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1 Introduction

The RMA's Annual Conference Handbook has been prepared by the Flagship Conferences Subcommittee of the RMA Events Committee. It incorporates the recommendations in the Group's report of July 2011 on the future of the Annual Conference, drawn up with due consideration of the divergent views of RMA members and of Council, while keeping in mind as paramount the RMA's health and long-term development, in particular its need for an annual opportunity to promote itself to the general public. It also incorporates decisions recorded in subsequent meeting reports approved by RMA's Events Committee and matters arising from reports from and experience of recent conference operations.

The Handbook is designed for the use of conference hosts, organizing and programme committees, and by the RMA's own Council members and officers. While not prescriptive in every detail it is intended to clarify the conference's strategic aims and objectives as well as to assist communications, speed up planning and reporting, and generally to make life easier for all. It should be viewed as a first point of reference for planning the RMA Annual Conference.

Suggestions for new ways of doing things are always welcome. However, we urge conference organisers to contact us first if contemplating any significant departures from what is recommended here. This will help us to ensure that the RMA's overarching aims continue to be met. It may also afford us the opportunity to alert you discreetly should it appear there's a chance that past mistakes might be repeated or that you might land yourself with more work than is strictly necessary.

The Handbook will be reviewed by Flagship Conferences Subcommittee annually in the light of Annual Conference close-out reports, experience gained in adjudicating open-call conference hosting applications, and so on.

For further information please contact the RMA Flagship Conferences Coordinator, Michelle Assay, at michelleassay@gmail.com.

2 Aims

- The Annual Conference aims to celebrate the quality and diversity of current scholarship and research in music by bringing together as many scholars as possible from home and abroad with an interest in music-making and the investigation and discussion of the subject's many branches.
- The RMA sees the conference as a vital complement to the impressive range of specialist musical conferences, symposia, study days, and training sessions taking place around the world.
- Through the conference the RMA seeks to encourage networking and the provision of opportunities for RMA members, officers, and councillors to meet

with each other, and for students and new entrants to the world of musical scholarship and research to meet leaders in the field and vice versa.

- Finally, the conference aims to support RMA's endeavour to raise awareness of musical scholarship and research and be an effective advocate with government and other policy making bodies on behalf of the entire UK community of those committed to the study of 'subjects connected with the art and science of music'.

3 Objectives

3.1 Partnership

- In pursuit of the above aims the RMA seeks partnerships with universities, conservatories, and other interested bodies across the UK in the promotion of its Annual Conference.
- The RMA supports each conference through the work of its Council members and officers, with a financial grant, and through financial support for the Dent and Le Huray lectures, which provide for prize-winners of the Association's awards to deliver keynote addresses.
- Host institutions for their part manage and take financial responsibility for the conferences, contributing to them typically through the provision of meeting rooms and human resources.

3.2 Programming

- The RMA encourages programming that prioritises breadth, diversity and inclusivity, aiming to embrace every conceivable aspect of music research, whether expressed in words, notation or sounds.
- To that end the RMA will work proactively with hosts to secure a range of speakers with varying academic and professional experience.
- Thematic strands are encouraged (e.g. by linking one or more sessions to keynote lectures or to a public event associated with the conference), provided they do not effectively restrict the conference's perceived inclusive character.
- To lend celebratory intensity to the occasion conference programmes include the RMA-sponsored Dent medal award and lecture and Le Huray keynote lecture, as well as the RMA's Annual General Meeting.
- A persistent request from RMA members is that whenever feasible conferences are linked to appropriate separately promoted public events taking place in the vicinity.

3.3 Location

Conference venues cover a geographical spread and have good transport links, along with the capability to offer flexible domestic arrangements. For ease of access, the conference normally takes place in London once every three or four years.

3.4 Timing

In 2013 RMA Council agreed to stabilise the timing of the conference to September. For over a decade prior to that the month in which the conference took place had fluctuated to the extent that its identity had begun to seem uncertain. In reaching its decision Council took account of members' views expressed in its 2011 survey (see Introduction above). While members had put September in second place to July they had also expressed a preference for linking the conference with concurrent public cultural events, a scarcely achievable aspiration with any regularity for July. There was also RMA's own annual cycle of events to consider, notably the desirability of holding its AGM during the course of the conference, along with its annual Dent medal award and lecture and its annual Le Huray lecture.

3.5 Affordability

Conference attendance is price sensitive. To encourage inclusivity, future growth, and the achievement of economies of scale, hosts are encouraged to take the level of registration fees suggested in §8.2 below as a starting point when setting budgets, seeking additional funding if need be to make the books balance.

4 Programme

4.1 The programme schedule

- See end of this document for RMA's preferred Annual Conference programme template.
- The programme template places the two keynote plenaries in prominent late-afternoon positions, each immediately followed by receptions. To maximise attendance, the Dent medal award and keynote lecture is preceded in the same session by the AGM.
- There are thirty 90-minute late-morning and afternoon sessions – five at a time – for panels, workshops, groups of three individual papers or pairs of lecture-recitals, and a further fifteen one-hour morning sessions – again five at a time – for pairs of individual papers.
- In addition, there is provision for electroacoustic and acoustic composition workshops and resulting concerts throughout the first and second days, respectively.
- The last session of the third day can be used alternatively for a third plenary to round off the conference, preferably a workshop, or a high-level panel on a matter of broad topical appeal.
- The template features long lunch-breaks to facilitate delegate networking and accommodate posters, as well as Council and other business meetings.
- While there is considerable pressure on the above enumerated sessions, with demand resulting from the Call for Proposals far exceeding supply, RMA prefers to keep the conference to its present three days and the maximum number of sessions in parallel to five (plus composition workshops), at least for the time being.
- The idea is to continue the focus on building up a healthy audience for a manageable number of high quality presentations, and hence to achieve an annual event that can really make an impact.
- Previous conference programmes are available to download from <https://www.rma.ac.uk/events/rma-annual-conference/>.

4.2 Keynote lectures

The Annual Conference includes plenary sessions devoted to the Dent medal award and lecture and Le Huray lecture, which provide for prize-winners of the Association's awards to deliver keynote addresses. Conference hosts should ensure that they receive acceptances from invited keynote speakers in good time to announce names in the initial Call for Proposals.

Dent medal presentation and lecture

The Dent medal – struck in memory of the distinguished English scholar and

musician Edward J. Dent (1876–1957), has been awarded by the Royal Musical Association annually since 1961 to recipients in mid-career selected for their outstanding contribution to musicology. The President presents the medal immediately after the AGM, which takes place normally in the late afternoon of the second conference day. The recipient delivers her/his 50–60 minute keynote lecture thereafter.

