



Association for Integrative Studies

Conference Planning Guidelines

January 2008

Each year since 1979, the AIS has attracted scholars and administrators from across the country with a keen interest in developing and promoting research, pedagogy, and programs in integrative and interdisciplinary studies. In recent years 150-250 participants from over 30 states and five countries, representing colleges, universities, community colleges, professional associations, and graduate schools have gathered annually to present the products of their research and practice, to network with others about recent developments in integrative studies, and to draw upon the resources of the AIS. In this section, you will find an introduction to the AIS, its Board of Directors, and its conference history. The President, Executive Director, and Conference Liaison of AIS will be happy to work with you in the development of a proposal and, should it be approved, in efforts to promote a successful conference. Many former hosts on the Board and in the membership of the Association are available as well for encouragement and advice. We hope that you will take this opportunity to forge an institutional partnership with the Association for Integrative Studies.

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The Goals of the Association

The following excerpt from the AIS by-laws will acquaint you with the goals of the Association: The Association for Integrative Studies was founded in 1979 to promote the interchange of ideas among scholars and administrators in all of the arts and sciences on both intellectual and organizational issues related to furthering integrative studies. It is incorporated as a non-profit educational association in the state of Ohio and recognized as such by the IRS. The purposes of the Association are to:

1. Articulate the nature of integrative studies and to document their importance for higher education and for society;
2. Establish standards of excellence for the conduct of integrative studies in both teaching and research;
3. Maintain a communications network for the exchange of scholarly and pedagogical information on integrative study among faculty and administrators in undergraduate and graduate higher education in the arts and sciences as well as in the professions;
4. Enhance research and teaching in integrative studies by promoting the development of interdisciplinary theory, methodology, and curricular design;
5. Facilitate the success of interdisciplinary endeavors by collecting and sharing information on supportive personnel policies, program structures, and administrative methods;
6. Serve as an organized voice and a source of information on integrative and interdisciplinary approaches to the discovery, transmission and application of knowledge;
7. Become a broad-based professional home for reflective interdisciplinarians.

The Association publishes the *AIS Newsletter* quarterly, as well as the annual journal *Issues in Integrative Studies*. The 2007-2008 AIS President is Pauline Gagnon, University of West Georgia; the Executive Director is William Newell, Miami University of Ohio. For membership information, contact the AIS Office at the Western College

Program, Miami University, Oxford, OH 45056, or email aisorg@muohio.edu. The Conference Liaison from the Board is Roslyn Abt Schindler, Wayne State University, Detroit, MI 48202 roslyn.schindler@wayne.edu.

The upcoming Association for Integrative Studies conference will be hosted by the University of Illinois at Springfield, October 23-26, 2008, at Springfield, Illinois.

The Role of the Annual Conference in Strategic Planning

This section will help you to become acquainted with the role of the conference in the Association's strategic planning, the characteristics of institutions that have hosted effective conferences, and the benefits that have been associated with conference planning. The Annual Conference plays a pivotal role in bringing forward the goals of the AIS, particularly in creating a broad-based professional home for committed interdisciplinarians and a national clearinghouse of information on integrative and interdisciplinary approaches to the discovery, transmission, and application of knowledge. Many well-established integrative programs have gained their impetus from campus team involvement in AIS conferences, with both faculty and administrators participating in the AIS Orientation Plenary and reviewing case studies and literature from a wide range of institutions. Individual faculty members have prospered from a network for problem solving and for collaborative research and teaching.

Each conference offers a new and often unique opportunity to reinforce these goals, based upon the themes put forward by the hosting school in collaboration with AIS. AIS has strongly supported conference themes that bridge both applied and theoretical areas, that promote consideration of the wider implications of individual cases, and that engage participants in a dialogue across disciplinary and institutional boundaries. Threaded through the conference are Board-led sessions that help to highlight, synthesize, and cultivate new directions for interdisciplinary practice and research. At the same time AIS has welcomed the opportunity to highlight special programs at host institutions in order to feature the integrative and interdisciplinary work of a wide range of colleges and universities. The host institution's choice of a nationally recognized conference keynoter or keynote program/panel has also offered an opportunity to highlight a different feature of integrative or interdisciplinary work, performance, or study each year.

