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FOR THE ADVANCEMENT OF WOMEN
INSTITUT CANADIEN DE RECHERCHES
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GUIDELINES FOR CRIA W CONFERENCES

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CRIAW CONFERENCE
GUIDELINES

The CRIAW annual conference is a National Conference designed to bring together academic women, community workers and activists, women's groups, and individual researchers for the purpose of sharing research and networking. Traditionally, the conference is held on the second weekend in November and is located in a different part of the country each year. Although the conference is a 'national' one, it is organized by a local committee, according to certain basic principles.

I BASIC PRINCIPLES

1. As a national organization CRIAW strives to be accessible to both official language groups. This means that at least 30% of the presentations should be in the other official language. Simultaneous interpretation will be provided for all plenary sessions and every effort will be made to accommodate both anglophones and francophones throughout the conference.
2. CRIAW recognizes the importance of diversity within the women's movement. Every effort should be made to include women from minority groups including native women, immigrant and visible minority women, disabled women, lesbian women, seniors and young women, low-literacy women, and northern and isolated women. Moreover, there should be a determined effort to include women in situations of financial hardship. Naturally this effort will involve publicizing that assistance is available, particularly to local women. The conference should avoid being elitist in any way and should seek to bring together women from academe with the wider community.
3. Every effort will be made to ensure that accommodation and facilities are accessible to the disabled. (eg. wheel chair accessibility, signing for the deaf)
4. The conference format should encourage networking and information-sharing between groups and between individual women. Women who are new to the conference or who know few people should be able to make contacts easily.
5. The format of the conference should reflect feminist thinking on new organizational forms. This means that sessions should be in a variety of formats and that the

emphasis should be on non-hierarchical, non-elite and less formal methods of communicating research.

6. Conferences should reflect CRIAW's acceptance that feminist research is not confined to traditional academic methods or presentations. Special place should be given to community or grass roots research, and to presentations that use forms other than "the paper" - i.e. videos, films, theatre or art.
7. Feminist cultural events should be an important part of the conference.

II ROLE OF THE LOCAL COMMITTEE

The local committee obviously plays a key role in any CRIAW conference. It is the immense amount of volunteer time given by local CRIAW members which makes the conference such a success.

1. The Conference Coordinator (or at least the co-Chair) should be a member of the CRIAW Board. She provides the vital link between the Board and the local organizing committee.
2. The Conference Coordinator should maintain close liaison with the national office. eg. copying of planning committee minutes.
3. The local committee should consist, whenever possible, of CRIAW members. Ideally they should be familiar with past CRIAW conferences and feminist organizational principles.
4. The local committee selects a theme for the conference, which then must be approved by the Board at least a year in advance of the conference.
5. The local committee chooses and books the hotel or other facility where the conference will take place. Every effort should be made to make the conference accessible to a wide spectrum of women. If the main hotel is expensive, participants should be provided with a list of alternative accommodation and eating places.
6. The local committee sends out the Call for Papers (mainly through the CRIAW Newsletter mailing) and selects the papers, presenters, and keynote speakers in ways consistent with basic principles. Some CRIAW committees (eg. networking and research) are also responsible for planning sessions and need to be allotted time by the local committee. A preliminary

responsible for planning sessions and need to be allotted time by the local committee. A preliminary program should be available for the June Board meeting in order to make feedback possible.

7. The local committee is responsible for arranging meals and receptions included in the registration fee as well as for the entertainment and cultural events.
8. The local committee is responsible for raising additional funds and support above the amount committed by CRIAW. [See Section V on financial arrangements for further details].
9. Every effort should be made to keep the registration fees as low as possible. The local committee sets the fee in consultation with the CRIAW Board.
10. The local committee arranges for simultaneous interpretation and translation of promotional materials; 50% of this cost will usually be reimbursed by Secretary of State - but it must go through the national office. It is important for the local committee to discuss feminist terminology and principles with the translators in advance of the conference.
11. The local committee is responsible for choosing an editor for the selected proceedings* of the conference.
12. The local committee should submit a report on the conference to the national office within 3 months of the event.
13. The local committee organizes and staffs a registration table, ensuring that both francophones and anglophones can be served.
14. Display space is allotted by the local committee. One or two tables are always reserved for CRIAW publications and the selling of memberships.
15. The local committee books a meeting room for the Board, as required and negotiates a hospitality suite for the President with the hotel.
16. The local committee arranges a room and a time for the AGM in consultation with the executive and/or national office. Simultaneous interpretation must be available.

