

The ICTM's Study Group on Ethnochoreology Guidelines for Symposium Programme Committees

Revised February 2022

Preamble

The aim of the symposia of the ICTM's Study Group on Ethnochoreology is to foster intercollegiate, intercultural and intergenerational scientific exchange in the fields of ethnochoreology and the anthropology of dance. Their distinctive features include a full-week's symposium, no parallel sessions, and the expectation of full participation for the entire duration. We should note the etymology of the word symposium. For the ancient Greeks, a symposium was a 'convivial meeting for drinking, conversation, and intellectual entertainment'. Therefore, the inclusion of a social programme with dancing is an integral part of our symposia.

Each symposium involves the creation of two complementary committees, the Symposium Organising Committee and the Programme Committee. The Chair or Co-Chairs of the Programme Committee are appointed by the Executive Committee for each symposium. The Programme Committee, established by the Executive Committee in consultation with the Chair or Co-Chairs of the Programme Committee, evaluates submitted proposals and abstracts, constructs the symposium programme, and works with the Symposium Organising Committee with the goal of smooth implementation of the programme during the symposium. The Programme Committee should coordinate and work closely with the Symposium Organising Committee in creating the academic and social programme of the symposium, and should consult with the Executive Committee throughout the process.

The Chair of the Symposium Organising Committee is an *ex officio* member of the Executive Committee and should represent the coordinated interests of the Programme Committee there as well. Although programme responsibilities differ from the local organisational responsibilities, for practical reasons, the Chairs of the Symposium Organising Committee and the Programme Committee should work closely together throughout the preparation process of the symposium.

First Announcement and Call for Papers

A First Announcement and Call for Papers should be made by the Chair of the Symposium Organising Committee in collaboration with the Programme Committee. The Announcement and Call should be sent by the Chair of the Symposium Organising Committee to members and associates via e-mail, the Study Group's Etnokor listserv, the ICTM Study Group website, the Study Group's Facebook page, and the *ICTM Bulletin*. The Announcement and Call needs to be sent as soon as possible, ideally in January of the year prior to the symposium. This gives time for presenters to conduct necessary research, for proposals to be reviewed, for funding applications to be made, and so on. Two to three weeks prior to this date, the draft text of the Announcement and Call should be sent to the Executive Committee for approval. The deadline for submitting the information to the *Bulletin* is generally mid-March of the year prior to the symposium. This information is sent to the Chair of the Study Group who sends it to the ICTM Secretariat for publication in the *Bulletin*.

The Call for Papers should include:

- information on the two themes of the symposium – normally elaborated by the Programme Committee. It is helpful when the Call for Papers includes ideas, research questions, and subtopics elaborating on the themes;
- the various format options for presentations, and time allowances;
- the possibilities for in-person and for online presentations;
- accepted language(s) for presentations;
- the accepted length of the proposal/abstract, and a brief biography, submitted separately);
- the deadline for submission of abstracts;
- the date when applicants will be informed if their proposal has been accepted or not;
- the possibility for individuals to attend without contributing a presentation at the symposium;
- information on any available financial assistance for those who require it, and an invitation for scholars in need to submit a request for consideration for financial support, when such possibilities exist.

The Second Call for Papers

The Second Call should be made by the Chair of the Symposium Organising Committee approximately one year before the symposium (i.e. July of the previous year). The Second Call for Papers should update or repeat the information from the First Call and add more extensive information about practical arrangements. Members may be directed to the link of the Symposium website created by the Symposium Organising Committee.

The Final Call for Papers

The Final Call should be one month before the deadline for submissions, as a reminder to members.

Deadline for Proposals/Submissions

This deadline for submissions has typically been mid-October to mid-November of the preceding year. However, this depends on how much time the Programme Committee needs in order to process abstracts and subsequently inform members of their decision. Ideally, participants should be notified six months before the symposium if their proposal has been accepted or not. This is important particularly if participants are applying for funding.

The Programme Committee may wish to move the deadline up to early Autumn, particularly if they plan to suggest panels or other changes or suggest alternate formats that may be more appropriate for specific presenters. Also, the deadline may also need to be earlier if the Programme Committee plans to follow recent suggestions for providing a suggested reading list related to the themes as a starting point for presenters.

Other Deadlines

The *ICTM Bulletin* is important for announcements of the Study Group and more detailed information is required for the ICTM's April *Bulletin* in the year of the symposium. The deadline for submitting the information to the *Bulletin* is generally mid-March. This information is sent to the Chair of the Study Group who sends it to the ICTM Secretariat for

publication in the *Bulletin*.

The preliminary draft of the programme schedule should be sent to the Executive Committee for approval (allow at least 2 - 3 working weeks). Once approved, the draft programme should be circulated to the Study Group membership, ideally in April. In past symposia, a final printed booklet, containing the symposium programme and abstracts of the presentations, has been prepared and made available to participants and other attendees; an electronic booklet has also been made available. The Programme Committee should consult with the Symposium Organising Committee in terms of when the booklet contents need to be finalised for printing purposes.