Following the decision by the Council at its meeting in May of the previous year the President notifies the recipient, indicating that on acceptance the conference host will follow up on practical matters. The invitation and acceptance are copied to the RMA Flagship Conferences Coordinator, who will request the chair of the Programme Committee to contact the recipient, confirming the date of the conference, along with the date, time and duration (usually one hour) of the medal presentation and ensuing lecture, and the date by which a title, abstract, and note of desired equipment are required. The chair should also indicate that registration is *gratis* and that the RMA as sponsor will meet agreed travel expenses up to the level indicated in paragraph 8.4 below, together with the agreed cost of accommodation. By tradition, Dent keynote lectures are not normally followed by formal question and answer sessions, since the ensuing drinks reception offers ample opportunities for conference delegates to engage with speakers informally. However, hosts are urged to discuss this in advance with guest speakers. Should a speaker specifically request a question/answer session (following a presentation shortened accordingly) arrangements should be made to ensure questions from the floor are fully audible, e.g. by provision of ushers equipped with hand-held microphones to pass around the audience. Whoever introduces the speaker at the conference should indicate to the audience whether a question and answer session will follow the lecture or not.

Le Huray lecture

The lecturer (or discussion panel¹) – so named after the English musicologist Peter Le Huray (1930–92) – will be a person from home or abroad the conference host and RMA judge to enhance the impact of the conference. At its first meeting the Programme Committee draws up a list of nominations (three or four in order of preference) having regard, for example, to the possibility of linking to associated public events, one or more planned panels or workshops, complementing the Dent medallist's field of expertise, or to subject areas RMA has identified for strategic targeting. The RMA Flagship Conferences Coordinator will then bring the nominations to the RMA Events Committee for approval.

Following confirmation of approval, the Programme Committee chair invites the preferred speaker, reverting to others on the list in the event the invitation is declined. Invitations should indicate the date of the conference, along with the date and time of the lecture (normally late afternoon on the first day), the date by which a

¹ A precedent for a Le Huray panel was set at the RMA 2016 Annual Conference, the theme on that occasion being 'Recent developments in opera production and reception'.

title, abstract, and note of desired equipment are required. They should also indicate that registration is *gratis* and that the lecture is sponsored by the RMA who will meet agreed expenses up to the level indicated in 8.4 below, together with the agreed cost of accommodation. Again, Le Huray keynote lectures are not normally followed by formal question and answer sessions, instead they are followed by a drinks reception offering opportunities for informal discussion. Please see the corresponding note above regarding the Dent keynote.

4.3 Themed sessions

Panel sessions

Themed 90-minute panel sessions in a variety of imaginative formats have proved highly successful in recent years, when the number of such sessions has ranged from twelve to seventeen. It is a development the RMA would wish to see continued with emphasis on sessions

- involving the participation of leading scholars, performers, and composers
- linked thematically to keynote speakers' areas of expertise and to public events associated with the conference
- addressing issues of current strategic interest and burning topical concern²
- promoted by RMA's study groups, sibling organisations concerned with research in music (i.e. members of the [Music Research Consortium UK](#)) and similar organisations abroad (including International Musicological Society study groups).

Sessions presenting practice-led research

Furthermore, RMA encourages the broadening of themed sessions to include sound installations, performance-based presentations, and workshops involving composers.

○ Working Groups

Sessions should be offered to the RMA's working groups, which correspond to strategic priorities, aim to raise awareness within the organisation and to recommend actions to Council, in order to embed practices into all RMA committees and activities.

EDI working group

This session does not have to be labelled an 'EDI Session' but should demonstrate the RMA's engagement with issues relating to equality, equity and inclusion, and offers

² E.g. Open forum on 'The Ethics of State Support for the Arts' (Glasgow 2002); round-table discussion: 'New Horizons in Composition and Sonic Media' (Sussex, 2011); panel: 'Singing from the Same Hymn Sheet: Making Copyright, Open Access and Creative Commons Work Together for Music Research and Publication' (Leeds 2014).

an opportunity for reflecting on and engaging with current issues in music research and music higher education. Topics could include (but are not limited to): sustainability; decolonisation; accessibility; LGBTQI+ issues in music / music HE; music literacy; and so on. Sessions can take any format, including panel sessions, guest speakers, workshops, etc.

Music Education working group

As the RMA has a significant number of members who are active as music teachers (encompassing subdisciplines of musicology, composition, performance, technology, etc.), the music education working group is expanding its work in the support of pre-tertiary music education, thus broadening its research and scholarship remit.

4.4 Individual papers and lecture-recitals

The RMA remains committed to the promotion of sessions comprising individually proposed research presentations and lecture-recitals. The former occupy 30-minute slots (20 minutes for the presentation, followed by 10 minutes for discussion), the latter 45-minute slots (30 minutes for the presentation, followed by 15 minutes for discussion).

4.5 Posters

The RMA further encourages poster displays on current projects of all kinds. Posters will normally be displayed throughout the conference in the same area as conference exhibitions at the hub point where refreshments are served. Question-answer sessions will normally be scheduled during one or more of the long lunch breaks.

4.6 Selection criteria for proposals submitted

See above regarding the fixed capacity of the conference timetable and hence the need for selection from proposals received and for selection criteria.

Proactive programming

RMA encourages programme committees to be proactive in order to encourage the presence of established speakers and to stimulate sessions devoted to themes considered apt for strategic development (e.g. practice-led workshops); see Aims and Objectives and sub-section 4.3 above. In recent Annual Conferences up to ten such sessions and a number of poster sessions have resulted from programme committee solicitations. For future conferences programme committees are encouraged (though not obliged) to invite RMA Study Groups and Chapters (currently Music and Philosophy, Music and Visual Arts, LGBTQ, Music and/as Process, Shakespeare and Music, Consortium for Guitar Research, and South-East Asian and Scottish

Chapters)³ and the RMA-affiliated Practice as Research Network (contact Nick.Fells@glasgow.ac.uk) and members of Music Research Consortium UK (<http://www.music-research.ac.uk/>)⁴ to put forward proposals. These proposals, however, will go through the same selection process as others and should abide by the same regulations regarding timeliness, quality, formatting, etc.

When approaching individuals or organisations members of programme committees are urged to make clear from the outset that any resulting proposals will still require formal committee approval, and that – in common with all other speakers save keynotes – participants will be required to meet their own expenses and to register for the conference and pay the applicable booking fee.

Proposals received as a result of the C4P

RMA welcomes proposals for themed sessions, individual papers, and posters from leading scholars and practitioners, as well as from early-career researchers. The aim is to represent the entire scope of current musical scholarship. Space is limited, however, so selection is required. Themed-session proposals submitted by the advertised cut-off date will be selected on the basis of the criteria detailed above.

Proposals for individual presentations will be selected on the basis of the following criteria.

- Timely submission
- The quality of the proposal (clarity, sense of purpose, methodology, significance of research findings)
- Capacity to fit with other selected individual proposals into a thematically coherent conference session
- If the number of high-quality proposals fulfilling all the above criteria proves to be very high programme committees may favour those who did not present at the previous year's annual conference.

4.7 Session chairs

Chairs for keynotes

The Dent lecture is customarily chaired by the RMA President; the Le Huray usually by the conference director.