* See separate document, appendix (a)

III ROLE OF THE BOARD OF DIRECTORS

1. The Board of Directors receives all proposals for the hosting of the CRIAW annual conference and is responsible for making the final selection.
2. The Board is responsible for approving the theme of the conference.
3. The Board designates a portion of the CRIAW budget to be used to defray conference expenses.
4. A member of the Board chairs or co-chairs the local conference committee. This Board member provides an important liaison between the Board and the local committee.
5. The Board is responsible for general conference guidelines which should be communicated to the local committee at the time the conference is first proposed.
6. The President and the Executive Director (or other delegated Board members and staff) should meet with the local committee early in the organizing process to clarify any questions or areas of responsibility.

IV ROLE OF THE NATIONAL OFFICE

1. The role of the national office is to assist the local committee in any way possible and to facilitate communication between the local committee and the Board of Directors.
2. The national office makes all the arrangements - including meals - for the meeting of the Board of Directors before, during and after the conference (except for the booking of the meeting room(s)).
3. The membership secretary will provide the CRIAW membership list and mailing labels upon request.
4. The quarterly Newsletter/Bulletin may be used to send out the Call for Papers as well as information about the upcoming conference.
5. During the conference the national office staffs a table of CRIAW publications as well as a table for the sale of memberships in CRIAW.

6. The national office organizes the AGM (except for arranging the room and providing simultaneous interpretation.)
7. The national office can provide assistance in locating resource people, workshop leaders, speakers etc. through its Bank of Researchers.
8. The national office disperses the money allotted by CRIAW to the conference, as it is needed. (See Section V for Financial Arrangements.)
9. The national office issues receipts for income tax purposes to all conference donors. It is for this reason that all donations must go through the national office.
10. CRIAW's Publications Officer acts as liaison between the editor, the Publications Committee (which is responsible for editorial policy) and the Publishing House. She is also available for any practical advice and assistance.

V FINANCIAL ARRANGEMENTS AND ACCOUNTABILITY

As CRIAW bears ultimate financial responsibility for any national conference held in its name, there are a number of financial regulations which should be adhered to:

1. To receive money from the CRIAW conference budget:
 - a "cash advance" form (obtained through the national office) should be completed and sent to the national office.
 - when the initial money has been spent and the appropriate documentation sent to the national office, another cash advance may be obtained, and so on up until the budget figure is reached.
2. Opening a conference bank account:
 - all monies, regardless of source, should be deposited in a special bank account for the conference, located in the city it is being held in
 - at least three person on the local committee, one of whom should be the Co-ordinator, should have the signing authority for the bank account.. Written notice of the names of these people should be provided to the national office. All cheques should be signed by two of the three persons having signing authority

- all withdrawals on the conference account should be made in cheque form, not cash
 - within three months of the conference, the local organizers should submit an accounting of receipts and disbursements for the conference from all sources (this should entail maintaining a list of deposits and withdrawals)
 - financial documentation on the conference should be sent to the CRIAW/ICREF office within three months of the event.
3. Registration Fees:
- the proceeds from registration are to become a revenue of the conference
 - non-members registering at the conference should be directed to the CRIAW/ICREF membership table and encouraged to join.
4. Government Grants:
- the conference Co-ordinator and the national office should collaborate on writing funding submissions (ie. SSHRCC)
 - all submissions will be made under the auspices of CRIAW/ICREF, and signed by two persons having signing authority for the organization
 - all grants will pass through the CRIAW/ICREF books for auditing purposes, but they will be passed on to the local committee. The committee will send all supporting documentation concerning the disbursement of these funds to the national office, no later than two months after the event. CRIAW/ICREF will then provide financial statements to the government body.
5. Budgets:
- there will be close liaising between the national office and the Co-ordinator, concerning establishing an initial conference budget
 - the Co-ordinator should consult with the national office periodically to communicate whether budget predictions were correct
 - the national office will advise the conference committee on how and where it may obtain funds
6. Academics
- Academics who are presenting papers are often eligible for a university subsidy. Ensure that they seek money from that source before applying for a conference subsidy.
7. When the conference is being organized by local CRIAW members, ultimate financial responsibility rests with

the national organization. Therefore, any surplus reverts to CRIAW. Occasionally the conference is coordinated by an organized group (ie. GREMF). In this latter case, any surplus (or deficit) will be shared by CRIAW and the organized group on a 50-50 basis.

VI ARRANGEMENTS WITH DELEGATES AND PRESENTERS

1. It should be made clear at the beginning that any assistance for travel and/or accommodation depends on the funding obtained from sources such as SSHRCC.
2. The local committee should develop a priority list for funding assistance as well as a formula for subsidization. This task should be completed in consultation with the executive.
3. Presenters who have papers should be encouraged to speak rather than read their papers and to leave some time for discussion. All presenters should be encouraged to use "accessible" language.
4. Presenters with papers should be encouraged to provide a text for the translators in order to facilitate the simultaneous interpretation. This practice helps the translator cope with unfamiliar terminology and can also hasten the preparation of Proceedings. } *too many print*

VII ADDITIONAL SUGGESTIONS

1. The mailing of the program ahead of time permits delegates to plan in advance what sessions they want to attend.
2. A meeting room for networking or relaxation would be greatly appreciated by delegates who live in the conference city or who are staying far from the main hotel.
3. A break for fresh air or exercise can help alleviate conference burn-out.
4. Generally, sessions should begin and end at the same time, though there may be both double and single sessions.

