details.
- **AHAA requires symposium organizers to acquire an AHAA institutional membership** during the year of the symposium.

3. Planning guidelines

The following guidelines, as established by AHAA, should be followed by the Co-Chairs as closely as possible. Any intended major deviations from these guidelines must be submitted by the Co-Chairs and approved by the AHAA Board before implementation.

a. Steering committee and co-chair responsibilities

- The Co-Chairs will form a Steering Committee (hereinafter "the Committee") of their own choosing, which can include up to four other volunteer members. Committee members must be AHAA members in good standing for the duration of the planning process. In its final form, therefore, the Committee will consist of

between two and six members, with many of the members ideally residing in the hosting city, for ease of planning and coordinating events. (At their own discretion, the Co-Chairs may include an additional, ad hoc member of the committee who is geographically distant from other members.)

- The Committee will work closely with the Symposium Liaison, an appointed AHAA Board position. The Symposium Liaison will offer reports on symposium progress to the Board and provide Co-Chairs with support, as needed, in the development of the symposium, but cannot serve as a co-chair. It is recommended that the Liaison meet with the entire Committee a few weeks before the symposium to discuss logistical support needs. Any questions pertaining to the composition of the Committee should be addressed to the Symposium Liaison.
- All members of the Committee must commit to attending, in person and at their own expense, at least three meetings and/or conference calls of the Committee to discuss and plan the symposium. As far as is possible, these meetings and/or conference calls will be scheduled at regular intervals throughout the planning period of the symposium and will be held at a time and in a location that is as convenient for individual members of the Committee as feasible. (Any ad hoc, strictly administrative member added to the committee by the Co-Chairs would be exempt from this requirement.)

The Co-Chairs, working in consultation with the Steering Committee and AHAA Symposium Liaison, and using these Symposium Protocols as their guide, will have autonomy over all decisions related to the symposium, including but not limited to:

- The determination of venues and funding sources.
- The theme of the symposium, if any.
- The organizing of the symposium schedule, including the number of sessions, the optional inclusion of a graduate student lightning round, and the selection of speakers and session moderators
- The inclusion of and nature of related receptions, lunches, dinners, and any other special events, including keynote lectures and private tours.
- The nature and number of handouts, abstracts, syllabi, etc., to be distributed in advance of and at the symposium.
- Organizers may choose to have a themed symposium or an open symposium. Any symposium theme will be determined by the Co-Chairs in consultation with the Committee and will be as broad and inclusive as possible to ensure the widest diversity and largest number of participants in the symposium.

b. Papers

- The organizers should issue a Call for Papers no less than nine (9) months in advance of the symposium. The CFP should require an abstract of no more than 250 words and the speaker's C.V. The exception is for community-engaged panels or programs, which should also include a 200-word statement from the submitter

regarding the nature of the collaboration out of which the proposal emerges and details regarding monetary support (see “community engagement” section below).

- All speakers must be AHAA members at the time of the symposium.
- Only one submission per individual may be entered for a given symposium, and this must be listed clearly on the CFP.
- Graduate students are welcome to submit a full-length paper. They may opt to apply to the graduate student lightning round, if one is being offered, but if so, cannot also apply to present a full-length paper.
- Except in cases of last-minute emergency, papers cannot be delivered in absentia; acceptance as a speaker requires a commitment to attend and participate in the symposium.

c. Venues and accommodations

- The venue(s) of the symposium will be secured by the Co-Chairs with the advice and assistance of the Committee.
- The Co-Chairs are responsible for determining if liability insurance for the symposium is covered by the hosting institutions. If not, the Symposium Liaison should work with Co-Chairs to obtain proper event liability insurance for the symposium.
- Any limitations on the number of members who can register for and attend the Symposium will be set by the capacity of the venues. That number will be determined and announced in advance, and when registration opens.
- Symposium venues are free to host additional events, receptions, tours, book fairs, dinners, etc., related to the symposium, but these should be undertaken only with the approval of the Co-Chairs and the AHAA Board Chairs in consultation with the Symposium Liaison. All expenses for such additional events must be covered by the venues.
- Co-Chairs should ensure that a block of rooms can be reserved for attendees at a local hotel at a discounted rate, which has proven to greatly encourage participation in past editions.

d. Accessibility requirements

- As AHAA promotes inclusion of members of the field across career stages and embodied experiences, accessibility should factor in as a central consideration regarding the selection of venue(s) and planning of events. By accessibility, we refer to shared access to the physical, intellectual, and social spaces of the

symposium regardless of professional stage or disability.

