

~~stress that~~

- participants should be provided @ a list of alternative accomodation & eating places
- conference format should encourage networking & information-sharing between groups & individual women
- copies of minutes to national office
- a preliminary prog. should be available for June meeting
- discuss feminist terminology @ the translators
- 11. local comm. responsible for choosing an editor for the selected proceedings
- 13. registration ; bilingual volunteers
- 14. 1 or 2 display tables for CRIAW
- 15. meeting room for board, hospitality suite for the President
- Use of quarterly Newsletter / Bulletin
- mailing of the program ahead of time permits delegates to plan in advance what sessions they want to attend

Tasks and possible ctees 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 particips 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 mailouts

Education Centre on Kingsway?

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 discussants and that sort of logistical thing.

assure av equip 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 separate 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 policy, crisis place/people, displays (policy, coord applications, 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 appropriate and serviced or equipped 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 available to attenders 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 rgistration 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

disbursements, 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 shuld 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), bothin terms of avoid upset and conforming to policy, andin 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 annoucnements 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 (inour case that means 30% french content minimum)

Announcers for all plenary stuff must be able to do it in both languages or youuse 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 psenters understand enogh to grasp the quetions and reposnd in the session language, say so. All this stuff must notonly 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.

**CRIAW/ICREF CONFERENCE 1991 - conference schedule
November 8-10, 1991**

Friday, November 8th

17:00 - 19:30 registration
19:30 - 20:00 Welcome address/Orientation
20:00 - 22:00 Crackerbarrel

Saturday, November 9th

8:00 - 10:00 Registration
9:00 - 10:00 Keynote speaker (Claire Bonenfant)
10:00 - 10:30 Break
10:30 - 12:00 Concurrent Session 1
12:00 - 13:15 Lunch
13:30 - 15:00 Concurrent Session 2
15:00 - 15:30 Break
15:30 - 17:00 Concurrent Session 3
17:00 - 18:00 Networking sessions
18:00 - 19:00 Reception
19:00 - 20:45 Banquet and Awards
21:00 - 23:00 Entertainment

Sunday, November 10th

- 08:45 - 09:45 CRIAW/ICREF Annual General Meeting
- 10:00 - 11:00 Plenary Session with Women of the Third World
- 11:00 - 11:15 Break
- 11:15 - 12:15 Keynote Speaker Glenda Simms
- 12:15 - 13:30 Lunch
- 13:30 - 15:00 Concurrent Session 4
- 15:00 - 16:00 Wind-Down