Hosting an AIS Conference—An Overview

This section offers a detailed account of the proposal and planning process to give you practical assistance in bringing a conference proposal forward and in acquainting you with the kinds of needs your planning committee will face.

The Hosting Institution: A Profile

Institutions of varying sizes, physical settings, programs, and student populations have hosted AIS conferences over the years. However, certain characteristics make up the profile of most host institutions. Some practical concerns enter into this profile due to some of the factors that affect Association practice. Most host institutions have interdisciplinary and/or integrative curricular emphases in place or in development. They typically can provide conference leadership and committee and/or staff support sufficient to handle the details of conference administration. Even though one individual may take the lead, the tasks involved are such that assistance is a necessity. Conference planning must be sustained through the peak periods of academic life and during periods of individual emergency. Administrative support is key to facilitating many aspects of campus coordination and plays a fundamental role in providing a welcoming atmosphere for attendees. Additionally, hosting institutions are asked to provide administrative support for subvention of some conference expenses in the form of a minimum contribution of \$5,000 toward the running of the conference. A larger subvention may be needed (e.g. \$8,000). It is important, therefore, to consider area partnerships with other institutions to increase the subvention and create collaboration within your geographical area. All other expenses will be paid for through the registration fees of the conference. Under normal circumstances, the host institution should succeed in taking in sufficient income to be able to return some funds to AIS, and the budget should include an annotation to that effect. Other considerations for hosting institutions include finding a mutually workable date for the timing of the conference in early fall and identifying a location that is generally accessible to airports, meets the logistical needs of the conference in size, layout, and price, and has access to some special attractions that take advantage of the geographical location of the conference.

Impact on the Hosting Institution

Hosting institutions have universally celebrated the benefits of hosting an Association for Integrative Studies conference. While in the short term there is much to organize and there are many roles to balance, the process has

also proven to be exceedingly energizing and renewing for the departments, programs, and campuses involved. The opportunities are substantial: to assess, affirm, showcase, and publicize the special features of a campus' interdisciplinary teaching, research, and programs; to engage different sectors of the campus community in a shared intellectual and organizational enterprise: staff, faculty, administrators, graduate students, undergraduate students, community members, alumni and Trustees; to develop working relationships with hundreds of scholars and practitioners from across the country; to work with AIS members who have been at the forefront of interdisciplinary publication and consulting.

What to do to Initiate a Proposal to Host an AIS Conference

AT LEAST THREE YEARS PRIOR TO THE CONFERENCE:

Familiarize interdisciplinarians and others at your institution with AIS, its publications, and annual conference. If you find sufficient campus interest to mount a conference, contact Pauline Gagnon, AIS President, or the Conference Liaison, Roslyn Abt Schindler, about your interest. Submit a proposal to the President that provides some background on your institution and programs, makes a case for hosting the conference on your campus, and indicates the level of institutional support in terms of both fiscal contribution and campus resources.

If your proposal is accepted, your chief academic officer or the relevant campus officer will receive a formal letter of invitation from the AIS President. Once the invitation has been formally accepted by your institution, from that point forward you will be working with a designated liaison from the Board on matters of program, logistics, and budget. The collaborative working relationship between AIS and your institution will help to promote continuity and to advance and expand the themes of interdisciplinary studies fostered at previous conferences.

To facilitate conference planning, the AIS Office Manager will handle arrangements for the placement of ads and the Call for Papers in selected publications and will contact publishers' representatives and sources for other AIS-related texts in preparation for a book display. The Office Manager will make available an archive of planning forms, sample letters, and materials used by previous conference hosts.

Guidelines for Coordinating and Hosting a National AIS Conference Once Your Proposal Is Accepted

TWO YEARS BEFORE THE CONFERENCE:

Send representatives to the AIS conferences for at least two years prior to your planned conference (to meet with the Board of Directors). Encourage membership and conference attendance within your planning team so that your institution has a visible presence at the conference and so that you can develop a core of active, informed participants to assist with local arrangements.

