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| BFE logo | British Forum for EthnomusicologyRoyal Musical AssociationConference hosting formRESEARCH STUDENTS CONFERENCE |  |

## Conference aims

* The jointly sponsored BFE–RMA Research Students Conference aims to provide postgraduates studying in the UK or abroad with the opportunity to present their musical research to each other and to established researchers in a friendly and supportive atmosphere.
* It enables young researchers to meet together, to gain experience of the conference environment (as listeners and participants), to hear papers, workshops, and music, and to gain insights into the profession.
* The conference caters for the entire student body of the BFE and RMA – musicologists, ethnomusicologists, composers, performers, etc, and seeks to foster dialogue between the various musical subdisciplines.

## Objectives

**Partnership.** In pursuit of the above aims the the BFE and RMA seek partnerships with universities, conservatories, and other interested bodies across the UK in the promotion of their yearly Research Students Conference. The BFE and RMA support each conference through the work of members of their governing bodies, with a financial grant, and through financial support for the BFE and RMA Roche keynote lectures.

**Programming.** The programme comprises

* Student presentations of academic papers
* Composition workshops
* Concert(s) featuring student composers’ works
* Advisory/training sessions: e.g. CV workshops, presentation skills (e.g., working with technology, producing music examples using computer programmes, etc.)
* Career Development: e.g. getting published, Institute of Musical Research resources, etc.
* Keynote addresses, including the RMA-sponsored Roche lecture
* Participation of established staff (as session chairs and/or respondents)

**Administration.** Host institutions are encouraged to involve their own students in the administration and organisation of the Conference.

**Location.** Conference venues will cover a geographical spread from one year to another and should have good transport links.

**Timing.** The BFE–RMA Research Students Conference is normally held from Thursday to Saturday, as early in January as practicable.

**Affordability.** Conference attendance is price sensitive. To encourage inclusivity and achieve economies of scale, costs to delegates must be kept to a minimum. Hosts are encouraged to seek additional funding to achieve the level of registration fees suggested in the attached budget spreadsheet.

## The form

This form is designed to serve as template for drawing up:

**An initial expression of interest.** This will normally be required far in advance of the proposed conference. Please complete Sections A–C in outline, supply what’s required in Section E, and submit to the RMA Flagship Conferences Coordinator, Michelle Assay (flagship@rma.ac.uk) by the date indicated above and in the current BFE–RMA joint open call for expressions of interest. Following preliminary consideration of applications, the Conferences Subcommittee, which represents both sponsoring bodies, may designate a representative to visit institutions prior to communicating its decision.

**A full business plan and budget.** This will normally be required 18 months in advance. Please update information already proposed in Sections A–C, complete Section D, append a detailed budget (Section E) and confirmation of institutional approval (Section F), and submit to Michelle Assay by the date requested.

**A close-out report and financial statement.** See Section G. This will normally be required at latest three months after the conference.

The immediate purpose of the form is to provide all concerned with a clear understanding of what is planned and with what financial implications. In the longer term it reflects BFE’s and RMA’s wish to build up a fund of conference planning experience that it can share with future hosts to the benefit of all. Please read the BFE–RMA Conferences Handbook <<http://www.rma.ac.uk/wp-content/uploads/2015/12/BFE-RMA-RSC-Handbook.pdf>> when completing all parts of the form. Questions can be addressed to Michelle Assay at any time.

**Confidentiality.** The plan, budget, report, and financial statement will be made available to members of BFE’s and RMA’s governing bodies and may be passed to the organisers and programme committees of future BFE–RMA sponsored conferences to assist planning. The information will not be disclosed to ordinary members of the BFE and RMA or put into the public domain (save that in due course it may be added to the RMA’s long-term archive deposited at the British Library).

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| Section A: Host Institution and Contact Details |

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| (1) Host Institution: |  |

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| (2) Contact Details | Name |  |
| Email |  |
| Telephone |  |

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| (3) Conference datesThree days as early in January as practicable (Thu–Sat preferred). | [day] [date] to [day] [date] January 2021 |

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| Section B: Academic Arrangements |

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| (4) Conference management | Indicate who will run the conference: |
| The BFE and RMA are looking for stability and wish to be confident that implementation will not be dependent on any single individual. For the initial expression of interest please indicate, then: 1) the institutional framework within which the conference will take place, 2) the individuals who will manage the conference from day to day, and 3) individuals likely to participate on the organising/programme committee, together with their subject expertise.The final composition of the management team and organising/programme committee will be determined in consultation with BFE and RMA when drawing up the full business plan, the aim being both to maximise host ownership and to meet BFE’s and RMA’s joint conference objectives. |  |

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| (5) Event summary | Give a headline summary of conference content |
| E.g. record guest speakers, workshops and their leaders, and other special features. RMA will be in a position to notify you of the Roche lecturer in May/June a year and a half before the conference. |  |

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| Section C: Domestic Arrangements |

The notes provide a guide to normal expectations and are not absolute requirements.

