



Guidelines for hosting TaPRA Conferences

TaPRA holds an annual conference to promote research and collegiality within the Theatre and Performance research community, nationally & internationally. Conferences are run in accordance with the aims and ethos of TaPRA as expressed in the Constitution and Mission Statement. The annual conference is also an important income-generating event for the organisation.

While TaPRA encourages prospective hosts to offer unique conditions, programme, and events, each conference should be organised within the following parameters:

Scheduling

- The conference should provide at least two full days of activity scheduled over no more than three days – typically, this means starting at lunchtime of Day 1 and finishing mid-afternoon of Day 3 – in early September each year.
- The conference may be scheduled so that conference activities take during the working week, and/or on part of the weekend (to accommodate independent scholars who may have more difficulty getting leave during the working week, as well as delegates with weekend commitments). In the past few years the conference has run Wednesday to Friday.
- If individual working groups want to organise a pre-meet, on the morning of the first day, they should ask and arrange this with the local hosts.
- Hosts are encouraged to suggest ‘Keynotes’ and/or ‘Respondents’ on the understanding that these will need to be approved by the TaPRA Executive BEFORE invitations are sent out and/or attendance confirmed.
- The winner of the David Bradby Research Award will be invited to give a keynote address at the following year’s conference. Therefore, one keynote slot needs to be reserved for this purpose.

Working groups

- Conference local hosts are encouraged to plan a conference structure and schedule which allows working groups time to meet productively, but does not preclude a variety of activities and opportunities for research exchange, such as panel sessions,

general discussion sessions, broader cross-disciplinary or cross-working group sessions.

- Prospective hosts must demonstrate the facility to accommodate 13 Working Groups meeting simultaneously.
- Prospective hosts must also allow for different ways of working in each working group.
- Working groups should be invited to offer **one** panel or open session.
- In line with TaPRA policy on working groups, groups should not hold closed sessions during the conference (pre- or post-conference meetings may be closed).
- If working groups or individuals want to bring extra guests (practitioners, performers etc), this needs to be cleared with the conference local hosts, and an agreement made between conference hosts and TaPRA Executive Committee about conference registration and other costs.
- Some time and a meeting space might need to be scheduled during the conference for those who wish to propose and set up a new working group. This can be scheduled over a lunch break, if necessary. See the TaPRA guidelines for forming a working group.
- All working groups should hold a business meeting as part of conference proceedings. Typically this will be scheduled in the afternoon of the final day.
- Quality assurance and peer review may be built in to working groups' methods, but in line with the spirit and letter of its Constitution, TaPRA does not pronounce on peer review or quality assurance.
- Space and support should be made available for the TaPRA Gallery, which displays creative work and practice-as-research from TaPRA members. This should be curated by a member (or members) of the host institution's team.

Postgraduate activities

- The conference should include formal scheduled time for at least one professional training session for postgraduates (this can be over a lunch break).
- The conference should include some time and a meeting space on the first day of the conference for an informal networking meeting for postgraduates.
- Local hosts may consider scheduling a 'poster' session for postgraduates who do not feel ready to make a major contribution on their research to a working group.
- However, local hosts should not segregate postgraduate research papers or presentations within the programme, except by providing extra opportunities for

postgraduates as above, or in consultation and agreement with the postgraduate representatives on the TaPRA Executive Committee.

TaPRA Executive

- Conference local hosts should co-ordinate with the TaPRA Executive committee to make available a room for an Executive Committee meeting and a suitable space for the TaPRA AGM.
- The AGM should be scheduled for at least an hour on the final day of the conference, and should not be the last event of the conference, or scheduled against other activities.

TaPRA membership

- Conference participants must be members of TaPRA. Membership is not optional for conference attendees (even though only attending at the day rate), unless they are invited plenary speakers or guest practitioners.
- Membership subscriptions should be payable on conference registration.
- In order to ensure compulsory membership of TaPRA for all conference attendees, it may be simplest to include the membership subscription in the conference registration fee, as long as there are arrangements made with the Membership Secretaries/Treasurers to identify income specifically from membership subscriptions, and identify paid-up members.

Budgets and costings

- The conference registration fee should be reasonable. For 2016, the Committee considered a maximum fee of £200, plus the £30 membership fee, plus accommodation, to be a reasonable guideline for pricing and budgeting the conference. A reasonable registration fee for PG/unwaged members is £120, including a £10 membership fee.
- A reduced 'early bird' rate is typically made available. (In 2016, the rates were £160/£80 plus the membership fee which is unchanged)
- The Conference registration fee should cover membership subscription, food – excluding Conference Dinner – administrative costs, and institutional costs (e.g. space, equipment hire).
- Conference Dinner will normally take place on the evening of the second day of conference. This event should be charged at a separate rate from registration and attendance should not be compulsory, although every effort should be made to make the event affordable for members.
- The total cost of attending the conference (conference registration fee plus accommodation) should be kept at a level that enables delegates to stay for the whole conference.

- Under certain circumstances and in consultation with the TaPRA Executive, a day rate may be made available. Any day rate must include membership subscription, plus cover full costs (food, space charge, conference pack). The day fee should not be subsidised by other conference fees.
- It is understood that any profit from the Annual Conference will revert to TaPRA, not the host institution. However, it is recognised that some institutions may charge a fee or wish to top-slice conference income. If this is likely, prospective hosts will need to discuss it with the TaPRA Executive Committee. This should be indicated as part of the initial approach to TaPRA.
- Sponsorship is not ruled out, but the TaPRA Executive Committee reserves the right to veto.
- Academic publishers are welcome to attend the conference and have done so in increasing numbers over the last few years. Hosts are advised that space should be made available for bookstands, typically in the area where teas and coffees are served. Academic publishers are not charged attendance fees but are instead asked to register for conference at the full rate via the normal channels.
- Publishers are charged for insertions into the conference pack.

Registration matters

- One named convenor for each host institution will have all conference costs funded by TaPRA (membership subscription, conference registration fee)
- Other members of the host department/s must pay in full, as TaPRA is a membership organisation, not a departmental/unit organisation.
- Executive Committee members will have their Conference registration fee paid for by TaPRA, but not membership subscription, conference dinner, or conference accommodation.
- TaPRA has a small number of Life Members to whom fees do not apply.
- A number of fee reductions/bursaries are awarded annually. Host institutions will be informed in good time of the names of delegates where fee waivers apply.