



## **Information for hosting a New England Historical Association Conference**

[NEHA](#) holds a Spring and a Fall conference each year, bringing our members and guests together for intimately scaled, high-quality one-day conferences with a broad range of papers and presentations and a luncheon. Conferences are typically held on a Saturday in mid-to-late April and mid-to-late October. Attendance ranges from 50-120 people.

Hosting a conference begins with generating a formal written invitation to NEHA from a university administrator, usually a Dean, Vice President, Provost, or President, confirming the date and listing whatever support or subsidy the institution is willing to provide (see Funds, below).

### **Local Arrangements**

Identify a Local Arrangements chair, usually a faculty person who is a member of NEHA; this person will work closely with the NEHA Vice President and Executive Secretary on conference planning and logistics.

### **Space and Facilities**

Reserve session spaces. We request enough space for three concurrent 90-minute sessions with 3-6 available rooms per session. The typical schedule is two morning sessions (e.g. 8:30 and 10:30) and one in the afternoon (1:30). Provide building and room information to the NEHA Vice President, who assembles the conference program.

Reserve morning welcome space. This should include a continental breakfast [e.g. coffee/tea, water, juice, danish/muffins, fruit] and 2 registration tables. NEHA usually has 1-3 people working registration, which begins half an hour before the first session. NEHA will provide printed programs and bring our own registration badges, laptops, and check-in materials. We will need internet / wifi access to run our meeting registration system..

Reserve same space as morning welcome space for a coffee break between the two morning sessions, with a table prepared for book display.

Reserve luncheon space in coordination with campus catering or conference services. Consider mobility of elderly members or those needing disability accommodation; it's best if the luncheon is in the same building as the conference sessions, if possible.

Provide NEHA Executive Secretary with contact for campus catering/conference services to book the lunch.

## **Funds**

Solicit funds from administration (chairs, deans, VPAAS, provosts) for morning breakfast and/or coffee break, and to have facilities fees waived, if possible. If the institution would like to provide lunch, we would be delighted to accept the generosity, though typically NEHA pays your campus catering for the lunch. Host institutions have sometimes helped in other ways, e.g. post-conference refreshments. Discuss any creative options with NEHA VP and Executive Secretary.

## **Campus Representation**

Invite a local administrator (e.g. President, VPAA, Dean, Chair) to offer a welcome at the luncheon.

Invite student volunteers to help with room signage, badge pickup and check-in, directions between buildings, and general gopher services. NEHA is happy to provide student volunteers with letters of thanks for resumes / CVs. If possible, provide campus food vouchers to student volunteers as a thank-you.

## **Tech Support**

All session rooms should be equipped with projection and internet-networked computers, with the ability to connect laptops.

Obtain WIFI guest access for the conference. It's a nice gesture to print these up and have them available at check-in, and/or post them in all the session rooms. Make sure there is AV/Tech support present or on call ahead of time.

If possible, provide an internet-enabled laptop or computer at the registration table for walk-in online registration.

The usual conference hashtag is NEHA + the year (i.e. #neha24).

## **Insurance**

NEHA carries a general liability insurance policy from Philadelphia Insurance Companies, COI furnished upon request.

## **Accommodations**

Provide NEHA Executive Secretary with contact for conference services or similar campus coordinator, who can assist with identifying nearby hotels or obtaining hotel discounts. In the past we have sometimes reserved a small block of rooms for the night before the conference (optional). Most attendees drive up the morning of the conference, but some will stay the overnight prior. *Negotiation tip:* Make sure NEHA will not be charged for unused rooms.

Provide campus directions and parking instructions if they are in any way unusual or require explanation; otherwise, we will link to the university general website Directions page. Provide signage to make clear where cars should enter, park, and to direct pedestrians to get accessibly from parking lots to the building.

**Marketing**

Provide information on directions, facilities, parking, recommended local eating establishments and hotels to the *NEHA News* editor and NEHA Communications Chair, who will make those available in the newsletter and on the website and social media.

NEHA will provide a color PDF of the Call for Papers flyer that can be printed and posted locally. Host institutions can help by sharing out the CFP widely with their local campus community and any nearby college, community colleges, public history institutions and public school districts.

Share the information about the conference with your local campus Public Relations office and place it on your campus calendar.

Undergraduate students may attend the conference at no charge, so do invite students in your history and affiliated programs.

**Acknowledgments**

Collect a list of names of people to be thanked at the luncheon and after the conference, in writing.

Last updated 10/2023