Language

From 1986 and onwards, English has gradually become the language of the Study Group and its symposia. It has now become the official language of the symposia. Participants not familiar with English may present their paper in a language of large circulation (French, German, Russian, Italian, Spanish) or in the language of the country hosting the symposium. We recommend that these participants distribute a written English translation of their presentation text for the sake of wider understanding. Abstracts should be submitted in English for selection and publication in the symposium programme and proceedings. Organisers should recognise that English is a foreign language for many of the Study Group members.

Criteria and Procedures for the Selection of Papers

In order to encourage representation from diverse communities (academic, geographical, generational, gender, and other) and inclusion of a broad spectrum of papers, the Executive Committee urges the Programme Committee to follow the criteria below when considering abstracts:

1. Academic rigour and pertinence to the chosen theme
2. Other considerations to be taken into account include:
 - a. Length of engagement with the Study Group
 - b. Commitment to development of the field within and outside the Study Group
 - c. Geographical origin of scholar

Given the above criteria, the following procedures should be followed:

1. Blind peer reviewing of abstracts
2. A second round to account for item 2 above.

The Programme Committee may return an abstract for revision before or after a decision is taken to accept a paper or not. In order for the Programme Committee to determine which presentational format is most appropriate, proposals should include a short biography in a separate document. The Programme Committee reserves the right to decide if the abstracts correspond to the chosen format, and to propose a shorter or longer presentation format. The Programme Committee Chair(s) should write in a timely manner to the people who submitted proposals to indicate their acceptance (or refusal). They may include a request to confirm planned participation, and that those members who later find themselves unable to attend the symposium to kindly inform the Chairs of the Symposium Organising Committee and the Programme Committees as soon as possible.

Symposia Durations

Past symposia have been approximately eight days in duration, including the days of arrival and departure. Some 60-65 presentations may be given in that time frame. The Symposium Organising Committee and Programme Committee jointly decide how many sessions can fit into the allocated time frame of the symposium. Organisers have previously accepted more than the ideal number of presenters, as a few presenters may drop out along the process.

Modes of Presentation

Given the above and the principle that all proposals of a reasonable quality should ideally be included in the symposium, the Executive Committee suggests that all the following may be considered as useful presentational formats and should be included in the Call for Papers. These modes of presentation may be modified by the Programme Committee for their symposium:

- Each theme will begin with a panel, either proposed by a group of scholars with established expertise in the field or organised by the Programme Committee. The length of the panel shall be determined by the Programme Committee. This format could be repeated for every first session of the day;
- Panels of one hour or more, depending on the number of participants, will be privileged over individual presentations;
- Standard 20 minute presentations with a 10 minute discussion may continue to be the most common option depending on the overall number of participants in the symposium;
- Current work-in-progress 15 minute presentations with a 5 minute discussion;
- Roundtables on a specific theme of topical interest proposed by one or more persons to include 8-10 participants. Each participant will make a 2-3 minute contribution to be followed by a 30 minute discussion between the Roundtable participants and members of the audience;
- Poster presentations;
- Video sessions. Such sessions should be planned in advance and proposed by an abstract;
- New Members with no sustained track record of research will be offered 5 to 8 minute presentations.

Programme Structure

The Programme Committee is in charge of programming. However, this should be planned in close collaboration with the Symposium Organising Committee. The Symposium Organising Committee is responsible for the venue, spaces, and technical equipment and support needed for the different modes of presentations. A hybrid symposium calls for even closer communication and collaboration between the two committees.

Together with programming the academic content for the symposium, the Programme Committee should also accommodate the following into the symposium schedule:

- Symposium Registration times;

- A business meeting of the Study Group. This is generally held around mid-way through the symposium;
- Sub-Study Group meetings;
- A social and cultural excursion;
- A dance event;
- At the end of each of the two main themes of the symposium (rather than at the very end of the symposium), a summary report should be presented by two delegates who are designated by the Programme Committee in consultation with the Executive Committee. These reports should be evaluative rather than descriptive, and should pose some questions for the group to discuss as a whole. The summary reports should later be written out with the intention of being included in the Proceedings publication.

Chairs/Session Moderators of Symposia

The selection of a delegate chairing a session is very important, and should take place while the programme is being composed. Experienced persons should be selected to moderate more challenging sessions in order to ensure that sessions are restricted to the times allotted to them, and to facilitate discussions, translations, and so on. The Programme Committee typically selects a moderator for each session, with a second moderator being selected to facilitate discussions in hybrid situations.

The Guidelines were approved at the Study Group's Business Meeting in Graz in July, 2016; revisions proposed by the Executive Committee in February 2022: Catherine Foley, Siri Mæland, Andriy Nahachewsky, Tvrtko Zebec, Dalia Urbanivičienė, and Rebeka Kunej.