(UPDATED) SYMPOSIUM AND JOURNAL PLANNING CHECKLIST

1. In your Junior year (CLAS 295): Decide on Symposium topic; using an already-crafted Call For Papers will save you much effort, but if you can’t find one you all like you can also craft your own. Decide on common reading(s) for the Fall. Also consider whether or not you want to invite an external speaker as a respondent. This can be a great experience, but it requires lead-time; ideally the invitation would be sent in the late spring or summer. So, if you’re leaning in this direction, you should talk soon after the Symposium Topic is determined about what candidates might be promising. An external speaker would read the papers in advance of the Symposium and then give a response to them at the end of the afternoon, presumably in the light of his or her own work.

2. In the Fall (CLAS 395): Your primary job in the fall is to write and submit your abstract, and to get started on research for your project. However, the Symposium is early enough in the Winter term that it is not too soon to start thinking about it in the final weeks of the Senior Seminar. We will discuss in class what a conference looks like and best practices for planning and execution. But here is a list of things you will need to be prepared to do in the late Fall and early Winter terms:

FOR THE SYMPOSIUM:
   a) Once Jean has the date, she will reserve the Athenaeum for the day of the Symposium. She will need a title for the event and brief description to give to the Libe for posting. Jean will also put it on the campus events calendar.
   b) You need to make sure that the Athenaeum is equipped with any media anyone needs for their talk (normally this only requires someone to bring their laptop, and all presentations to be consolidated on it). Work with PEPS on this if you need a loaner laptop, and to make sure the correct connections are handy.
   c) PEPS should video the presentations and produce a DVD of the Symposium for our archives; Jean will do this at the end of fall term. Follow up with her if you have special requests.
   d) The week of the Symposium (i.e. the Monday before) you should have posters up with the title, an arresting and enticing image, and (if you like) the names and times of individual presentations. Send pdf to Jean to print copies for you to post.
   e) You should also consider other forms of publicity: email lists; the Department Facebook/Twitter/Instagram feed, NNB, etc. If students from other colleges will be presenting work with them to make sure their campuses also know about the event.
   f) You will need to plan the Symposium itself: in what order will the talks be given? Who will welcome everyone, get things rolling, and introduce each speaker? Will there be a break between “sessions” or just all the talks consecutively? Who will wrap things up and thank everyone for coming? Etc.
FOR THE DINNER: YOU SHOULD WORK CLOSELY WITH JEAN SHERWIN ON ALL PIECES OF THIS.

a) Jean will reserve Alumni Guest House or you may instead choose to reserve another delightful venue for the festive dinner afterwards.

b) A couple of weeks before the Symposium, you should send out dinner invitations to all minors, the Junior majors, all faculty, and anyone else you would like to include. IF students from other colleges are going to be involved in the Symposium, you should invite them and a guest.

c) Two weeks (10 business days) before the Symposium, you need to finalize with Jean the menu for the dinner (NB this includes dessert and wine: seek help from the faculty if you are flummoxed) and give her an estimate of the number of guests. She will need an exact count 72 hours prior to the dinner.

d) You also need to decide the table set-up: several small tables or one larger (long or u-shaped)? assigned seating or open? Centerpieces?

e) If you want snacks available at the Symposium itself (an excellent idea!) you will need to set this up as well (go through Jean for this). (Lead time?)

(IGNORE THE STYLE PART FOR NOW: WE NEED TO SORT OUT WHAT CHANGES WE MAY MAKE TO THE STYLE SHEET FOR EASIER INTEGRATION WITH ZOTERO)

3. In the Winter (and early Spring): Journal Planning. Jack has produced an extraordinary document which not only functions as the Departmental Style Sheet, but which will magically format your paper when you copy your paper into it. Nonetheless, there is still work to be done in the assembly and formatting of your journal.

a) What goes on the cover?

b) In what order should the papers appear?

c) Once you know what all the page numbers are, you’ll need a Table of Contents.

c) Consider writing a brief introduction to the volume, situating the individual papers within a sketch of the issues raised by the larger topic.

d) Brief bios (check out Helios for a model) should appear at the back, under the heading “Notes on Contributors.”

e) Before the final version (digital, in the form of a pdf document, as well as a printed copy) goes to Jean to be sent to the printers, the whole issue needs to be proofread carefully, by more than one person, to catch typos or formatting problems.