Chairs for panel sessions and/or sessions comprising two or more speakers

Pre-planned themed sessions may or may not require an independent chair – organisers to consult with panel conveners. Other sessions in which two or more speakers take part will always require a chair. In all cases RMA policy is to try to secure leading figures in the business from home and abroad, as well as RMA officers

³ For links to the Study Groups please see the RMA home page <http://www.rma.ac.uk/>.

⁴ Please ask the RMA Flagship Conferences Coordinator for a list of current MRCUK contacts.

and Council members, but not to invite people already down to participate in panels or to give individual papers. The idea being to serve as a draw and to maximise attendance.

See below ('Invitations to chair sessions') for procedures for inviting chairs (who's responsible and when). RMA has sample chair invitation letters on file, along with sample Guidelines for conference speakers and chairs.

4.8 Open meetings

The RMA Annual General Meeting, CFP for next year's AC, Dent medal presentation and lecture

The RMA Annual General Meeting will normally last around twenty minutes. The AGM is open to all RMA members in good standing without the need to register for the conference. Non-members are welcome to attend the meeting, but may not vote. The AGM is chaired by the President and managed by the Executive Officer. Its protocols are separately set out.

Immediately following the AGM the President invites a representative from next year's Annual Conference host to give a five-minute presentation on next year's Annual Conference and to declare the CFP open.

The President then presents the Dent medal to its recipient, who duly proceeds to deliver the Dent lecture (see above).

The above events follow each other without a break in the same room.

4.9 RMA Council and other closed business meetings

RMA Council and committees

- RMA Council will normally meet for two hours on the first day of the conference over a working lunch. The executive office (execofficer@rma.ac.uk) must be consulted about the date/time of this meeting when the programme is being drawn up.
- The RMA Student Committee and the Programme Committee for next year's Annual Conference will normally meet simultaneously for an hour each on day 2 over working lunches.
- The RMA Flagship Conferences Subcommittee will normally meet for an hour on day 3 over a working lunch.

Business meetings of sibling learned societies, study groups, etc

Meetings of other learned societies, study groups, etc. These should be negotiated between the leaders of those groups and hosts and are not part of the RMA - host partnership (any expenses for room booking and food should be covered by the groups). Given the complexities involving booking rooms, hosts should feel free to refuse the request.

4.10 Associated public events

A persistent request from RMA members is that whenever feasible conferences are linked to appropriate separately promoted public events taking place in the vicinity. Conference hosts are encouraged to take action at the outset of planning to find out what's likely to be going on in the vicinity at the time of the conference, the extent to which such events can be integrated with the conference programme, and whether ticket discounts etc for conference delegates can be negotiated.

5 Domestic

5.1 Meeting rooms and signage

General

Usually five AV-equipped rooms are required for parallel sessions, whereof one should seat at least 150, the others up to around 40 each. Also a further room for composer workshops. There should be a single and centrally located common area where registration can take place, exhibits can be displayed, and refreshments served. Finally, one or more committee rooms for closed business meetings, e.g. of RMA Council (attendance c. 24). All rooms should be well sign-posted, with step-free access desirable.

Please note that should the hosts opt for a hybrid Conference or one with certain online elements, other technical requirements need to be factored in. We recommend that hosts think carefully about the additional budget and technical support before opting for such formats.

Rooms for parallel sessions

Please take all steps to ensure that rooms will be at a comfortable temperature and humidity, that noise levels both internal (e.g. air conditioning) and external (e.g. from scheduled maintenance and construction works) will not be intrusive.

Please also check immediately before the start of the conference that AV equipment actually works, that a qualified person is on hand to provide prompt assistance in the event of problems, and that s/he is readily contactable by conference assistants and session chairs.

During the conference itself please arrange to supply drinking water for speakers.

Common area

Networking is the reason delegates give over and over again for attending the Annual Conference. And promoters of posters, along with publishers and other commercial exhibitors, understandably complain if their displays are situated away from the action.

Please ensure that these interacting activities, which take place chiefly during registration times, refreshment breaks, the intentionally long lunch breaks, and receptions, come together in the same area, preferably the same room. Please take care, however, that noise from the area doesn't intrude on any adjacent session rooms.

Signage

This needs planning in good time, usually in conjunction with the host institution's works department. Please ensure that delegates on first arrival can readily find the

building in which the conference registration desk is situated, its entrance, and the route from entrance to desk. Also that there is adequate signage between all rooms (including loos) delegates may reasonably expect to be able to find during the course of the conference. Provision for flagging whether or not there are steps en route is desirable.

See also under Conference packs below.

Display board

Please provide a display board in the Common Area for any last-minute announcements, e.g. changes to the conference programme, room changes, etc.

○ 5.1a Left luggage facilities

Hosts are requested to identify a secure space where delegates can leave luggage prior to checking into or after checking out of their accommodation and to ensure that assistants on the registration desk are briefed accordingly.

5.2 Delegate accommodation

Delegates value the flexibility to choose between a variety of overnight accommodation options or to make their own arrangements. We suggest that local organisers limit their involvement in overnight accommodation to identifying a booking agency (e.g. conference office at the host institution). Alternatively organisers may make arrangements with specific providers which delegates can book directly. Delegates should not be locked into packages that tie conference registration to accommodation.

5.3 Catering

Refreshments

Most organisers find it convenient to provide delegates with tea/coffee/drinking water gratis from general conference income during refreshment breaks. Moans tend to be heard if biscuits, etc are not supplied too. Drinking water should also be supplied for speakers (see above).

Meals

Delegates appreciate flexibility regarding meals. We suggest making use of local/campus restaurants, pubs, cafes, etc. whenever feasible. Provision of complementary sandwich lunches is acceptable (and in some situations may prove to be essential), but only if can be done without significantly raising the headline registration rates.

Conference dinner

A conference dinner, if arranged, should be an optional extra. However, there is no obligation to provide one.

5.4 Receptions

We suggest that the Dent and Le Huray keynote lectures be followed by drinks receptions free of charge to delegates. The RMA currently has an arrangement with its publisher, Cambridge University Press, entailing a grant towards the costs of one of the receptions in exchange for free conference exhibiting facilities and other promotional opportunities (typically leafleting and advertising in the conference programme book). For procedure, please see §8.3.

6 Dissemination and publicity

6.1 Advance advertising of dates

To minimize conference clashes the Host, RMA Flagship Conferences Coordinator and the Communication Officer should coordinate getting dates announced on RMA website <<http://www.rma.ac.uk/conferences/>>, Golden Pages <<http://goldenpages.jpehs.co.uk/>>, Musicology-All, etc., as soon as expressions of interest, along with outline plans, have been approved in principle. The announcement date should be coordinated by the hosting institution and the RMA Communications Officer (communications@rma.ac.uk) before being publicised, to create a unified and coordinated announcement. This should be done for the CFPs, programme announcement and registration, as well as any other major announcements made for the conference.

