

Guidelines for Conference Hosts

Responsibilities of Host

The Conference Host will be responsible for the following:

- Overall production of the conference and all related events
- Constituting the organizational structure, in consultation with the MAH Board, to support the production of the conference
- Fund raising for the operational costs of the conference
- Coordinating the organization of the conference in consultation with the MAH Board and in accordance with the guidelines provided herewith

Responsibilities of MAH Board

The MAH Board will be responsible for the following:

- Advising the Host in constituting the organizational structure to oversee the conference organization
- Appoint a representative of the Board as a liaison between the Host organization and the Board
- Provide the Host with the database of participants from previous conferences.

Name of Conference

The title of the conference is International Conference on the Histories of Media Art, Science and Technology and shall be preceded by the number (e.g., Fifth). The conference must always be referred to clearly identifying the number of the installment of the conference series and the year of the conference, for example, Fifth International Conference on the Histories of Media Art, Science and Technology, 2015. When the country in which the conference is held has an official language other than English this title can be followed by a translation in that language. When the conference is hosted in conjunction with another event, that event shall be referred to in a separate subtitle.

Timing and Duration of Conference

The decision on timing for the conference will be made by the Host in consultation with MAH Board. While the timing is at the discretion of the Host, it is strongly encouraged that the Host considers the academic calendars of the various countries conference attendees come from as well as the relevant festival calendars in the Host country and region so as to minimize schedule conflicts and maximize conference attendance. The duration of the conference is between 3 - 5 days (inclusive of pre- and post- conference events).

Conference Venue

The venue of the conference must be adequate and accessible to all conference attendees with appropriate technical facilities (including net connectivity for presentations, wireless access, AV equipped rooms and lecture spaces for keynotes).

Language of Conference

The official language of the conference is English. Where the official language of the Host country is different, dual language presentations are acceptable as long as the Host makes best effort to support simultaneous translations. All publicity and communication about the conference will be in English and where applicable, also in the language(s) of the Host country.

Conference Organizational Structure

The organizational responsibility for the conference is with the local Conference Organizing Committee that will be constituted by the Host. In addition, the Host shall, in consultation with the MAH Board, constitute an International Program Committee comprised of both local and international experts. The Host organization is free to constitute any other organizational entities in addition to these two committees to facilitate their organization, insofar as they do not substitute or compromise the functions of these committees.

Conference Review Process

As a peer reviewed academic conference, the Host will be responsible to oversee the review of all paper and panel proposals submitted to the conference through a designated International Program Committee. The peer review process must be determined by clear guidelines and criteria for review and adequate provisions to identify and remove conflicts of interest.

International Program Committee

The Host organization shall work in consultation with the MAH Board in constituting an International Program Committee to aid in the development of the conference program as well as in the review of paper and panel submissions. The International Program Committee shall be comprised of recognized experts in the relevant fields of the histories of media art, science and technology. The number of members in the International Program Committee shall be commensurate with the assigned tasks of program development and review.

Budget

As the producer of the conference, the Host shall develop a budget for the conference in accordance with its anticipated costs and income.

Funding and Sponsorship

As the producer of the conference, the Host organization shall raise funds in accordance with its needs. In raising such funds, the Host may engage in sponsorship arrangements with third parties and can acknowledge such sponsors in all publicity materials of the conference. The naming rights to sponsors are not permitted. Also, where sponsor requires significant exposure or profiling in conference publicity, the Host will consult with the MAH Board for approval before entering into such agreements.

Conference Income

As the producer of the conference, the Host organization will receive all conference and related income (including conference registration fees, advertising, derivative products and services).

Conference Administration Fee

The Host Organization shall pay a conference administration fee of 8000 Euro to the MAH Headquarters. The fee will be used to support the overall administration of the conference series; technical maintenance and continued update of the MAH archive including adding materials from each subsequent conference; and to maintain and update the database of participants from previous conferences and other MAH resources and networks available to the Host Organization. The payment shall be made in full at least six months before the beginning of the Host organization's conference.

Affiliated Events

The Host is free and encouraged to develop affiliated events prior to and during the conference to enhance the total experience and value for conference attendees. However, these events shall not be in conflict with the main conference events for schedule, operating funds, resources and publicity. All publicity and promotional communication for such events must be integrated with and subsidiary to the publicity for the conference. A full list of all events that will be related to and publicized as part of the conference must be shared with the MAH Board for approval at least 30 days before inclusion in the program and/or publicity.

Conference Archives

As an international conference series with a broad-ranging community of scholars interested in the conference, there has been a permanent archive of the conference series in the Media Art Histories Archive at www.mediaarthistory.org

The Host organization shall support this archive by providing all information about the conference (including papers, panels, keynotes, etc.) to the Media Art Histories Archive at the end of the conference and providing timely conference updates for the conference series website.

Publications

As a professional conference aimed at increasing and expanding dialogue and community in the relevant fields, it is imperative that the conference pursues a dissemination strategy that includes publications. The Host is encouraged to consider planning for at least one scholarly publication to compile and publish some of the papers presented at the conference. In previous instances of the conference, Host organizations have produced publications that combine some papers from the conference along with some papers not presented at the conference. The Host is free to explore and develop publications with academic or commercial publishers as fit the content and publisher interests. All publications issuing from and/or consisting primarily of papers / panels presented at the conference, should clearly acknowledge the role of the conference in the origin and content of the publication.