- o To ensure inclusive attendance for those with a range of financial resources, a hotel block or the equivalent must be secured by the Co-Chairs. The nightly rate of this lodging should fall into (or near) the range of coverage for a state institution, which Co-Chairs can check or work with the Symposium Liaison to confirm.
- o The spaces in which symposium events—such as panels and receptions—take place should be held within ADA compliant rooms and buildings (as a baseline), and the egress between scheduled and concurrent panels for those with diverse mobility experiences and needs must be prioritized.
- o Co-Chairs should be in a position with institutional support to provide additional accommodations as they may arise during and in advance of the event (i.e. an ASL interpreter or lactation space).

e. Best practices for community engagement

- o AHAA encourages panels and other programming rooted in community collaboration, either stemming from preexisting place-based relationships of the hosting institution(s), or others proposed during the CFP process. All such programming organized with community collaborators *must* meet professional practice standards within our larger field, as well as the subfield in which it more directly engages.
- o Central to these professional practice standards, any invited community collaborators—especially when they do not have an institutional affiliation that provides research support—must be compensated for their time and knowledge. Their registration for the AHAA Symposium should also be subsidised. Additionally, monetary support of their travel, and if necessary lodging, should be discussed and considered upon invitation.
- o AHAA will make **additional funds available for application specifically to support such community-engaged programming** at the symposium, for both the hosting institution and individual panelists.
- o Proposals submitted in the CFP process that present panels or other programs rooted in community-based collaboration **should be carefully reviewed for ethical engagement and awareness of cultural protocols** (with knowledge keepers, bearers, and sharers across distinct communities). AHAA requires that in the CFP, Co-Chairs request an additional 200-word statement along with the abstract regarding the nature of the collaboration out of which the panel emerges and clear evidence (including a breakdown) of how the participants will be compensated. The AHAA Liaison will work with the Co-Chairs and an additional AHAA Board member in the case of such panels to ensure careful consideration

and standardized honoraria as a matter of equity.

f. Fees and registration

- AHAA requires that attendees of any symposium events must register for the symposium and be charged a registration fee, the proceeds of which go to support AHAA directly.
- Only AHAA members can register for the symposium.
- AHAA will charge a tiered registration fee based on professional status, with discounted rates for members who are students, contingent faculty, independent scholars, part-time employees, or unemployed.
- Registration will occur via the AHAA website approximately two months prior to the start of the symposium. The Symposium Liaison will work with the Web Coordinator to provide all relevant information for online registration set-up and related digital communications in a timely manner.
- Any increase to the fees (due to inflation or rising costs) needs to be approved by the Board and recorded in these protocols.

4. Expenses and contributions

- The Co-Chairs should prepare a preliminary budget at least twelve (12) months in advance, which the Symposium Liaison will submit to the AHAA Board for review and approval. Co-Chairs and the Symposium Liaison should work with the AHAA Treasurer to clear expenses with ample time before the symposium.
- In recognition of inflation and rising costs, AHAA has increased its participation to cover operating expenses of each symposium from \$5,000 to **\$6,500**, taken from its annual budget. It is intended that these monies be used to cover general expenses such as, but not limited to, catering, transportation to or from venues, the printing of name tags, and any promotional or conference material destined to attendees (printed schedule, tote bags, etc.). This contribution is not intended to compensate staff at any of the host venues for work performed for the symposium and should not be directed towards host venues operating expenses.
- All other expenses, including those related to a keynote speaker or pre-planned special events, must be covered by the **additional AHAA community engagement funding** by application or outside funds identified and secured by the Co-Chairs and Committee, or sponsored by the participating venues.
- **AHAA will not commit more than** the flat participation and community engagement funds towards symposium costs, regardless of final attendance

numbers or last-minute changes to costs budgeted by the hosts. Host institutions are strongly encouraged to secure additional sources of funding.

- Host institutions should invoice AHAA directly with a detailed account of costs to be covered, whether general or community engagement expenses. Payments will be sent directly by AHAA to the invoicing institution via Zelle (preferred) or check. When ready to invoice AHAA, Co-Chairs are encouraged to reach out to the Symposium Liaison, who will then involve AHAA's Treasurer.
- Sponsors who donate space, goods, or other in-kind materials to the symposium may distribute promotional material free of charge in conference packages.
- Should an unaffiliated company, person, or institution wish to advertise in program materials, the Co-Chairs and the Symposium Liaison will determine the nature of the advertising and fees. The current recommendation is a fee of \$100, to cover the inclusion of a photocopied insert in the program materials. All fees will be remitted to AHAA via the website's online payment option and will go to support AHAA programs.
- Any special discounts offered by participating venues and institutions (for example, hotel rooms, parking fees, or meal costs) should be clearly outlined in writing, posted on the AHAA website prior to the start of online registration and distributed to all AHAA members.

5. Publicizing and final report

AHAA will help publicize the symposium through its website and other outreach opportunities as determined by the Board. The Symposium Liaison is responsible for keeping the Board informed of events, updates, and any schedule/venue changes concerning the symposium as they become available so that all publicity will be accurate and up to date.

At the conclusion of the symposium, the Steering Committee will submit a final report, including the final budget, final schedule, and statistics regarding attendance, etc.—to the AHAA Board. The Symposium Liaison will draft a survey and circulate it to symposium participants to help inform the planning of future symposia.