



CANADIAN RESEARCH INSTITUTE  
FOR THE ADVANCEMENT OF WOMEN  
INSTITUT CANADIEN DE RECHERCHES  
SUR LES FEMMES

151 Slater, Suite 408,  
Ottawa, Ontario K1P 5H3  
(613) 563-0681 563-0682

TDD/ATS: (613) 230-1641  
FAX: (613) 563-7739

Contract

Between: CRIAW/ICREF

and The Women's Program  
Faculty of Extension, U of A conjointly with  
The Women's Research Centre  
University of Alberta Campus

The Women's Program and the Women's Research Centre at the University of Alberta (the contractee) agree to produce three issues of the Canadian Women's Periodicals Index/Index périodiques pour femmes canadiennes covering the periods May-August 1989, September-December 1989, and January-April 1990. These issues will be produced in sufficient number to meet the subscription (paid and complimentary) requirements for the index and to maintain on-going marketing activity. All mailing and mailing costs will be covered by the contractee.

Each issue will include a covering letter of explanation, tables of contents of feminist Canadian periodicals and a computerized key-words-out-of-context listing of articles published in those journals as well as Canadian feminist articles published in other popular and academic journals. Other inclusions and details of publication will be determined by the Canadian Women's Periodicals Advisory committee located in Edmonton and currently chaired by Marilyn Assheton-Smith. The Committee undertakes to arrange for inclusion and indexing of both French and English material, and the inclusion (but not the full indexing) of material in other languages.

Most marketing activity will be carried out by the contractee. However, the CRIAW/ICREF office in Ottawa agrees to include the Canadian Women's Periodicals Index/Index périodiques pour femmes canadiennes in all appropriate publications information brochures and to consider other needs of the committee as they would any other committee of CRIAW/ICREF. CRIAW/ICREF office will also receive subscriptions advising the Edmonton committee of additions and deletions, and subscriptions payments.

CRIAW/ICREF agrees to pay to the Women's Program and the Women's Research Centre \$10,000.00 and subscription income for production of the Index. \$5,000.00 of the \$10,000.00 will be forwarded immediately to the contractee; the remainder at an agreed upon date. Subscription income will be forwarded twice a year. These cheques will be made payable to the Canadian Women's Periodical's Committee, (a CRIAW committee). This committee will report annually to the CRIAW Board in June.

Dated September 1, 1989

*Linda Chynjdale*  
on behalf of CRIAW/ICREF

*Marilyn J Assheton-Smith*  
on behalf of the Committee

*Edmonton*  
Sept 15, 1989

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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.

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\* 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 points*

## 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.

**MOST RECENT PUBLICATION OF CRIAW**  
**REPRODUCTIVE TECHNOLOGY AND WOMEN:**  
**A RESEARCH TOOL**

**PERSPECTIVES FEMINISTES**  
**SUR LES TECHNOLOGIES DE PROCREATION:**  
**OUTIL DE RECHERCHE**

**A BILINGUAL PUBLICATION WHICH CONTAINS A WEALTH OF INFORMATION  
FOR ALL RESEARCHERS INTERESTED IN REPRODUCTIVE TECHNOLOGIES**

**THIS RESEARCH TOOL INCLUDES:**

- An overview essay of the issue by Christine St Peter
- An essay on the francophone perspective by  
Maria De Koninck and Louise Vandelac
- A series of abstracts (47) of key feminist articles  
and books in English prepared by Jolene Demers
- A bibliography of French and English publications
- A glossary of key terms

This is a collaborative project coordinated by CRIAW with the participation of the CRIAW Working Group on Reproductive Technologies (Christine St. Peter, University of Victoria, Monique Bégin, University of Ottawa and Carleton, Linda Christansen-Ruffman, St. Mary's University and Lise Martin, CRIAW), Joleen Demers, University of Victoria, Maria De Koninck, Université Laval and Louise Vandelac, Université du Québec à Montréal.

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(FRANCAIS AU VERSO)

**N O W        A V A I L A B L E**

**CRIAW'S COMMUNITY RESOURCE KIT  
ON  
NEW REPRODUCTIVE TECHNOLOGIES**

**Designed to be used by Women's groups,  
Community Health groups and individuals**

- ° Learn the facts about New Reproductive Technologies
- ° Learn what you can do to get more information
- ° Learn how to go about achieving input into the political process - especially crucial now that the Federal Government has proposed setting up a Royal Commission on NRTs

Each kit contains:

- 1) Fact sheets on everyday technologies, infertility and sterility, surrogacy, in vitro fertilization and genetic manipulation.
- 2) Information sheets on what you can do about reproductive technologies - facilitating a discussion, finding more information, action research, letting people know about the issue, lobbying and writing and presenting a brief.
- 3) A glossary of words you should know and a list of further resources.
- 4) Back up articles on key issues.
- 5) A copy of "Dilemmas" - a publication on NRTs prepared by the Quebec Council on the Status of Women.

**Note:        Nous espérons avoir cette trousse disponible en français en décembre.**

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