6.2 The conference web-site

The conference website is normally devised, maintained and owned by the conference host. It should highlight the RMA logo and should be live with basic advance conference information no later than the date of the previous year's Annual Conference. It should also be prepared to release the Call for Papers at the conclusion of the previous year's Annual Conference.

6.3 Social networking

Conference information should be circulated as widely as possible, and in a pre-coordinated manner with the RMA Communications Officer. Facebook, Twitter and external mailing lists are effective methods of both informing interested parties in advance, and offering live updates during the event. Information about the conference will appear on the RMA Facebook page, www.facebook.com/RoyalMusicalAssociation and on the RMA's Twitter feed, @royalmusical. A Twitter hashtag should be set up for the conference before the C4Ps is announced, and should appear alongside the RMA and Host Institution handles on all publicised information including the conference website, the Call for Proposals, and all subsequent external/public communications. Social media strategy, including live-tweeting from the Annual Conference, should be discussed with the Communications Officer before the programme is announced.

6.4 The Call for Proposals

Content

A compellingly worded and well publicised Call for Proposals (CFP) will have a big effect on the number and quality of proposals submitted. It should be formulated with the Annual Conference aims, objectives and programme guidelines in mind

(paragraphs 1, 3 and 4 above) and include:

- Conference location and date
- Leading conference features, including names of Dent / Le Huray keynote speakers, and any special events likely to encourage the submission of high-quality proposals
- The deadline for receipt of proposals
- Summary of types of proposals called for and affirmation of Conference purpose (as meeting point and celebration of breadth and depth of current musical scholarship and research)
- Rules for submission of various categories of proposal
- Names of those on the programme committee and note on committee proactivity
- Selection criteria and indication of date for notification of outcome, etc.
- The link to the submission portal and (again!) **the deadline for receipt of proposals**
- Approx dates for notifications of acceptance and publication of the conference programme
- An indication of registration fees and that all participants (save for the specially invited Dent and Le Huray keynotes, programme committee and designated conference organizers) are responsible for meeting their own travel and accommodation expenses and are required to pay the relevant conference registration fee in advance of the session in which they take part.
- A statement that membership of the RMA is not a prerequisite for participation (although it's worthwhile joining to obtain the conference registration discount and much more besides)
- An invitation to commercial exhibitors and advertisers to make contact, along with representatives of sibling organizations wishing to avail themselves of meeting rooms during the conference.

RMA can provide conference hosts with previous conference CFPs, annotated where applicable; please enquire.

Dissemination

- For maximum impact the CFP copy, duly agreed by the Programme Committee at its first meeting, should be ready in time to be included in the programme booklet for the previous year's Annual Conference.
- The Host Institution should coordinate dates and times for which the CFPs/programme/all publicised information will be made live before publicising this material so that it can be coordinated with the RMA website and social media platforms. A URL should be provided to both the RMA Digital Technologies Officer and the RMA Communications Officer before

being made live so that it can appear on the RMA website and necessary socials and in the monthly e-bulletin. It should be the aim of the host institution to have a coordinated communications and publications strategy with the RMA.

- At the same time the host posts copy
 - to the relevant JISC e-lists, i.e. Musicology-all, MusicHE, and any other relevant mailing lists,⁵
 - and to Golden Pages, AMS list, etc⁶
- At the previous year's annual conference itself a representative of the host announces the coming conference immediately after the AGM, calling attention to the CFP.
- Finally, to boost the number of proposals submitted, the conference host sends e-lists a reminder of the approaching CFP deadline a couple of weeks in advance.
- The RMA Communications Officer emails the membership at this time with the same reminder.

6.5 The booking form

Most hosts will find the design and content of their conference booking form constrained by the pre-set format of their institution's on-line store or ticket office. Hosts are requested to take special care that the registration fee categories on the form correspond exactly with those in the agreed business plan. In addition, please ensure that the following information is obtained from delegates:

- Name and institutional affiliation as it should appear on the delegate badge and list of delegates
- Confirmation of current RMA membership – through promotional code (for RMA members wishing to book at applicable discounted rates; please see Note below)
- Any special access and dietary requirements
- Permission to include email address in the published delegate list
- Whether there is any objection to appearing in a photograph (e.g. to be used in a newsletter or other publicity)
- Other information might be necessary due to the Pandemic and in case of a hybrid or online format. The Flagship Conferences Coordinator will share the experience of past Conferences in this regard.

Note: To help ensure that discounted RMA-member booking rates are correctly

⁵ <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=musicology-all>, <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=MUSIC-TRAINING>, respectively. See <https://www.jiscmail.ac.uk/> and search for 'music' to find all other appropriate lists.

⁶ <http://goldenpages.jpehs.co.uk/>, <http://www.ams-net.org/announce.php>, respectively.

applied please notify your preferred promotional code in advance to the RMA Flagship Conferences Coordinator and RMA Communications Officer to make it known to members. This code can also be accessed by going to the RMA member log-in page.

Please also make sure at the outset that you can retrieve on-line store / ticket office data as and when you need it, e.g. to monitor conference income, to chase speakers, chairs, and other participants who haven't booked, to prepare name badges, to compile the list of delegates (with their institutional affiliations and email addresses), and to compile the attendance statistics required for the close-out report.

6.6 The conference programme and bookings-open launch

A properly planned announcement of the conference programme and the opening of bookings can reap dividends in terms of media coverage and delegate take-up. Hosts are requested to send the RMA Flagship Conferences Coordinator and Communications and Digital Technologies Officers full details of the provisional programme (including names of all session chairs) in advance of the planned launch date for publication on the RMA website.

Newsletter copy

On receipt of the conference programme, the Flagship Conferences Coordinator will draft for host approval a preface for the website publication pointing out conference highlights, detailing contacts for further information (including registration for delegates that don't use the internet). The Flagship Conferences Coordinator will keep the host informed of any changes requested by the website editor.

E-lists and e-postings

Also at this time, the host posts the press release to the e-lists and e-listing sites detailed above (§6.4), and any other external mailing and communications lists.

Direct emailing to RMA membership

The Flagship Conferences Coordinator also sends the press release to the RMA Executive Officer for direct onward emailing to the membership.

6.7 Registration reminders

To boost registration sales, conference hosts sends the above e-lists a reminder of the approaching early-bird booking deadline a couple of weeks in advance. The RMA Chief Executive emails the membership at this time with the same reminder.

6.8 Conference packs

Conference packs, to be handed to paid-up delegates at registration, will normally include the following:

The programme booklet

For booklet make-up please see previous conferences (RMA can supply hosts with samples and / or web-links). Leave plenty of time to gather in copy for the 'Welcome', 'About the RMA', a Twitter hashtag for the event, the C4P for next year's Annual Conference, and other pages for which external content is required. For future booklets hosts may also wish to include some information about their own institution and / or a pre-set advertisement page.