5. Remember that some participants have travelled a long distance to get to the conference and will not react kindly to "too early" a start Saturday morning. If any sessions start before 9:00 a.m., a good idea is to provide a light, continental breakfast.

Tasks and possible ctces needed for 90 research forum and dry run for 91 CRIAW

1. Food

-on site

- meals
- snacks and refreshments
- reception food and booze
- assure dietary diversity
- no shit artificial, negotiate
- environmental issues, eg reusable stuff
- labour -volunteer paid justice etc ?

-off site

- restaurants, infor for partacps re nearby etc
- access issues
- banquet??
- assure negotiation re ingredients, terms
- negotiate quality and veggie etc
- same as on-site list

2. accommodation

-billets

- finding
- special needs, hosts and guests
- advertise availability in reg and early publicity info
- registry system to coordinate billets
- info on registration form re all above, checklist

-commercial accom

- same categories as billets
- locate hotels and prices, enclose info in all maiouts

Education Centre on Kensington?

3. Site

- on or off campus?
- community or commercial?
- facilities needed and available?
 - eg, kitchen? assure smoke free etc
- general accessibility issue
 - wheelchair, hearing and visually impaired, public transport, financially accessible
- childcare, space, staff, numbers avl, cost, advertise it, register it, info re during conference for parents

Say: your child is welcome at the conference. If you or your child need a break or you wish to attend part or all of the conference events without your child, childcare is available by prearrangement. (only? or drop in too????? no, prearranged only, too hard to manage logistics, but we might be able to manage a drop in access if the parent pre arranges that she will use the drop in child care.) But be sure to say clearly kids are welcome at sessions and events and can attend with their parent.

- assure facilities adequate to meet language access requirements (eg space for translation booth, for signers, whatever)
- room for display, any recreational or healthy activities, breaks, and also be sure to liaise with programme and daycare etc re needed spaces etc

4. programme

decide themes

if broad based a priority, do preliminary outreach and networking and liaising with intended co-sponsoring groups before setting themes

call for papers

appropriate in topic and method of calling for the various types of participants we want to attract

decide theme and speaker for keynote. while it is handy if she can get out a few courtesies in french, it is more important that she not be a redneck and hostile to french; if she wanted to say a few things in an aboriginal language or heritage language, that's fine. she must be a feminist. has to fit CRIAW framework, must be active in research and stimulating as anything; she need not be a regular scholar. and probably the less she conforms to the traditional scholarly stereotype, the more powerful she needs to be as a speaker and a stunning stimulating intellect.

we can also have other plenary or semi-plenary sessions with major speakers besides the keynote.

if possible consider inviting the chairs (sec state) of women's studies to the conf and give them a slot to report and chew over the state of ws, and to talk to each other. one session with old and new chairs was dynamite, reflecting on the state of feminist research vis vis their experience as chairs, 7 minute each to present then a discussion. This was a separate plenary.

banquet speaker?? must be short and very punchy. the prizewinners will each speak a bit too so the main speaker must be short.

also decide on other guests for speakers, such as minister for status of women in alberta? opposition critics on status of women? one way to do this would be to have a session with a panel with one rep from each political party on women's issues.

entertainment for banquet.

session chairs

need info re the conf to give to their participants, and info re participants to coord with programme ctee and accom ctee etc, sessions chairs will function as coords and problem solvers for their sessions and also for their participants in matters that go beyond the session itself.

make sure their job is clearly defined and they understand how to do it and will do it. make sure they get presenters to meet deadlines to submit written stuff, it goes to the discussant and that sort of logistical thing.

assure av equipt needs are passed on to the ctee responsible, and get verification that it has been ordered by the ctee, and shortly before the session (prearranged time) verify arrival or refer to appropriate designated crisis ctee person.

discussants

needed for each session, tasks clearly defined

refereeing of papers and selection

is this done by a sseparate ctee? or part of the programme ctee's job? what is role of chairs in refereeing and selection of papers for sessions?

oversee printing of programme, and assure availability of it

5. facilities management

av

sound systems

info. on doors and on site re location of sessions, loos, childcare, smoking plicy, crisis place/people, displays (policy, coord applictions, physical set up, liaise with displayers),

evaluate adequacy of rooms, chairs, space, environment etc for each session/activity in conjunction with programme ctee, be sure needed mikes etc are there

set up back up arrangements for any problems with equipt or material to come in from anywhere: who to call, who's in charge, #, etc.

