

Guidelines for MAH Conference Hosts

“Recognizing the increasing significance of media art for our culture, this conference series on the Histories of Media Art discusses ... the history of media art within the interdisciplinary and intercultural contexts of the histories of art. Numerous individuals and institutions collaborate to produce the international art history conference series covering art and new media, art and technology, art-science interaction, and the history of media as pertinent to contemporary art.” (MAH Board)

This document details the general expectations for hosts of the biannual conference, to be used in preparation of proposals and eventual conference realization. Information and documentation of previous conferences in the series: www.mediaarthistory.org

FRAMEWORK

Conference Organizational Structure

The organizational responsibility for the conference is with the local Conference Organizing Committee that will be constituted by the Host. In addition, the Host shall, in consultation with the MAH Board, constitute an International Program Committee comprised of both local and international experts in the Histories of Media Art, Science and Technology. The Host organization is free to constitute any other organizational entities in addition to these two committees to facilitate their organization, insofar as they do not substitute or compromise the functions of these committees.

Responsibilities of MAH Board

The MAH Board will be responsible for the following:

- Advising the Host in constituting the structure to oversee the conference organization
- Appoint a representative of the Board as a liaison between the Host and MAH Board
- Provide the Host with the support mechanisms learned from previous conferences
- Provide the Host at the proposal stage with a lead-up and Work-back schedule.

Responsibilities of Host

The Conference Host will be responsible for the following:

- Overall production of the conference and all related events
- Constitute an organizational structure, in consultation with the MAH Board, to support the production of the conference
- Fundraise for the operational costs of the conference
- Coordinate the organization of the conference in consultation with the MAH Board and in accordance with the guidelines.
- Provide progress reports to MAH Board for confirmation.

International Program Committee

The Host organization shall work in consultation with the MAH Board in constituting an International Program Committee to aid in the development of the conference program as well as in the review of paper and panel submissions. The International Program Committee shall be comprised of recognized experts in the fields of the histories of media art, science and technology. The number of members in the International Program Committee shall be commensurate with the assigned tasks of program development and review. The MAH Board / Liaison ascertains the quality of the review process.

CONTENT

Program & Name of Conference

The title of the conference is "International Conference on the Histories of Media Art, Science and Technology" and shall be preceded by the number (e.g., Fifth, 5th). The conference must always be referred to clearly identifying the number of the installment of the conference series and the year of the conference, for example, "Fifth International Conference on the Histories of Media Art, Science and Technology, 2015". The established tradition of additionally naming the individual conferences with Re:XX should reflect the proposal's state of research more generally. The topic proposed should reflect a conceptual angle on the broader field of research, rather than a separate theme. When the country in which the conference is held has an official language other than English this title can be followed by a translation in that language. When the conference is hosted in conjunction with another event, that event shall be referred to in a separate subtitle.

The thematic focus of the conference is on the presentation of current historical and theoretical research. The conference series recognizes artistic practice as a valid form of research, however, when the presentation of current artistic practices is integrated into the conference program, such art related activities should imply their historical or theoretical contextualization and reflection.

In the conference program, the thematic "Re:XX" focus or angle proposed by the Host should make up no more than 50% of the total number of contributions, while the rest of the contributions to the conference are related to the more general conference theme.

STRUCTURE

Timing and Duration of Conference

The decision on timing for the conference will be made by the Host in consultation with MAH Board. While the timing is at the discretion of the Host, it is strongly encouraged that the Host considers the academic calendars of the various countries conference attendees come from as well as the relevant festival calendars in the Host country and region to minimize schedule conflicts and maximize conference attendance. The duration of the conference is between 2-3 consecutive days (exclusive of pre- and post-conference events).

Conference Venue

The venue of the conference must be adequate and accessible to all conference attendees with appropriate technical facilities – including Internet connectivity for presentations, wireless access, AV equipped rooms and lecture spaces for keynotes. (More details in the Implementation / Realization section.)

Language of Conference

The official language of the conference is English. Where the official language of the Host country is different, dual language presentations are acceptable as long as the Host makes best effort to support simultaneous translations. Conference presentations in a language other than English may not exceed 50%. All publicity and communication about the conference will be in English and, where applicable, also in the language(s) of the Host country.

FINANCIALS / ECONOMICS

Budget

As the producer of the conference, the Host shall develop a budget for the conference in accordance with its anticipated costs and income. A preliminary budget will be submitted with the proposal. Revised budgets will be submitted as funding and venue specifics are known, and the final budget is submitted with the preliminary program.

Funding and Sponsorship

As the producer of the conference, the Host organization shall raise funds in accordance with its needs. In raising such funds, the Host may engage in sponsorship arrangements with third parties and can acknowledge such sponsors in all publicity materials of the conference. The naming rights by sponsors is not permitted. Also, where sponsors require significant exposure or profiling in conference publicity, the Host will consult with the MAH Board for approval before entering into such agreements. Efforts should be made to sponsor travel and participation for researchers from underrepresented communities.