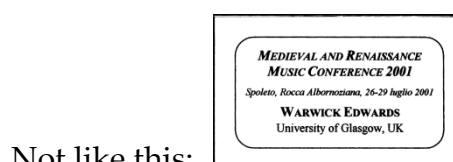
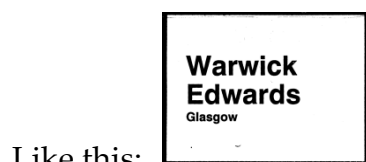
Please be aware of the requirements of advertisers when allocating prime spaces. For production reasons, pre-set colour adverts will require placement on the inside front, inside back, and outer back covers.

For the booklet front cover please choose a striking, musically apt picture. Mounting it on a black background looks good.

To be more environmentally friendly, the host may choose to have an online-only book of abstracts with the option of a print version available for those delegates who require it. The RMA encourages hosts to at least include a physical short programme and to be sensitive to the requirements of delegates who don't have a smartphone.

Name badges

Name badges that highlight the name of the delegate, please.



Delegate institutional affiliation is also useful. Host institution name, logo and conference title not.

List of delegates

A *complete* delegate list, with email contact addresses (save where delegates have requested withholding) is desirable, including non-active participants as well as speakers and chairs. To accommodate late bookings, it is best printed separately from Conference programme book.

Other

Apart from the usual advertising flyers, it is useful to include campus maps, directions, building diagrams, and wi-fi instructions.

6.9 Photography

The host institution is requested to appoint a photographer to be present for part of the conference, specifically the Keynote Addresses, and the AGM. . Photographs are required of the two keynote lectures from the conference and their following receptions, and the RMA AGM. It is highly recommended that photos also be taken from various sessions throughout the conference. Photos should be taken of the RMA Council and Executive team at the AGM, as well as photos of the Dent Medalist and Le Huray speaker. These images will be used by the RMA for publicity and marketing purposes, and must be provided to the RMA within two weeks of the conclusion of the conference. The host institution will also be welcome to use these images publicly. .

It is recommended that host institutions use their in-house marketing and publicity photographers, and that this is organised well before the conference begins. It is recommended that a photographer is organised for three half-days to cover a wide variety of shots of the conference. The RMA may provide a fee towards this cost (to be discussed with the Communications Officer), but the organisation of the photographer is the responsibility of the host institution, and the cost of which should be included in the budget of the conference.

The hosts are advised to include a consent to photography clause in the registration forms.

6.10 RMA Website report

In good time before the conference the host appoints a voluntary reporter, typically a PhD or early-career researcher not giving a paper, to write a narrative report of the conference of c.900 words for publication on the RMA website.⁷ For guidelines please see the RMA website page [‘Writing a Conference Report for the RMA website’](#). Please arrange for a copy to be sent to the website editor, Mike Bye (administrator@rma.ac.uk). The submission of pictures is encouraged. **Copy deadline: three weeks after the close of the conference.**

6.11 Feedback

Feedback - from both hosts and delegates - is vital for future conference planning. In recent years the host has contacted everyone attending immediately afterwards (i.e. on the first working day), thanking them for coming and requesting answers to just three questions about the conference on SurveyMonkey:

- What went well and should be repeated in future years?
- What went not so well and should be avoided?
- Any further comments?

⁷ But see RMA Newsletter Oct 2013 for which Yves Balmer, editor of *Revue de musicologie* and a conference participant gave a Continental perspective.

The host then shares the survey results with RMA.

6.12 Conference close-out report and financial statement

As per hosting form, the host is required to prepare a Conference report complete with financial and organisational details as required in the form. Hosts are required to send their report to the Executive Officer, copying in the Flagship Conferences Coordinator, no later than three months after the end of the Conference. Once approved, hosts may follow this up with their itemised invoice.

7 Management

Style and structure of conference organisation and management will vary inevitably according to the nature of different host institutions and the spread of subject expertise each has at its disposal. As with all good partnerships, a balance needs to be struck between host aspirations and requirements and those of the RMA. In what follows an attempt is made to provide for a variety of circumstances, but not necessarily for every situation.

7.1 Host

The host institution is responsible for:

- Submitting an initial expression of interest to the RMA
- Drawing up 18 months ahead, in consultation with the RMA's **Flagship** Conferences Coordinator, a fully thought through business plan and budget for RMA approval
- Keeping the RMA's Flagship Conferences Coordinator informed of any significant proposed changes to the expression of interest and plan
- On the first working day after the conference emailing all participants to say thanks for coming and to request feedback (see above §6.11).
- After the conference, the timely submission of a close-out report and financial statement.

7.2 RMA

The RMA is responsible for supporting conference hosts through the active involvement of its officers, especially in programming and marketing, the provision of keynote speakers, and with agreed financial support.

While the RMA members of the Programme Committee offer full support for the preparation of the Conference, they are not obliged to attend some or all of the Conference.

7.3 Host management team

What it normally does

- Meets any necessary institutional requirements for the conference to take place
- Familiarises itself with all its institution's policies regarding the conduct of campus activities, particularly those involving visitors, and uses best endeavours to ensure compliance
- Sets up and monitors a business plan and budget
- Books meeting-rooms, audio-visual equipment, and catering
- Sets up and maintains conference website

- Posts the Call for Proposals to its own website and to the dissemination outlets listed above.
- Receives confirmations of attendance from speakers and chairs along with any alterations to paper titles and abstracts
- Includes the conference in its standing publicity outlets
- Sets up and manages arrangements for receiving conference bookings, sending out hotel lists, maps and receipts
- Chases up outstanding bookings from speakers and chairs
- Liaises with the Programme Committee to contact publishers and other exhibitors
- Arranges meals (if applicable), light refreshments, and receptions
- Liaises with the RMA on arranging travel for overseas conference guests
- Recruits and manages conference assistants and technical support
- Sees conference programme booklet through the press
- Generates delegate list, makes up name badges
- Makes up conference packs (comprising programme booklet, name badge, delegate list, local info, commercial inserts, etc)
- Manages the conference registration desk
- Additional tasks may be required in post-pandemic Conferences

Composition

Normally the host-appointed conference management team will comprise the Conference Director, Deputy Director, and Conference Administrator. Depending on local custom and practice and on the aptitudes and skills of host personnel, the Conference Director may delegate most managerial tasks to the Deputy Director, and/or the roles of Deputy Director and Conference Administrator may be combined. Whichever model is adopted, it is important that there is always someone available on the team to assume the lead managerial role should the designated leader be prevented from doing so (e.g. out of the office for a period, incapacitated, resigned, etc.). The Director or designated lead contact will liaise closely with the RMA's Flagship Conferences Coordinator (see paragraph 7.7 below).

