



05 February 2016

European Seminar in Ethnomusicology

Guidelines for the European Seminar in Ethnomusicology (for local organizers) based on the experience of previous meetings

Requirements for seminars

1. People involved (staff)

- A local committee should be formed, led by one person with primary responsibility (the Chair of the seminar). The Chair should be a member of the programme committee, and is also automatically part of the CORD (the board of ESEM) for the year of the meeting.
- The local committee is responsible for disseminating information about the seminar location, accommodation and travel arrangements.
- The local committee is also responsible for arranging one or more technical assistants to attend the whole meeting.
- A programme committee should be constituted, normally comprising two members of the ESEM CORD and two local scholars (normally including the Chair). The Programme committee is responsible for deciding the seminar themes, writing and distributing the Call for papers, deadlines and deciding on the final programme.

2. Location and facilities

A conference hall for up to 80 people is necessary for presentations. Technical facilities need to be made available, as follows:

- Data projector and screen(s)
- Windows computer or laptop for showing PowerPoint or similar presentations (Mac users may be advised to bring video adaptor cables)
- DVD player (can also be from computer)
- CD audio player (can also be from computer)
- Depending on the meeting space, suitable amplification for presenters

Participants may wish to use other media (e.g. transparencies for Overhead Projector (OHP), cassette tape, VHS video). Provision of such facilities is at the local organizer's discretion, but participants should be informed of availability.

A space for poster presentations can be prepared in connection to the conference hall. In the ESEM conferences the possibility to present research results or projects in this format has been appreciated by the participants and is strongly encouraged.

Accommodation is required for about 60 people. The local organiser is expected to provide cheap accommodation or a list of options that will include cheap solutions. Accommodation is



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expected to be comfortable, and either within walking distance of the conference location or serviced by public transport.

Participants should be able to take all breaks and meals together, including evening meals. Evening events are generally organized for participants, e.g. welcome reception, special conference dinner, music and dance party.

3. Structure

- The duration of the seminar is normally up to 5 days, including arrival and departure
- The seminar is usually held in September (but this can be varied depending on local factors)
- The seminar should not have parallel sessions
- The programme should include time for the ESEM General Assembly. The General Assembly should take place roughly in the middle of the meeting (e.g., day 2 or 3)
- The programme should include a keynote lecture - *The John Blacking Memorial Lecture*. The keynote speaker is appointed by the program committee in consultation with the CORD. Lecture time is normally about 1 hour and is not expected to be followed by a question and answer session
- The official opening of the meeting is normally held by ESEM's president and a representative(s) of the local organizer
- A welcome reception should normally be arranged on the evening before the first day of presentations
- Paper sessions are held in the mornings as well as the afternoons, with coffee breaks offering some refreshment. Breaks should allow relaxation and discussion between participants (thus recommended 30 minutes)
- Paper sessions may be interspersed with other sessions, for variety – e.g. poster sessions, film/video presentations, or free discussion sessions

4. Financial arrangements

The Chair and local arrangements committee are responsible for the seminar budget, including seminar location (conference hall), technical equipment, support staff, coffee-breaks, any excursions or cultural programs, welcome reception, editing and printing of materials. Lunches and dinners should also be provided by the local organisers whenever possible: if such arrangement is not feasible, a list of available local cheap meals/snack options should be made available to participants.

The seminar costs are normally met from:

- a low 'seminar fee' paid by all participants, which should ideally be communicated with the letter of acceptance
- where available, sponsorship (e.g. from the host institution)

Participants are normally responsible for their own accommodation costs.



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The ESEM is an association of professional ethnomusicologists and students and the meetings are intended only for members of the organization. Speakers new to the association are expected and should be reminded to pay their fees as soon as possible before attending the seminar.

It should be stressed that all participants should be paying members of the organization.

5. Publication of papers

The local organiser is normally expected to prepare at least one publication stemming from the seminar. ESEM encourages the organiser/editor – whenever possible – to publish a peer-reviewed volume to be made freely accessible online. The President and Secretary General can provide support and advice on potential target publisher/series (e.g. the *European Journal of Musicology*).

Depending on need and availability of funds, ESEM is willing to consider contributing to costs for copyediting and printing/distribution of any publication arising from the seminars..

6. Seminar preparation timetable.

Below is a sample timetable which organisers are encouraged to follow. Key dates/deadlines in the process are identified in order to allow participants to apply for funding whenever possible and can be adapted by organisers to fit local needs. This is a sample schedule, Seminars taking place at different times from those suggested should adapt the timetable to fit the local schedules.

October	Preparation of an outline of the Call for Papers The potential keynote speaker should be contacted as early as possible in the process to allow for a smooth preparation of the draft programme.
Early November	Check of Call for Papers by programme committee (plus ESEM President and Secretary General) for a final approval
Mid-November	Call for papers out (suggested deadline for papers submission: first or second week of January)
Early January	Final reminder of Call for Papers (please consider that Secretary General who needs to circulate the reminder could be – as many others – on winter holidays) We suggest to allow for a few days after the deadline for late submissions (which we encourage to accept)
Mid-January	Preparation of two documents with the abstracts: one in which abstracts are identified by both names and numbers, and one anonymous in which abstracts are identified by just numbers for blind review Distribution of abstracts to the programme committee
End of January	Deadline for reviews to be collated by the organisers (we suggest using an evaluation sheet which can be sent to all assessors with a simple, clear grading system)
Mid-March	Notification of acceptance/rejection of papers to applicants (we encourage not to delay this stage in order to allow participants to apply for funding) Preparation of a preliminary conference programme
April/May	Logistic organisation (rooms, facilities and contact with hotels)



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	Announcement of general information about registration, travel, accommodation, etc.
	Set up of information on ESEM website and/or preparation of conference website with link to ESEM website
June	Opening of registration
Max Mid-August	Registration deadline
August	Finalisation of programme with session chairs
Late August	Email circulation of final programme and details about conference location, weather, etc.
September	ESEM seminar

7. Publicity and announcements.

The organisers will liaise with ESEM Secretary General for the circulation of any seminar-related communication among ESEM members. However, they are expected to take responsibility for distribution of announcements and information through other routes, including other mailing lists.