Conference Income

As the producer of the conference, the Host organization will receive all conference and related income (including conference registration fees, advertising, derivative products and services). The Host has the right to set the ticket structure as needed and after consultation with the MAH Board / Liaison.

Tickets & Participation

As a general principle, the conference should be understood as an open and welcoming working meeting that, for instance, offers very affordable tickets for students or scholars without academic affiliation. (Student price should be approximately 1/3 of the regular price; for example: 200-300 Euro regular and 70 Euro student.) Everyone who is interested should be able to attend. Creative ticketing strategies are therefore encouraged. Virtual participation as an option for eco-conscientious objectors or travel-restrictions will be accepted in proposals for hosting.

In the interest of the sustainability of the field and its further development, it is appreciated if the Host budget can cover the participation of a fraction of the Board, for example 2-3 members.

Conference Administration Fee

The Host Organization shall pay a conference administration fee of 12,000 Euro to the MAH Headquarters of the Society for the Histories of Media Art, Science and Technology. The fee will be used to support the overall administration of the conference series; technical maintenance and continued update of the MAH website and MAH Archive including adding materials from each subsequent conference; and to maintain and update the database of participants from previous and other MAH resources and networks available to the Host Organization. This payment shall be made in full at least six months before the beginning of the Host Organization's conference.

IMPLEMENTATION / REALIZATION

Conference Review Process

As the organizers of this peer-reviewed academic conference, the Host will be responsible to oversee the review of all paper and panel proposals submitted to the conference through a designated International Program Committee. The peer-review process must be determined by clear guidelines and criteria for review and adequate provisions to identify and remove conflicts of interest.

MAH Headquarters provides an OpenConf instance that can enable single or double-blind reviewing. An international advisory board liaison will advise and support the review structure. To increase the likelihood of getting best submissions accepted, it is encouraged to request abstract submission of 400 to 500 words.

Sessions, Tracks and Modalities

The conference program should not include more than 2 (in certain cases 3) parallel sessions. The International Program Committee should strive for high thematic cohesion within sessions to enable discussion between papers.

Categories of peer-reviewed presentations include: full papers of 20-30-minute presenting sustained research, short presentations e.g. of ongoing doctoral research, posters. Hosts

should aim at high quality over quantity of presentations, in order to strengthen the quality and reputation of the series, and to attract a larger non-speaking audience. Hosts should encourage diversity of contributors, and devise creative methods and involvement of new constituencies. High thematic cohesion within sessions to enable discussion between papers.

Technical

The Host Organisation should provide technical support for presenters throughout all conference sessions to enable quick solutions and to ensure smooth running of proceedings, discussions and interactions.

Media Art Histories Award & Emerging Scholars Activities

Each Conference in the series includes a festive ceremony for the “Contribution to the Field” award, followed by a reception. The process to determine the nominee of this award will be assumed by the MAH Board with the support of the MAH Headquarters. All attempts should be made by the Host to accommodate the awardee at the conference; he or she should be included in the budget similar to a keynote speaker.

If appropriate for the Host and its venue, it is encouraged to host a doctoral school before the conference. The host is encouraged to create a structure to review and announce the “Emerging Scholars Award”. This award should be announced during the conference.

Affiliated Events

The Host is free and encouraged to develop affiliated events (exhibitions, workshops, excursions, etc.) prior to, after and during the conference to enhance the total experience, and value for conference attendees. However, these events shall not be in conflict with the main conference events for schedule, operating funds, resources, and publicity. All publicity and promotional communication for such events must be integrated with and subsidiary to the publicity for the conference. A full list of all events that will be related to and publicized as part of the conference must be shared with the MAH Board for approval at least 30 days before inclusion in the program and/or publicity.

Conference Archives & Platform

As an international conference series with a broad-ranging community of scholars interested in the conference, there is a sustained central website as platform for all conferences, as

well as a permanent archive including all iterations of the conference in the Media Art Histories Archive. The Host organization shall support these platforms by providing all information about the conference (including papers, panels, keynotes, etc.) to the Media Art Histories Archive at the end of the conference and provide timely conference updates for the conference series website.

Proceedings and the effort to include all presentations, plus where possible audio or video recordings, should be made.

Publications

As a professional conference aimed at increasing and expanding dialogue and community in the relevant fields, the conference must pursue a dissemination strategy that includes publications. The Host is encouraged to consider planning for at least one scholarly publication to compile and publish some of the papers presented at the conference. In previous instances of the conference, Host organizations have produced publications that combine some papers from the conference along with some papers not presented at the conference. The Host is free to explore and develop publications with academic or commercial publishers as fit the content and publisher interests. All publications issuing from or consisting primarily of papers or panels presented at the conference should clearly acknowledge the role of the conference in the origin and content of the publication.