Work with the conference liaison to the Board as you prepare the preliminary report on conference planning that will be presented at the Fall AIS Conference.

Maintain a comprehensive binder in which you include at least the following sections: Correspondence; Call for Papers–Development and Revision; Program–Development and Revision; Budget; Timetable of Activities–Development and Revision; Committee Meetings–Minutes and Other Notes; Hotel–Logistics and Negotiations; Other Matters.

Prepare information on availability and cost of transportation from the airport to the conference (and between hotel/motel and conference center, if appropriate); availability, cost, and accessibility of hotel or motel; nature of conference facilities [e.g., plenary session room(s), breakout rooms, etc.].

Identify a tentative theme or several alternative themes, and sub-themes.

Identify a potential keynoter or keynote program.

Identify tentative dates for the conference, preferably the first weekend in October, but certainly between the end of September/beginning of October and late October. Conference days are generally Thursday (afternoon) through

Sunday (Noon), with the Board meetings at the conference site on the prior Wednesday and on Thursday morning. The Board may meet at other times during the conference as necessary. Often there is a Pre-Conference Workshop on Thursday morning.

Identify logistics and costs your institution will assume. The AIS does not provide financial support for the conference. All costs must be covered by the conference registration fee and college/ university subventions (minimum: \$5,000-\$8,000). In the past, host institutions have typically covered part or all of at least the following: (1) duplication and mailing costs for the call for papers; (2) support of AIS program committee participation in previous and current conference; (3) printing and mailing of the Call for Papers, registration brochure and printing of the conference program and materials; (4) all local arrangements, including any shuttle service necessary between hotel/ motel and conference center (and between conference site and airport if commercial service is unavailable); (5) honorarium and expenses for keynote speaker; (6) expenses for spring on-site visit for Board liaison to participate in program planning, screening of proposals, and conference support; and (7) development of a conference website to be linked to the AIS webpage. Some institutions have subsidized participation of graduate students. Form your local program committee consisting of administrators, faculty, staff, and students/alumni, if possible. Representation from all segments of your operation will encourage the kind of team spirit and involvement which will make the implementation of the conference successful and enjoyable. If your institution has a Special Events Coordinating Office, you may be able to acquire additional support or assistance with planning and implementation. As soon as possible, identify and clarify benefits to your unit, faculty, and institution related to coordinating and hosting an AIS conference.

Accommodations:

Entertain bids from local hotels, motels, and conference centers for the conference site. Do not hesitate to bargain with bidders for sleeping room rates, meal costs, complimentary rooms, etc. Be imaginative in negotiating with hotels. They want to make a profit, but they can only do that if they get your business. Let them know you are discussing options with other hotels. You should not have to pay anything, normally, for ballrooms and breakout rooms because of the large number of sleeping rooms and meals you will arrange for. You may negotiate a free hotel suite for AIS Board Meetings, free rooms for the conference coordinators, etc. Moreover, you certainly should not assume that the first prices they quote you are necessarily their lowest prices.

Book a block of rooms, perhaps 50-75 (singles and doubles), as well as the meeting and banquet rooms at the site you choose. Do not sign a contract with room price “estimates” that may rise later. You want a firm price that is locked in and guaranteed not to change, and you want a contract that will allow you to cancel without penalty up to a reasonable time before the event. Check on required cancellation dates for meals and rooms. Block a small number of hotel rooms for Wednesday night for 12 Board members, other “early birds” and Pre-Conference Workshop participants. If the hotel typically fills, you may wish to identify a second location for overflow and secure special rates there as well. Make sure you reserve a sufficient number of meeting rooms for both individual and plenary sessions. Typically, five breakout rooms have sufficed, plus banquet facilities, display and coffee break areas (and possibly a breakfast buffet/conversation area), a location for Board meetings, and a location for the keynote session (if it differs from the banquet hall). Check on prices for computer and AV equipment rental/usage. Use university/college equipment if possible, to keep costs down, but if you do so, make sure you have on-site arrangements for equipment troubleshooting. You may wish to arrange for one event on your campus—i.e., a reception, pre-conference workshop, computer session, or tour, if you can work out the transportation.