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| (6) Meeting roomsUsually at least four AV-equipped rooms for parallel sessions, whereof one should seat at least 150, the others around 50 each. Also a single common area where bookseller and other exhibits can be displayed and refreshments served. And a committee room for private meetings (e.g. BFE and RMA governing bodies and committees). | Indicate the number and seating capacity of the meeting rooms you will provide / have booked: |
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| (7) Delegate accommodationDelegates value the flexibility to choose between a variety of overnight accommodation options or to make their own arrangements. We suggest that local organisers limit their involvement in overnight accommodation to identifying a booking agency (e.g. conference office at the host institution or a local tourist office). Alternatively organisers may make arrangements with specific providers which delegates can book direct. Delegates should not be locked into packages that tie conference registration to accommodation. | Indicate overnight accommodation arrangements and how these will be managed: |
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| (8) CateringDelegates appreciate flexibility regarding meals. We suggest making use of local/campus restaurants, etc. whenever feasible. There is no obligation to promote a conference dinner. In our experience dinners booked with institutions tend to offer poor value for money, exclude delegates on small budgets, and involve conference organisers in extra work and risk-taking. Most organisers find it convenient, however, to provide delegates with tea/coffee/biscuits gratis from general conference income. | Indicate catering arrangements, including refreshment breaks and meals, and how they will be managed: |
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| (9) Social EventsWe suggest at least one plenary social event free of charge to delegates, such as a drinks reception following the Roche plenary lecture. RMA may be able to assist in obtaining sponsorship (especially from its own publishers) so that such events do not call unduly on central conference income. | Indicate planned social events: |
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| Section D: Milestones (not needed until submission of full biz-plan) |

Please indicate planned milestone dates (reporting *after* the conference on the actual out-turn), including the following:

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| Advance bookings confirmedE.g. meeting rooms, accommodation allocations. Please indicate what, if anything, remains to be booked and by when | As far ahead as possible (normally before full business plan is drawn up). |
| Date planned:Out-turn: |

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| Programme Committee Meeting ITo agree guest invitations, CfP text, website implementation, etc. | Normally 11–12 months ahead |
| Date planned:Out-turn: |

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| Programme Committee IITo review Meeting I actions, agree publicity, procedure for handling proposals for papers and works, etc. | Normally 9 months ahead |
| Date planned:Out-turn: |

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| **CfP&W published and distributed**Including announcement of keynote speakers and other special conference features. | Normally two weeks after Programme Committee Meeting II |
| Date planned:Out-turn: |

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| Guest travel arrangements confirmedEspecially travel and accommodation for overseas guests. In consultation with RMA for the Roche keynote. | Normally 6 months ahead |
| Date planned:Out-turn: |

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| Deadline for submission of proposals | Normally 3 months ahead |
| Date planned:Out-turn: |

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| Programme committee IIITo agree responses to proposals for papers and works, draw up conference programme, confirm remaining arrangements, etc. | Normally 2 ½ months ahead |
| Date planned:Out-turn: |

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| Notifications of proposal acceptances / rejections dispatched | Normally a week after Programme committee III |
| Date planned:Out-turn: |

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| Conference programme announced / bookings open | Normally 2 months ahead |
| Date planned:Out-turn: |

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| Final arrangementsConference assistants confirmed, reviewer for RMA Newsletter report fixed, etc., etc. | Normally 6–8 weeks ahead |
| Date planned:Out-turn: |

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| Booking deadline for delegatesAfter which late and walk-up bookings are accepted at the full, undiscounted rate only. | Normally just before Christmas |
| Date planned:Out-turn: |

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| Section E: Budget |

Please complete/adapt Sheet 2 (Supporting notes) of the attached Budget/Financial Statement spreadsheet. Its totals cells are designed to generate Sheet 1 (Summary budget) automatically. For the preliminary expression of interest an indicative headline budget is all that is needed. For the business plan (18 months before the conference) a full budget forecast is required. Please list cash items only, using Supporting Note 18 to record any income and expenses in kind. Please note: Budget once set and approved by BFE and RMA should not change. Be sure to monitor income in the run-up to the conference and in the event of any anticipated shortfall to take timely action to adjust expense commitments accordingly.

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| Section F: Institutional Approval |

Please confirm that what is proposed above and in the accompanying budget has appropriate institutional approval.

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| Section G: Report |

## Close-out report and financial statement

After the conference, and with the needs of future conference organisers chiefly in mind, please:

* Annotate Sections A–C above to show any significant departures from the plan, adding comments as appropriate
* Complete the out-turn rows and columns in Section D, commenting on any significant variance
* Complete the Out-turn columns in Sheet 2 (Supporting Notes) of the appended Budget/Financial Statement spreadsheet, including any outstanding commitments (e.g. the RMA grant),
* Comment on any significant variance between budget and out-turn in the Financial Statement
* Give an indication of the number of proposals received and the number accepted, categorized by panel sessions, workshops, individual papers, poster sessions, etc
* Give an indication of the total number of speakers, nationalities represented, and how many were BFE and RMA members
* Tell us what went well and should be emulated in future
* Let us know what went not so well (to be avoided in future)
* Send us the results of your post-conference delegate feedback survey
* Send us e-copies of the conference programme and any other documents potentially useful to future conference organisers (e.g. call for proposals, acceptance/rejection letter templates, registration form, info sheets re any specially negotiated accommodation offers, instructions to speakers/chairs, etc)

#### Note:

BFE and RMA would like to learn more about conference support facilities at host institutions. Please include any comments here or attach them in a separate note.

## Newsletter Report

RMA requires a brief narrative report of the conference for publication in its web-published Newsletter. BFE will publish the same report on its blog. Please send copy (either by yourself or someone you designate in advance) within four weeks of the conference to the editor of the RMA Newsletter, Mike Byde (mikebyde@gmail.com), and to Byron Dueck (byron.dueck@open.ac.uk), who will liaise with the BFE webmaster. Stunning conference photos also welcome!