

## Society for Italian Studies

### Application to host an SIS conference

Please provide brief responses to the following questions.  
(Boxes are expandable, but you should not write more than 2 sides of A4 in total)

Institution	
Lead contact	
Application to host	SIS biennial/themed conference [ <i>delete as applicable</i> ]
Maximum number of delegates able to be accommodated (a) in university accommodation (b) in lecture rooms (e.g. for any plenary sessions) (c) for conference dinner	
University accommodation available (types of rooms, cost)	
Conference facilities available (number and type of rooms, social areas, conference dinner possibilities, transport links, technical support, etc.)	
Support team (who will work with the lead contact to organise all practical details, agree programme and provide support during the conference itself?)	
Provisional costs	
Provisional dates (NB the biennial conference is expected to take place in early July; the interim conference is expected to take place during the Easter vacation period)	
Confirm that an initial discussion has taken place with your institutional conference team and that you have the support in principal from your Head of Department/Head of School	
Confirm that you have read the Society's Gender policy and will respect its norms on balancing male/female speakers on panels, avoiding single-sex panels, briefing panel chairs on inclusive and balanced discussion, ensure gender balance on keynote speakers	
Confirm that you have read and will adhere to the guidelines below	

Provide a link to institutional conference website	
Any further comments	

### **Guidelines for Biennial and Themed Conferences**

- 1) The Biennial conference should be ideally 2 days long (and no more than 3 days), in order to avoid limited attendance by colleagues, and to maximise its importance as a place for the whole community to meet and discuss;
- 2) Conferences should ideally have just one keynote speaker, and certainly no more than 1 keynote speaker per day;
- 3) The Biennial conference will have a PGR poster competition, to which all PGRs are invited to participate;
- 4) CV clinics and employability sessions for PGRs and ECRs will continue to take place at the Biennial Conference (PGRs and ECRs should sign up in advance for the CV clinic);
- 5) All conference and panel organisers should encourage mixed sessions in terms of seniority (from PGRs and ECRs to more senior colleagues) and gender;
- 6) Registration fees should always be available also for single days.
- 7) PG fees should be no more than 60% of the full fee. Alternatives must be discussed with and approved in advance by the SIS Exec (please contact Clodagh Brook)

### **The Society's Gender Policy for Conferences**

Conferences and events organised by the SIS will respect the following norms:

- a. as far as possible there will be a balance in the number of male/female speakers and session chairs;
- b. single-sex panels will be avoided wherever possible;
- c. panel chairs will be briefed by you on how to ensure inclusive and balanced discussion;
- d. where there is more than one keynote speaker efforts will be made to ensure gender balance.