# Annual Conference Proposal

### Convener

1. Primary Convener: Full name and title
2. Correspondence: mailing address, telephone, email address
3. Present position and affiliation
4. Full names and titles of co-conveners

### Conference

1. Conference title and dates proposed
2. Summary of the conference theme: please summarise aims and objectives and indicate its relevance to the current research landscape in design history, and the broader conversation in society (500 words)
3. Tentative list of keynote speakers: please list by name, current appointment, and potential contribution to the conference (speakers do not need to have agreed yet at this stage)
4. Proposed conference programme: please indicate plans for conference days, keynote presentations, and any collateral activities.

### Plans for hybrid conference and institutional support

1. The DHS promotes and implements the hybrid model of academic conference, in which physical and digital presence are catered for. The Society is committed to enabling colleagues from any geography to participate to the conference regardless of distance or available travel funding; and aware of the environmental impact of short-term intercontinental travel. Please describe your plans for a hybrid conference.
2. Other institutional support: please indicate other support your institution will provide, including facilities, funding, or administrative support.

### Budget

1. Income: please indicate proposed conference fees for both physical and remote attendance, including DHS member discount, students discount and early and regular booking fees if appropriate.
2. Funding applications: please indicate any applications to other bodies for financial support of the conference. Indicate whether they are received (indicate amount) or planned, and the purpose for which any grant will be used.

### Publicity

1. Sites and venues for publicising the conference: please indicate websites, publications, conferences, mailing lists where the conference will be publicised.

### Outcomes

1. Please indicate proposed outcomes of the conference, including e.g. podcasts, public videos of keynote lectures, special issues of the Journal of Design History, or other publications.

### Other

1. Please give details here of any other information you would like the DHS Executive Committee to consider in support of your application.

### Signature

1. Corresponding applicant name and date of application (electronic signature accepted)

Please send the completed form with a draft conference budget, and any evidence you wish to submit to the DHS Administrator at [designhistorysociety@gmail.com](mailto:designhistorysociety@gmail.com) - Any queries can be directed to the Administrator by email. All proposals will be considered in confidentiality by the DHS Executive Committee, whose members are committed to principles of equity and inclusion.

# Annual Conference Proposal: Notes for applicants

**Purpose of the Annual DHS Conference**

The Design History Society Annual Conference is the Society’s largest and most prestigious event. It serves a number of purposes essential to the core work of the Society:

* It combines the opportunity for members and other delegates to meet up for intellectual, professional and social exchange.
* It offers a full range of presentations of new work with the added stimulus of invited keynote speakers, exhibitions, social events and visits to sites of interest.
* It also accommodates DHS and JDH meetings and recruits new members.

**Proposal submission and assessment process**

Proposals must be received by the [DHS Administrator](mailto:designhistorysociety@gmail.com) for consideration by the DHS Executive Committee.

The Executive Committee will evaluate the proposal on the basis of its academic merit, taking into account the scholarly importance of the proposed conference, its likely impact upon the subject area, the focus of the conference theme(s) and programme and the scholarly standing of and contribution to be made by the named key speakers and the intended outcomes. The facilities of the institution to provide for a large, multi-day conference may also be considered.

The Executive Committee is committed to principles of equity, integrity and confidentiality in the treatment of all applications for the Annual DHS Conference.

**Data Protection**

Applicants are required to sign the application to indicate that the information provided therein is, to the best of their knowledge, complete and accurate. The DHS adheres to EU General Data Protection Regulation law (EU 2016/679) in the form implemented in the United Kingdom (Data Protection Act 2018). Applicants should be aware that information they provide will be stored and circulated as necessary for the assessment procedures to be followed. Proposals shall be retained for 5 years in the case of successful applications and 3 years in the case of unsuccessful applications.

Details of successful applicants (including name, institution and conference details) will be used to compile published lists of conferences and conference conveners which may be made available on the Internet, and to produce statistical and historical information on Annual DHS Conferences. Signing the application form constitutes the applicant’s agreement to all terms, conditions, and notices contained in the Notes for Applicants.

**Completing the form**

Please type the application form throughout. Please attach any additional details such as images on a separate page, with clear reference to this attachment made in the main form. Notes below numerically reference the section of the application form.

1. Please note that all application should have a principal applicant viz. conference convener.
2. Please note all correspondence will be directed to the address provided.
3. It is important that the institution named is willing to act as a host to the Annual DHS Conference.
4. It is expected that any hosting institution may have a larger team of conference co-conveners, who should be listed here.
5. Please give the title of the proposed Conference, and the date proposed. The Annual Conference is normally held in early September, over three days, late in the week. The conference is timed to allow delegates to attend before the start of the higher education academic year.
6. Please provide a summary of the aims and objectives of the conference, together with any further details that may be relevant, such as its particular timeliness or significance of the theme to Design History.
7. Please indicate the proposed keynote speakers and potential thematic/scholarly contribution to the Conference theme.
8. As the Conference normally takes place over three days (see note 5), please indicate a proposed Conference programme, with scheduling intentions for keynote speakers and any local visits/social events.
9. Please provide the reasons for hosting the Conference at your institution: these may be include academic investments in the theme of the Conference.
10. Please note that your institution must be willing to act as a host to the Annual DHS Conference. This may be demonstrated with reference to anyone with institutional authority whom the Executive Committee may consult if appropriate. Please provide details of conference facilities, their location and capacity suitable for the duration and scale of the Conference (normally the in-person Annual Conference has hosted up to 200 delegates). Any images/plans provided must be attached on a separate sheet and clearly referenced here. Please provide details of any institutional funds committed to the Conference. It is strongly advised that the Conference is provided with dedicated administrative support; please detail institutional/convener commitment to provide this support.
11. **Please provide a draft of the Conference budget**. Please provide details of projected income (number of delegates per price category, contribution from the host institution, sponsorship) and all conceivable projected expenditure (publicity, administrative costs, catering, venue hire, equipment hire, audio/visual assistance, security and other staffing, keynote speakers payment, travel and accommodation.
12. Please provide details of financial support given or applied for or planned in connection with the Conference proposal. Please see Conference Finance Guidelines for details of support provided by the DHS. Applicants are requested to keep the Executive Committee informed of the outcomes of any funding applications connected to the Conference.
13. The DHS attaches importance to the dissemination of its events and, in particular, all details of its Annual Conference. Please indicate all venues through which the Conference will be publicised.
14. Please indicate whether you plan to offer to the delegates the option to record audio or video from presentations and distribute it as podcasts. Please indicate any planned outcomes of the Conference, such as publications, other related events, as appropriate.
15. Please provide any additional information that may inform the Executive Committee in its assessment of this proposal.
16. Please complete the form and email it with a draft conference budget and any evidence you wish to submit to [designhistorysociety@gmail.com](mailto:designhistorysociety@gmail.com). All applications will be considered by the Executive Committee of the Design History Society.

**Outcome of application**

Decisions will be made at the first meeting of the DHS Executive Committee after the proposal submission deadline. All applicant will notified within two weeks of the decision of the Executive Committee by direct correspondence from the Chair of the Design History Society.

Any queries may be directed to the DHS Administrator at [designhistorysociety@gmail.com](mailto:designhistorysociety@gmail.com).

The Design History Society

[www.designhistorysociety.org](http://www.designhistorysociety.org)