



Society for Animation Studies annual conference proposal outline

1. Location, institution (to be named as Co-operating Organization CO)
 - a. An assigned named person to act as Conference Chair (CC) who will be authorized to make decisions and fulfill promises of the agreement. That person must report to the SAS president, and treasurer and be contactable as quickly as possible. (The CC can assemble a Conference team – alternatively the board can support)
2. Date (can be approximate in initial proposal)
3. Any potential partners/sponsors/connections to other events (festivals etc) or specific benefits of bringing the SAS conference to this location?
4. Draft outline of schedule (optional esp for later conferences)
5. Specific responsibilities of the CO
 - a. Facilities to be provided – rooms for presentations, meetings; electronic equipment for presentations (and IT support); space for CC staff and SAS board.
 - b. Staff support to be provided (catering, housekeeping, IT, registration desk)
 - c. Meal Service – lunches; coffee breaks; special events
 - d. Merchandise space and charges, if any – booksellers; any souvenirs/T-shirts etc.
 - e. Publicise the event - do you have support to set up a website or would you need our help?
 - f. Financial arrangements – How will the conference fees be collected? Monitoring membership status of presenters (work with treasurer). Responsibility for accounting and reporting during and after event. Responsibility for any deficit or profit. SAS to provide \$1000 start-up, returnable if in profit. Responsible for any insurance liability.

26th April 2016

6. Specific responsibilities of the CC
 - a. Organize and manage the Call for Papers and set up a panel to review paper submissions and all communication between delegates. 1-2 SAS board members usually present on review panel. Board can support CC as much as needed here.
7. Special events – any ideas for social events/excursions (the latter is not necessary but several hosts have organized these in the past)

If the proposal meets board approval then a full written agreement will be issued to confirm legal contract.

DEFINITION OF TERMS

SOCIETY FOR ANIMATION STUDIES (SAS) is an international non-profit organization dedicated to the study of animation history and theory. Each year the SAS holds an annual conference at a location throughout the world, where members present their recent research.

Co-operating Organization (CO) The Corporate Identity hosting the conference at their location. May be an academic unit, corporation, media event or festival, or an individual. They may act as sponsor, co-sponsor, host of an SAS event or an organizer of an event to which SAS members are invited. The CO will appoint a liaison that will be responsible to communicate directly with the CC on all matters of the event (this person can be the CC).

Conference Chair (CC) An SAS member who volunteered to chair the event. That person will be responsible to report all plans, budgets, and activities of the event directly to the SAS president, and treasurer. The CC will work closely directly with the liaison (if there is one) appointed by the CO as the direct communication link between the CO and the SAS.