Conference Budget:

Develop a conference budget early in the planning; revise as necessary along the way. AIS hopes that some funds will be returned to the organization from the conference and asks conference planners to set their registration fee accordingly.

Tentatively set the final registration fee (member; non-member; student; “early bird”) and propose it to the AIS Board. The host institution should: recommend a registration fee to the Board that is manageable and appropriate within the goals of the conference planning; attract participants for the duration of the conference; engage in careful budget planning; maintain and keep accurate budget records for the duration of the conference and future reference as well; plan to return some funds to AIS. Set the registration fee for non-members higher than for members, so that it includes the AIS membership fee. The new membership income thus collected should be forwarded to AIS after the conference with the names and addresses of new members and should not be used to cover conference expenses.

The fee should include most catered meals (at least one evening meal is generally “on your own”) and beverage breaks (coffee/tea/soda/bottled water), all charges for local arrangements and registration, the cost of one trip by the Board liaison to meet with the program committee, as well as the keynoter’s expenses (if these are not covered by your institution’s subvention). Be sure to set the registration fee high enough to cover emergencies and to compensate for an attendance somewhat lower than anticipated. If you are using university transportation to get people to and from the airport, make sure you reserve the vans or buses now. If you are relying on commercially-operated or hotel-sponsored transportation, make sure you have all the details.

Transportation Arrangements:

Explore the possibility of an official airline for the conference as well as added car-rental packages, since this can result in favorable rates.

ONE AND ONE-HALF YEARS PRIOR TO THE CONFERENCE (February):

By the winter meeting of the Board of Directors, you should be prepared to submit a draft of a Call for Proposals, Proposal Submission Form, and Letter of Invitation to the conference liaison for review by the Board. The Call should be as detailed as possible: theme, sub-themes, guidelines; minimum information re: costs (registration fee, hotel, etc.). The Proposal Submission Form should request a one-page proposal, abstract for program, contact information for convener and participants, bios, computer and AV needs, etc. Include also the conference coordinator’s complete contact information (address, phone, email, fax), and the conference and AIS websites. Indicate that proposals may be mailed, emailed, faxed or submitted electronically. If the conference is in early October, the deadline for submissions should be no later than April 1. Accompanying the Call and Submission Form should be a warm, encouraging, and informative Letter of Invitation from the conference coordinator, inviting active participation and attendance (samples of the Call, Form and Letter are available from the Office Manager). Your conference liaison will represent you at the winter meeting, typically in February. Be prepared to submit your preliminary report on the progress of conference planning in sufficient time to allow for the liaison to contact you to anticipate areas that may need more elaboration prior to the Board meeting.

ONE YEAR PRIOR TO THE CONFERENCE:

No later than one week before the conference previous to yours, send to the conference hosts a sufficient quantity of conference flyers for the following year (one side, the Call for Papers, and the second side, the letter of invitation from your campus). These should arrive in sufficient time for the planners to insert them with other materials in the conference folders.

Attend the annual AIS meeting, along with others on your planning committee. This will be your opportunity to see the logistics of the conference at close hand and to acquaint yourself with the membership and tone of the sessions.

You will normally make a formal presentation to the Board early in the conference, most likely the Thursday morning before the official conference opening day. At this point you should have firm information on costs (housing, proposed conference fee, other expenses, etc.) and all local arrangements, including airport and local transportation, the keynote, and special events. You will also have an opportunity to briefly announce the conference to participants during one of the meals.