liaise with translations services ctee, re physical setup and equipt needed, assure space okay, needed stuff is there as ordered/planned

media services space for the press (typewriters, computers, telephones)

space for the orgnsg and coord ctee (s) to meet for work and rest during the conference (need telephones etc)

registration facilities, liaise with registrn ctee

on site snacks, meals, and social events and etc, make sure space is approariate and serviced or equiped as negotiated by responsible ctees; make sure traffic flow is free and food etc is laid out to prevent log jams; make sure space set up to promote maximum socialising;

6. registration

policies

forms

staffing

preconf

during conf

cleanup

7. crisis ctee

this will also deal with anything that goes wrong or comes up during the conference itself; it does the gofer work; it has tampons and aspirin and kleenex, it knows where the helath care people are in the conference and nearby; it can access emergency services; it also can find tapes, tape recorders, opencils, overheads, projector bulbs, andything that might not appear as orderd or might not work, or it knows how to get immediate service to fix things, eg av, artificial cream, no milk for tea, whatever. these are the mummies for the conference. They have to get info from all other ctee heads about what's been arranged and what to do if it doesnt work.

8 . cleanup ctee

9. publicity ctee

in addition to getting the word out about the conference, it should also make sure there is infor availabe to attenderd about edmonton activieis features and facilities to enjoy while they are here this can be gather d by liison with tourist bureau etc. all this info should be avaiiable at the rgristration place during the conference, and some of it should be mailed out in advance at the prereg stage when people first write to say they wqant to come. anticipate questions like how to get to the rockies so they dont think it is as close as from calgary.

10. publications ctee

arrange nec procedures to assure we get nec record of what happened, for publication or whatevber; eg assure tape recording of each session, get cop[es of all papers to be given ahead of time, liaise with programme ctee to make sure chairs chivvy presenters to get their papers in, etc

11. funding and finance ctee

- budget, detailed accounting, final report, raise money
- record and deal with registration money
- distbursements, purchasing

12. overall coordinating ctte

MAKE DECISION ABOUT PAID COORDINATOR, AND IF SO GET V V DETAILED JOB DESCRIPT WITH TIMELINES AND FLOW CHARTS

oversee all other ctees, liaise with their chairs

who is on this ctee?? tis is probably too big a job to make this ctee up of the chairs of the other ctees, this ctee's members should not have other major jobs, and the chairs of the other ctees should report to the overall coord ctee, rather than BE the overall coord ctee.

-general observation: people develop skills and gain experience by working on one of the task ctees, then they know the issues and problems well enough to work on the overall coord ctee by the time we get to the CRIAW conf planning which should actually begin in spring of 90, and the CRIAW site should be chosen before the end of march 90.

Fall 90 forum overall ctee should also be set up by end of march, call for papers should go out before end of this term with the deadline for submissions 1 june 90.

Other general observations

for the CRIAW conference it's probly crucial to get members on overall ctee who've been to a couple and seen what goes wrong and knows some of the issues that come up repeatedly (availability of vegetarian food, smoking), and it's crucial to liaise with the CRIAW board (make use of 3 alberta members from step 1), both in terms of avoid upset and conforming to policy, and in terms of helpful hints from seasoned survivors of previous CRIAW confs.

Also re CRIAW, it is v important to assure the following: lesbian visibility, smoke free conference site, low income accessibility, all conference info and announcements etc must be in both french and english, oral and written stuff, and at least 30% of presentations sessions content etc must be in the other official language than the majority one at that site of the conference (in our case that means 30% french content minimum)

Announcers for all plenary stuff must be able to do it in both languages or you use a engl and french announcer and they each do one, but MUST be done without exception. Also it is a courtesy at unilingual sessions to make the announcements in both languages even tho the session itself is going to be only in one language. If it is okay in that session for the attenders to ask questions in the other official language, and they will be translated or the presenters understand enough to grasp the questions and respond in the session language, say so. All this stuff must not only be done all the time, it should be done in a matter of fact normalish tone

Also there are printed guidelines, combo of policy and helpful survival hints to get from CRIAW

Must be sure that there are appropriate physical spaces and blocks on the programme for various CRIAW business activities. eg awarding the prizes (usually done at banquet but not always) honorary memberships etc; AGM (usually held Sunday morning); opening night keynote followed by reception; space for Board CRIAW meetings all day before and after the conference; food and refreshments for them if nec (ask CRIAW) etc.

The CRIAW office will do some of the planning work for the CRIAW business stuff like the CRIAW board meetings but they don't know the local facilities and need help from us.

Anything else?

Marilyn and Barb.