7.4 Programme committee

What it normally does

- Decides, together with the Management Team and in consultation with the RMA, on the format of the Conference (in-person, hybrid, online elements, etc.)
- Proposes and (with RMA approval) invites Le Huray keynote
- Seeks out concurrent public events for affiliation
- Solicits themed panel sessions, workshops, posters, etc
- Devises and propagates the Call for Proposals
- Receives proposals and makes selection from them

- Sends out accept/decline notes
- Devises timetabling
- Fixes chairs for keynotes and sessions
- Edits abstracts
- Prepares copy for the conference programme book, liaising with the management team as required.
- Additional tasks and responsibilities may be required for post-pandemic Conferences.

Committee composition

- Normally eight or more members, appointed by the host and RMA jointly, the ensuing year's programme committee chair normally among them.
- For university and conservatoire hosts the chair and the majority of members will be host nominations, although there will normally be at least one RMA nominee, along with the RMA's Flagship Conferences Coordinator. At least one third of the total number of members will be from institutions other than the host.
- Where the host institution has no pool of academic staff to draw on (e.g. the Institute of Musical Research, concert venues) the chair and the majority of members will be RMA nominations, including the RMA's Flagship Conferences Coordinator, although there will always be at least one host representative.
- Either way, members (the chair especially) will need the qualities and experience to ensure that the conference aims and programming objectives outlined above are achieved.
- In particular, members will have a spread of subject expertise and an impressive network of contacts.
- Finally, the committee should have a reasonable gender balance.

Clerking and administrative assistance

Please ensure that agendas are circulated to Programme Committee members at least a week in advance of meetings and that meeting notes are sent out no later than a week afterwards. Depending on local circumstances, clerking of Programme Committee meetings and administrative follow-up may be undertaken either by designated committee members or by an administrator or assistant on the management team.

Please note that some changes and flexibility may be required for post-pandemic Conferences. Additional items may need to be discussed depending on the adopted format (in-person, hybrid, online). The Programme Committee may decide to conduct some or all of their meetings online.

Meeting I

15 months ahead of the conference, i.e. June, at the conference host venue. Suggested agenda (see also 'Programming' above):

- **Keynotes** Note recipient of RMA Dent Award and to agree Le Huray keynote proposals for onward submission to Events Committee for approval
- **Associated public events and other special features** Agree such content as desirable to flag in the first conference announcement and C4P
- **Pro-active programming** Agree who solicits themed sessions on what and by when (in time for Meeting II)
- **Conference announcement and CFP** Agree CFP copy and arrangements for announcement (see §6.4 above)
- **Planning schedule and procedures** Agree/note schedule and procedures for conference timetabling, proposal acceptances/rejections, fixing chairs, editing abstracts, preparation of programme book, communications strategies, etc
- Dates for future programme committee meetings

Meeting II

Over working lunch on day 2 or 3 of previous year's Annual Conference at which the Call for Papers will have been formally launched. Suggested agenda:

- Review progress on actions agreed at the previous meeting, especially Pro-active programming.
- Confirm plan for processing proposals in response to the C4P and preparing for Programme Committee III.

Meeting III

Over working lunch on day 2 or 3 of the RMA Research Students Conference in January. Suggested agenda:

- Formally approve pre-planned panels and other themed sessions, workshops, posters, etc.
- Agree selection from proposals received in response to the C4P (see 'Programming' above for selection criteria)
- Agree grouping of papers and draft mapping of sessions on to conference timetable template (see Appx below)
- Designate individual(s) to send out acceptance confirmations (pre-planned panels, etc), acceptance and decline notes re proposals received in response to C4P.
- Designate chair fixer (see above for invitation criteria; see below for sample letter)
- Designate copy-editor for abstracts
- Confirm any other actions required of committee members prior to the conference

Processing proposals

Immediately on receipt of proposals a member of the programme committee compiles a document with submitted abstracts, plus a score sheet and circulates to the committee. Members of the committee read and respond, submitting their scores to the chair, or delegated rep, who draws up a preliminary draft programme schedule as basis for discussion and decision making at Programme Committee Meeting II.

Acceptances / Declines

On the basis of decisions taken at Programme Committee Meeting III, a designated committee representative sends out acceptance and decline letters forthwith. Acceptance letters should include

- Day, date and time of panel or presentation and session title
- Deadline – normally three weeks ahead – for confirmation of participation, along with any request for any essential revisions to the proposal or AV/rehearsal requirements that might be required before presenting
- Indication of when the full conference programme will be announced and bookings opened (and a reminder of RMA membership benefits/discounts)
- Reminders that all participants are obliged to book for the conference and pay the relevant fee, and that they should take care of their own travel and accommodation costs.

Decline letters should accentuate the positive, including some indication of the volume of proposals received and how many could be accepted, enthusiasm about the conference programme and expression of the hope that the proposer will wish to come along and participate anyway, and an indication of when the full conference programme will be announced and bookings opened.

RMA has sample letters on file for use by hosts; please enquire.

Invitations to chair sessions

The securing of appropriate chairs for conference sessions is important not just for the smooth running of the conferences but also to maximise the involvement of leading figures in the discipline along with RMA's own trustees and officers not otherwise taking part. This task is undertaken by the Programme Committee chair, or her/his representative on the committee. Whoever it is needs to be well connected and persuasive.

As soon as speakers have been confirmed, the designated person solicits chairs for each applicable conference session according to the criteria detailed above (under 'Programming'), with a view to including names of chairs in the Conference announcement (mid-March). RMA has sample chair invitation letters on file for use of conference hosts; please enquire.

7.5 Conference assistants

During the conference itself a number of assistants will be required, e.g.

- To run the registration desk (see below; two people for first morning, one thereafter)
- To be present at each conference session
- To be on call for technical assistance as required

Please ensure that all assistants are properly briefed in writing and know to whom they have to report. Most conference hosts offer some kind of incentive to encourage assistants to fulfil their various briefs (e.g. free registration and/or some kind of remuneration).

7.6 The registration desk

Following the example of the 2013 Annual Conference, hosted by the IMR, we suggest manning by the conference manager and / or one or more assistants from 9:30 till 11:00 (or start of first session) on Day 1; thereafter during refreshment and lunch breaks.

7.7 Host–RMA Communications

Hosts are requested to designate a single lead contact from their management team (see paragraph 7.3 above) through whom all conference communications will be channelled.

RMA for its part requests that all conference communications be channelled through its Flagship Conferences Coordinator.

Such communications will be copied to others concerned with the conference on a need-to-know basis.

8 Financial management

8.1 Host responsibilities and reporting

The host, through its management team, is responsible for financial management as detailed on its RMA-approved business plan and budget, and for the preparation and submission of a financial statement as part of the close-out report.

Once the business plan and budget has the approval of both the host institution and the RMA Flagship Conferences Subcommittee (normally 18 months in advance of the conference) the host management team should take immediate steps to set up an institutional conference account. This should be in place in good time before the first calls on expenditure are expected, typically travel expenses claims by members attending the first meeting of the programme committee in June, fifteen months ahead of the conference.