By November:

The AIS Office Manager will contact you in advance of the Nov. 1 and Feb. 1 deadlines of the December and March issues of the *AIS Newsletter* and the January and July deadlines of *The Chronicle of Higher Education’s* “Events and Travel in Academe” to request any updated conference information to be included in the Call for Papers. The Call will also be circulated to the AGLS, NHC, NAHE, ANAC, and AGLSP, organizations with whom AIS has an ongoing working relationship. You should circulate the Call with an appropriate welcoming letter to other groups with which your campus has an association. Local institutions within higher education, school districts, and professional associations may take a particular interest in the opportunity to interact with the AIS membership. The AIS Executive Director can assist you in securing mailing labels. Consider approaches to promoting the conference among graduate students as well. AIS has actively welcomed graduate students as part of its effort to prepare students to participate in the scholarship and pedagogy of interdisciplinarity.

Host institutions should place AIS conference information on their campus website and create a link to the AIS website by notifying Bill Newell that the website is ready to go live.

Make sure all random inquiries about the AIS are sent off to the AIS Executive Director or current AIS President. Every year we receive many such inquiries along with inquiries about the conference itself.

The AIS Office Manager will contact publishers with interdisciplinary interests and associations with AIS authors to seek flyers, books, or representation at the conference. You may wish to contact local publishers and your local bookstore as well as campus authors who might have a special interest in the event. Some bookstores may welcome the opportunity to have sales at the conference book table. As the conference approaches, the Office Manager will contact you to communicate publisher interest so that you may make arrangements for shipping, display, and processing sales. Your planning committee should include a book table/display table subgroup to manage these activities.

Make sure that the telephone number that is advertised for the conference leads to an office where someone is available from 9-5 to answer routine questions. Then be sure to instruct those who assist you as to where to send questions they cannot answer. Many email inquiries should be expected. Have a plan for routinely and promptly responding to email questions and to the arrival of proposals through email and fax as well as mail.

As paper proposals begin to arrive, respond to them promptly. Indicate a realistic date for communicating acceptance or rejection based upon the timing of your site visit and proposal review (normally by mid- to late May). Typically each year the Board mandates several sessions associated with Board initiatives—e.g., assessment, publication, research projects. You should expect proposals to be submitted for each of these sessions in the same format as other proposals. If proposals are incomplete, now is the time to communicate with proposers.

Make a separate file for each presentation/proposal submitted. That way you'll have all pertinent information, correspondence, notes about phone calls, and actual proposals in one place. This will become increasingly useful later in the process when you will need to tag folders for various categories of information. Start a database that can be used for labels and lists, including your participant list.

By January (before mid-January:)

The AIS Office Manager will contact you for any updated information before the conference announcement and Call are placed in the Gazette section of *The Chronicle of Higher Education*.

You will also be asked to submit a status report to your Board liaison prior to the Board's mid-winter meeting. This is an opportunity to receive feedback on the status of your planning, to problem-solve regarding decisions to be made, and to receive input from the Board on any Board-mandated sessions or themes that will help to shape the conference program.

By mid-May:

Start evaluating proposals in order to arrive at a tentative schedule. A small committee, along with your conference liaison, should participate. Use a proposal review form to maximize consistency among reviewers and to assist in communicating feedback to proposers. Key issues for review teams have often been the match between the conference theme and proposal, the presenter's need to make explicit the interdisciplinary implications and/or the wider context/applicability of a specific case study or institutional practice, the proposer's contribution to inquiry, the efforts made to engage the audience in interaction at some level, and the appropriateness of the length of time requested. The AIS relies on the quality of break-out sessions and presentations to sustain its membership and affiliations. It also acknowledges a commitment to supporting the ongoing professional development of interdisciplinary scholars and practitioners. Therefore, the committee should 1) reject proposals that are severely flawed and 2) request modifications to proposals that have potential but are not ready to be accepted in their current form. Respond to proposers quickly after making decisions. Anticipate that you will not be able to arrive at a final schedule immediately, in that you may be corresponding with some proposers regarding suggested revisions and awaiting word from others that they have confirmed their acceptance.

