|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DHS Conference Convenor Proposal form**  **Thursday to Saturday 7-9 Sept 2023** | | | | | | | | |
| **Conference Call for Papers**  (max. 500 words outlining the themes and rationale of the conference indicating its relevance to the current research landscape in design history, and the broader conversation in society. Please also include a list of thematic areas that proposers might address). | | | | | | | | |
|  | | | | | | | | |
| **Conference Team** | | | | | | | | |
| **Names** | **Name, position** | **Contact details** | | **Agreed responsibilities** | | | **Any Expenditure** | **Any further comments** |
| **Conference Convenors** |  |  | |  | | |  |  |
| **Administrative support** |  |  | |  | | |  |  |
| **Head of Technical Support**  (on call **throughout** the conference) |  |  | | Responsible for delivery of all simultaneous virtual sessions, trouble shooting, etc. from Tuesday to Saturday | | |  |  |
| **Technical support** | | | | | | | | |
| **Virtual session medium** (delete as appropriate)   * **Zoom** * **Teams** * **Other** | **Number of Technical Personnel available throughout the conference** | **Names and contact details** | | **Itemised costs** | | | **Total Expenditure** | **Any further comments** |
| **Recording of Keynotes** |  |  | |  | | |  |  |
| **Podcasts of Delegate Papers** |  |  | |  | | |  |  |
| **Location** | | | | | | | | |
| **Venue/Purpose** | **Dates & Times required** | **No of rooms** | **Capacity** | **Itemised costs** | | | **Total Expenditure** | **Any further comments** |
| **Rooms for Paper Sessions** | Thursday, Friday, Saturday |  |  |  | | |  |  |
| **Keynotes Lecture Spaces** | Thursday, Friday, Saturday | 3 | Up to 200 |  | | |  |  |
| **JDH Publishing workshop**  (Student & Professional) | Thursday morning | 1 | 20 |  | | |  |  |
| **Student Forum** | 2 hours Thursday morning and lunch | 1 | 20 |  | | |  |  |
| **DHS/JDH Board meetings**  (pre-conference) | Tuesday and Wednesday  Morning and afternoon | 2 | 15 |  | | |  |  |
| **Delegate Accommodation** | Thursday, Friday with option to add Wednesday &/or Saturday | Up to 200 | Single/double/triple |  | | |  |  |
| **Lunches/Coffee breaks** | Thursday, Friday, Saturday |  | Up to 200 |  | | |  |  |
| **Gala Dinner Venue** | Friday night |  | Up to 200 |  | | |  |  |
| **OUP Reception Venue** | Thursday night |  | Up to 200 |  | | |  |  |
| **Site visits** *(optional)* | Thursday Morning |  | Multiple small groups |  | | |  |  |
| **Book fair** *(optional)* | Thursday, Friday, Saturday |  |  |  | | |  |  |
| **Keynote speakers** | | | | | | | | |
| **Name & Institution** | **Proposed Lecture title** | **Subject area pertinence to conference theme** (40 words max) | | **Itemized Travel costs** | | **Itemized accommodation costs** | **Total Expenditure** | **Any further comments** |
| 1. |  |  | |  | |  |  |  |
| 2. |  |  | |  | |  |  |  |
| 3. |  |  | |  | |  |  |  |
| **Communications** | | | | | | | | |
| **Task** | **Design** | **Delivery** | | **Itemised costs** | | | **Total Expenditure** | **Any further comments** |
| **Conference Website** |  |  | |  | | |  |  |
| **Proposal Submission System** |  |  | |  | | |  |  |
| **Conference booklet**  **(print and pdf)** |  |  | |  | | |  |  |
| **Proposed Budget of Registration Fee Scales[[1]](#footnote-1)** | | | | | | | | |
| **Delegate type** | **Registration Fee** | **Income from 70 delegates** | **Income from**  **100 delegates** | **Income from 125 delegates** | | **Income from 150 delegates** | **Income from 200 delegates** | **Total Income** |
| **Early bird Full member attending in person** |  |  |  |  | |  |  |  |
| **Early bird Full member virtual participation** |  |  |  |  | |  |  |  |
| **Early bird Student member attending in person** |  |  |  |  | |  |  |  |
| **Early bird Student member virtual participation** |  |  |  |  | |  |  |  |
| **Early bird Non-member attending in person** |  |  |  |  | |  |  |  |
| **Early bird non-member virtual participation** |  |  |  |  | |  |  |  |
| **Full member attending in person** |  |  |  |  | |  |  |  |
| **Full member virtual participation** |  |  |  |  | |  |  |  |
| **Student member attending in person** |  |  |  |  | |  |  |  |
| **Student member virtual participation** |  |  |  |  | |  |  |  |
| **Non-member attending in person** |  |  |  |  | |  |  |  |
| **Non-member virtual participation** |  |  |  |  | |  |  |  |
| **Proposed Budget Executive Summary** | | | | | | | | |
| **Total Expenditure** |  |  | | | | | | |
| **Total Income** |  |
| **Surplus** |  |
| **Legacies from conference** | | | | | | | | |
| **Format** | | **Person(s) leading this project** | | | **Further Details** | | | |
| **Podcasts of Delegate papers** | |  | | |  | | | |
| **Films of keynote Lectures** | |  | | |  | | | |
| **special issue proposal for *Journal of Design History*** | |  | | |  | | | |
| **Other publications** | |  | | |  | | | |
| **Any other comments:** | | | | | | | | |

1. Convenor applicants should note that DHS Trustees and *JDH* Editors (usually 20 people in total) are members of the annual conference scientific committee that convenes the conference. They will act as blind reviewers of paper proposals with convening institution colleagues and will chair sessions during the conference itself. If they are presenting a paper, their expenses cannot be funded by the DHS Charity. Conference registration is therefore free but the added expenses of the Gala dinner and site visits should be deducted from DHS 50% share of the profits. [↑](#footnote-ref-1)