Please note that the RMA cannot be responsible for financial guarantees over and above its agreed fixed conference grant or for conference deficits. On past experience RMA urges conference organisers to be particularly wary of getting into situations where non-returnable deposits are required against income not already secured (e.g. in connection with accommodation and restaurant bookings). Any deficit will be taken over by the host institute.

8.2 Registration fees

Registration fee structure

RMA's preferred registration fee structure provides for a standard rate available to all without restriction for the entire three-day conference set high enough to offset discounted early-bird and advance rates available to RMA members only up to c.40 and c.10 days ahead of the conference respectively. For students, unwaged and retired, the rates are approximately half. The fee structure is designed to ensure that hosts have a good deal of sales income security far enough ahead to adjust expenditure if necessary and that around 90% of all bookings are in before the last minute. At the same time there is no need to decline late and walk-up bookings or to bend the rules for stragglers. There is in addition a flat day rate set at a level that ensures those attending the whole conference do not feel as if they are effectively subsidising those that are not.

Suggested rates and what they include

RMA suggests registration fees at around £65 for RMA members and £85 for non-RMA members, with concessions for students, unwaged and retired at half-price and a discount offered for early-bird registration. These rates are judged to be optimal conference viability while at the same time ensuring that the conference is

accessible to all. (Regarding budgeting, please see §8.5 below).

Rates should include all conference sessions, tea/coffee/bikkies, and receptions. While some hosts favour the inclusion of a sandwich lunch, there is no obligation to stretch the budget in this way, especially if there are suitable cafes, bars and restaurants nearby. RMA wishes its delegates to feel free to use the long conference lunch breaks for their own various networking purposes without feeling tied to any one provider. Hence it discourages any significant rise in the headline registration rates proposed above that might result from such provision, unless local circumstances make that unavoidable.

In case of need for a hybrid format, hosts are by no means obliged to offer a reduced registration fee for the non-attending delegates, given that these already save by avoiding travel/accommodation expenses - recent hosts have argued that it is unfair to expect the in-person delegates to cover the expenses of hybrid format given that the former also have extra costs for travel and accommodation to cover.

Registration fee exemption

Registration fees should be waived for invited keynote speakers, full members of the programme committee, and designated conference assistants. Unless indicated otherwise, all others, including RMA officers and council members, are expected to pay up.

8.3 Other conference income

Other earned income

Exhibitors, leafleters, programme booklet advertising. RMA has records of rates schedules levied by previous conferences for use of future conference hosts; please enquire.

RMA-coordinated grants and sponsorships

CUP drinks reception (see §5.4). With continuity from one conference to another in mind, the amount of the grant and the conditions attached to it are negotiated between the publisher and the RMA. RMA invoices the publisher accordingly. RMA's Flagship Conferences Coordinator will notify the conference host of what's been agreed and put host and publisher in touch with each other to see through practical details. After the conference the host includes the notified amount in the invoice used to claim the RMA Conference grant (see below).

Other grants and sponsorships

Some previous hosts have augmented conference income from such sources as institutional strategic funds, and national and local foundations. Most such grants and sponsorships have been directed at a specific conference activity, e.g. a concert or workshop.

RMA Conference grant

The agreed RMA conference grant is payable on itemised invoice presented along with the close-out report and financial statement. The invoice should be formally addressed to Amanda Babington. Email: exec@rma.ac.uk. For verification purposes, however, please ensure that the invoice is copied to the Flagship Conferences Co-ordinator, Michelle Assay, at michelleassay@gmail.com

Income in kind

Many institutions are willing to make valuable resources such as meeting rooms, and especially human resources, freely available in the expectation that partnership with the RMA Annual Conference will bring them equivalent rewards.

8.4 Travel and accommodation arrangements for guests

Unless agreed otherwise the host will make travel and accommodation arrangements for guest speakers as required, doing so in sufficient time, and taking advantage of institutional facilities, to secure the lowest rates. The conference host may wish to meet the costs of additional hospitality (e.g. conference dinner, if applicable).

For recipients of RMA awards speaking at the RMA annual and research students conferences (namely, the Dent Medal, the Roche Prize, and the Le Huray Lecture) RMA will meet agreed travel costs up to the geographically-based limits detailed in the Appendix below.

RMA will also meet the above award recipients' agreed accommodation costs for the duration of the conference (up to the limit set by the RMA).

8.5 Conference budget

For guidance on budgeting please see the current RMA Annual Conference partner-hosting form and financial template at <https://www.rma.ac.uk/events/rma-annual-conference/>. The financial template has prompts for a range of possible income and expense items and has the capacity to do virtually all the adding up for you.

Budgeting should start with estimated registration income. See §8.2 above on rationale for suggested registration rates. As for estimating numbers of registrants, the first of RMA's 'new look' Annual Conferences (London, IMR, 2013) attracted 75 paying delegates attending the full three days. Additionally a total of around 90 attended for single days. We suggest budgeting cautiously, however, on the lines suggested in the spreadsheet, since attendance numbers depend on many factors and London conferences are far from typical.

8.6 Surpluses

The RMA has recently established a scheme for displaced music researchers

designed to offer free membership, mentorship and support to scholars from any country who have been displaced from their jobs or (doctoral) studies as a result of conflict and/or political circumstances. Therefore, conference organisers are strongly encouraged to donate to this fund any surplus they make above the level of the RMA subsidy in order to help those most in need of this urgent support. Please contact the RMA treasurer Valerie James for details of how to go about this: valerie7semaj@gmail.com.

9 Planning timeline

The following should be considered as a set of guidelines. Depending on the format of the Conference (online, hybrid), there may be some modifications to the timeline.

At outset

Host confirms institutional support in principle. RMA Flagship Conferences Coordinator implements web-postings listed above under 'Advance advertising of dates' (§6.1 above).

As far ahead as possible (normally before the full business plan is drawn up)

Advance bookings confirmed (e.g. meeting rooms, accommodation allocations)

18 months ahead

Host submits full business-plan and detailed budget to RMA Conferences Coordinator for approval by RMA Annual Conferences Subcommittee (see §10.2 below)

15 months ahead

Conference account has been set up by the host institution. Programme Committee: Meeting I (see Programme Committee §7.4 above)

13 months ahead (at latest two weeks before previous year's Annual Conference)

Keynotes and other special events confirmed. C4P copy and advance publicity ready for dispatch to journals, newsletters, e-lists, etc (see §6.4 above)

At the previous year's Annual Conference (approx. 12 months ahead)

- The conference announced and the C4P declared open (see §6.4 above).
- Programme Committee: Meeting II (see Programme Committee §7.4 above).

10 months ahead (last Friday of November)

Deadline for submission of proposals (see Call for Proposals §6.4 above).

At the Research Students Conference (approx. 8 months ahead)

Programme Committee: Meeting III (see Programme Committee §7.4 above)

2 weeks after Programme committee III (approx. 7½ months ahead)

Notifications of proposal acceptances / rejections dispatched, along with chair invitations (see Programme Committee §7.4 above).