Scheduling:

See attachments for conference schedules in previous years. There are certain patterns of scheduling that have been consistent over the years, but there are also opportunities for the hosting institution to provide its unique imprint. Here are several suggestions and reminders:

The AIS Board normally will want to meet (a) for a dinner meeting on Wednesday evening before the conference begins (typically 6-10); and (b) on Thursday morning (8-1, including lunch). The Board may also wish to meet at other times during the conference as necessary. The Board will depend on you to arrange an appropriate location for the meetings and the Wednesday dinner (you are not responsible for the cost of the meal; each Board member will pay for his/her meal). The conference coordinator should plan to attend the dinner to provide an update on registration and presenter numbers, any changes since the most recent update, program changes, and last-minute concerns. The more informed Board members are, the more they can assist participants during the conference. Conference coordinators from the one or two subsequent planning years are also invited to an early meeting of the Board to make a status report (you should expect up to 15 at each meeting).

Many hosting institutions have offered a Pre-Conference Workshop on Thursday morning prior to the start of the conference. A small workshop fee can be charged for materials and arrangements. The topics of these workshops have included technology-assisted teaching, well-recognized programs of the hosting institution, and other interdisciplinary themes. Conference break-out sessions officially begin at 1:30 p.m. on Thursday. Often the first evening includes a Reception sponsored by the host institution and sometimes held on the campus.

Plan to include a Board-sponsored "Welcome to AIS" orientation plenary breakfast on Friday morning (7:30-8:45 a.m.) If offered, this session is intended for all participants but is especially geared to welcome and provide important information to newcomers to AIS.

On Sunday morning, one of the final sessions of the conference is a wrap-up plenary. The Board will provide a convener and facilitator for that discussion.

Try to avoid placing too many presentations into sessions in order to maximize/facilitate discussion. Plan for fewer sessions very early and very late in the conference, more on Friday and Saturday. If possible, do not schedule sessions on the same topics or subjects at the same time. Make sure presenters leave ample time for discussion.

Be sure to include break time for conversation, and consider preserving the AIS tradition of allowing everyone who wishes to go out to a local restaurant for an informal dinner on one night (although you might also plan an optional special dinner, event, or tour). Ease of transportation between the conference site and local restaurants should be considered.

The keynote speaker or program is best received at a lunch session. Participants especially welcome the participation of the keynoter in other sessions of the conference.

By late May:

Once the schedule has been firmed up, communicate the specifics to individual presenters, including the day and session time, the equipment specified, and, if possible, the names and email addresses of others who will be part of the same session. This might also be a good time to insert a brief preview of the conference plans.

If you cannot send complete information on local arrangements and schedules at this time, give people an approximate idea and a reliable phone number to call for further information.

Seek moderators/chairs of sessions who will also be identified in the final program. They should be provided with a detailed instruction sheet to emphasize that time limits of presentations are firm and that discussion should be encouraged.

People whose proposals are rejected might be invited to serve as respondents in some sessions or to be in a special group session. They may also be asked to serve as moderators/chairs of sessions. Local faculty or (graduate) students may also be asked to serve in this capacity. AIS Board members and other AIS members may be called upon to assist you.

Confirm that your proposed registration fee continues to be adequate to cover your expenses. Make yet another check on local arrangements.

By late June/early July:

The AIS Office Manager will contact you in preparation for submitting a conference announcement and contact information to *The Chronicle of Higher Education's* Fall Gazette section.

The Office Manager will also confirm with you what publishers will either attend the conference or ship books for display purposes. You will need to follow up with the publishers to provide final arrangements for receiving shipments, displaying books, and returning materials.

By late July/early August:

Mail out conference registration brochures with all appropriate and necessary forms included. Be sure that you have worked out with the printer how much lead time is required to make these available for mailing by early August. Provide as much detail as you can about the presentations, the keynote address, and special features of the conference. Be sure you include a form on which people can indicate any special requirements, including vegetarian meals, handicapped facilities, and child care referrals. Stipulate that no more than two persons from an institution with institutional membership may register at the member rate; all others from the same institution, if not individual members, must pay the non-member rate. Indicate that presenters must pay a conference registration fee, and persons who want to attend only part of the conference must still pay the whole fee (member, non-member, student). You may wish to indicate a deadline by which presenters must register to be included in the program.

