

SUGGESTED GUIDELINES

FOR SYMPOSIA LOCAL ARRANGEMENTS COMMITTEES

This is a list of suggestions for those who wish to host symposia of The Music and Gender Study Group. Music and Gender Study Group symposia are usually 4-6 days, depending upon the number of papers accepted by the Program Committee. The event includes a Welcome Reception, paper sessions in the mornings and afternoons with coffee breaks and refreshments between the two morning sessions and between the two afternoon sessions. There is an excursion and there are cultural programs on two or three evenings. Preferably the host organization pays for the cultural programs. That members pay a nominal registration fee or an excursion fee is contingent upon the resources of the host institution.

THE LOCAL ARRANGEMENTS COMMITTEE

1. There must be a Local Arrangements Chair who is the principal member of the committee and, hence, primarily responsible for the committee's work. This person should be able to communicate in the English language when necessary. This person should be responsible for the contracts with the performing groups featured in the evening programs, for contracts with the caterers, and for arranging for publishers' displays.
2. An individual on the committee should be primarily responsible for accommodation and traveling and who keeps the participants informed of all aspects of lodging, travel to the symposium site, and ground transportation once the participants arrive in the host city. Affordable and reasonably comfortable

accommodations within walking distance from the conference hall for 40-50 people are desirable. Having meals together and space for socializing in the evenings should be arranged where possible.

3. A committee member should be assigned responsibility for the technical equipment before and during the symposium sessions. This usually requires initiating collaboration with campus technical offices in advance and communicating with presenters from preparation through presentation.

4. A committee member should be responsible for the printed material. This requires language editing of the symposium program and abstracts, and printing of these materials .

5. A committee member should be responsible for coordinating the welcome reception and the coffee breaks.

COSTS FOR LOCAL ORGANIZER/HOST INSTITUTION

Registration fees do not cover the costs of the conference location, the staff involved, the technical equipment, the coffee breaks, the cultural programs, the welcome reception, editing and printing of materials.