6 ½ months ahead (end-February at latest)

- Speaker and chair confirmations received, including revisions to abstracts where applicable (see Programme Committee §7.4 above).
- Booking form copy agreed (see Programme Committee §7.4 above).

6 months ahead (mid-March at latest)

- Conference programme announced / bookings open (see §6.6 above).
- Guest travel arrangements confirmed (especially travel and accommodation for overseas guests (see §8.4 above)).

4 months ahead

Abstracts edited and posted to the Conference website (see Programme Committee §7.4 above).

6–8 weeks ahead

Final arrangements in place, e.g. Conference assistants confirmed, signage arrangements in place, reviewer for RMA website report fixed, etc., etc. (see §5.1, §6.10, and §7.3 above)

2 weeks ahead

CRC for Conference programme booklet to printer (see §6.7 and §7.3).

Last-minute checks/actions

AV checked

Conference assistants briefing session

Delegate list compiled and printed

Delegate packs made up

(see Domestic §5.1 and Management §7.3 above).

10 Open calls for partner hosts

10.1 Expression of interest

The RMA puts out open calls each January for expressions of interest in hosting future Annual Conferences, normally working four years ahead. The bids are scrutinized by members of the RMA's Flagship Conferences Subcommittee (reporting to Events Committee), and may entail on-site visits or be the subject of discussion between host and RMA representative prior to confirmation of bid acceptance or rejection.

10.2 Business-Plan and Budget

Following acceptance of expressions of interest RMA Flagship Conferences Co-ordinator will seek updates to provisional plans and confirmation that advance actions (e.g. meeting room bookings, accommodation allocations) have been carried out.

Approximately 18 months before the conference RMA requires a full business-plan and detailed budget.

10.3 Close-out report and financial statement

Per business-plan, budget, and report pro forma. Submission deadline: Three months after the conference.

11 Appendices

11.1 RMA Mission statement

The Royal Musical Association was founded in 1874 ‘for the investigation and discussion of subjects connected with the art and science of music’, and its activities have evolved to embrace every conceivable aspect of music research, whether expressed in words, notation or sounds. The Association aims to sustain and enhance musical culture in the United Kingdom, while liaising with other subject organisations at home and abroad where appropriate and recognizing outstanding scholarly and creative achievement by individuals worldwide. It further aims to support the education and training of emerging scholars and practitioners.

The Association’s chief activities in pursuit of these aims are the promotion of conferences, symposia, study days, workshops and other public meetings; the publication and dissemination of books, journals, and other outlets for research of international standing; the sponsorship of awards and prizes; the advocacy of musical studies with public and private policy-making bodies, and with repositories of musical resources; and engagement with the student body in the United Kingdom.

BFE and RMA Conference Code of Conduct

The BFE/RMA are committed to delivering harassment-free conferences for everyone, regardless of sex, gender identity and expression, sexual orientation, disability, physical appearance, race, age, disciplinary affiliation, or religion or belief. We do not tolerate harassment of conference participants in any form. Conference participants violating these rules may be sanctioned or expelled from the conference at the discretion of conference organisers, and in accordance with the relevant policies of the host institution (with additional consequences for BFE/RMA membership at the discretion of the BFE Committee or RMA Council). Harassment includes offensive verbal comments related to sex, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, disciplinary affiliation, or religion or belief. It also includes intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Note that what is said online (for example on social media and blogs) is just as real as what is said and done in person at the conference. Note also that we expect participants to follow these rules at all conference venues and conference-related social events. Participants asked to stop any harassing behaviour are expected to comply immediately. If a participant engages in harassing behaviour, conference organisers may take any action they deem appropriate, including warning the offender or asking them to leave. If you are being harassed, notice that someone else is being harassed, or have other concerns, please contact a conference organiser or a designated assistant, who

will be happy to contact university/college security or police, to arrange for an escort, or otherwise help participants feel safe for the duration of the event.

11.2 Conference timetable template

	Day 1						Day 2						Day 3					
9:00	Registration open, refreshments, welcome						Registration open						Registration open					
9:30	Electro-acoustic workshop	1a	1b	1c	1d	1e	Acoustic workshop	4a	4b	4c	4d	4e	7a	7b	7c	7d	7e	
10:00		Refreshments, exhibition						Refreshments, exhibition					Refreshments, exhibition					
10:30																		
11:00		2a	2b	2c	2d	2e		5a	5b	5c	5d	5e	8a	8b	8c	8d	8e	
11:30																		
12:00																		
12:30	Lunch, exhibition, posters, RMA Council (2 hrs), other closed meetings						Lunch, exhibition, posters, RMA Student Committee, next year's RMA AC Programme Committee, other closed meetings						Lunch, exhibition, posters, RMA Flagship Conferences Subcommittee, other closed meetings					
13:00																		
14:00																		
14:30	Electro-acoustic workshop	3a	3b	3c	3d	3e	Acoustic workshop	6a	6b	6c	6d	6e	9a	9b	9c	9d	9e	
15:00																		
15:30																		
16:00		Refreshments, exhibition, posters						Refreshments, exhibition, posters					Refreshments / Depart					
16:30	Le Huray lecture (chair: Conference director)						AGM / Dent medal presentation / Dent lecture (chair: RMA President)											
17:00																		
17:30	Reception						Reception											
18:00																		
18:30																		
19:00-	Electroacoustic concert or linked public event						Acoustic concert or linked public event											

Notes

Long lunch breaks, to facilitate networking and arrangement of committees and other closed meetings

AGM adjacent to Dent presentation to maximise attendance

Themed sessions last 1 1/2 hrs and may vary in structure; individual presentations last 20 minutes plus 10 minutes for discussion; lecture-recitals last 30 minutes plus 15 minutes for discussion.

Consider replacing final sessions 7a-e with a plenary workshop (e.g. AHRC practice-led projects)

Refreshments served in exhibition / poster area

Local circumstances may make variations to each day's start/finish times desirable

11.3 Maximum speaker travel costs qualifying for RMA reimbursement

See §8.4 above. For recipients of RMA awards speaking at the RMA annual and research students conferences in 2017 and thereafter (namely, the Dent Medal, the Roche Prize, and the Le Huray Lecture) RMA will meet agreed travel costs up to the following geographically-based limits:

Great Britain	£315
Western Europe (incl. Northern Ireland)	£420
Eastern Europe	£630
Middle East / North Africa	£840

eastern North America	£840
western North America, sub-Saharan Africa	£1,050
Latin America / Hawaii	£1,260
South Asia	£1,470
East Asia / Oceania	£1,680
Australia / New Zealand	£1,890

11.4 Checklist of Conference documents held on file

Conference hosting forms

Previous conference programmes

Sample Calls for Proposals

Sample score-sheets for proposal submissions

Sample proposal acceptances and declines

Sample request to session chairs

Sample guidelines for speakers and chairs

Conference history

Comparative data tables for previous conferences

Schedules of conference advertising charges