In September:

Plan to print your final version of the schedule/program (to go into the conference folder) as close as possible to the conference dates to reflect last-minute changes. Be sure to include not only names, titles, and affiliations of presenters but also names, etc. of respondents and moderators; include session titles, abstracts, and meeting rooms. Include on the inside front cover a directory of the current AIS Board and a list of AIS institutional members; include (on the last page) "See you next year in _____!"

Also include the following in the conference folder: an alphabetical list of names, addresses, fax numbers, and email addresses of all pre-registered participants, badges/name tags with large print, local restaurant guide, local cultural and other events, visitors' map and guide to city/town, welcome letters from key institutional administrators and from the planning committee, conference evaluation form, note pad, pen or pencil, University campus map/guide (if relevant), AIS information brochure, special AIS events planned, flyers for AIS syllabi project, etc. Arrange to provide special badges or supplementary ribbons identifying Board members and campus hosts, as well as first-time AIS conference participants and attendees.

Review final arrangements:

- a) Local housing and transportation. Be sure to communicate with the hotel or campus location about where mailings can be sent several days before and during the conference.
- b) Equipment and room needs, including signs at rooms with session titles, videotaping, AV equipment, etc.
- c) Catering, including exact counts for meals, cancellations and substitutions; breakfast/lunch, and dinner menus; beverage breaks, etc.
- d) Moderators for sessions, including distribution of instruction sheet, bios of presenters, and a training session, if possible, prior to the conference.
- e) Availability of display tables for registration, book and journal display, and display of member institutions program materials; message bulletin boards; hospitality area for breaks, preferably near display tables.
- f) Staffing of registration desks (clerks, receipt books, AIS membership forms, etc.) with designated work shifts; who will be problem-solving during off hours?
- g) Provision to distribute names and addresses of participants who register late/on-site.
- h) Provision for distribution of evaluation form (if not in conference folders); some incentive for participation in the evaluation session.
- i) Volunteers to serve as hosts, drivers, etc.
- j) Campus groups and city/campus dignitaries who will play a role in welcoming or entertaining attendees.

- k) Publicity for conference in university student and other publications; local/area colleges and universities.
- l) A breakfast or lunch session with special interest tables (conference sub-themes) with a moderator/host assigned to each table to facilitate and focus discussion.
- m) Arrangements for brief presentations at meals (hosting campus' welcome; business meeting with introduction of the Board, including announcement of new Board members by the President of AIS, announcement of subsequent year's conference by its host; your own thank-you message and recognitions; updates on conference logistics).

After the Conference:

Submit a final report on the conference by January 1, including your final budget, an assessment of the outcomes in terms of logistics, quality of proposals, programming, the planning process, the budget and any other issues that arose during the course of conference planning and the conference itself. Copies of the report should be submitted to the conference liaison, the AIS president, and the Executive Director.

Send new membership fees (including a list of new members) and the conference income (contributions and registration income) above and beyond your institution's expenses (keeping in mind the institution's subvention commitment) to the Executive Director of the AIS. Make sure all income associated with book and journal sales has been dispersed appropriately and any unsold books returned, if requested.

Congratulations on accomplishing the daunting task of coordinating a conference! We hope that you found the experience to be invigorating and satisfying and that you will continue to play an active role in the Association for Integrative Studies. We welcome your continuing input into the conference planning process, and we hope that you will encourage colleagues at other institutions to host an AIS conference. You are now among a select group of colleges and universities that form a part of the history of AIS.

Contacts for Conference Information

AIS contacts for conference, questions, concerns are listed below. These liaisons will be happy to provide you with sample conference documents and materials.

Roslyn Abt Schindler, Board Liaison, (313-577-6566), roslyn.schindler@wayne.edu

Phyllis Cox, AIS Office Manager: (513-529-2659), coxpa@muohio.edu