

Appendix 1: Potential Funding Institutions (financial support & other material)

Within the University

Music Department

Other Departments (German, French, English, etc.?)

Graduate Studies

Research Development Office

President of the University (may give you a discount for room usage)

Conference & Accommodation Centre (free campus maps, wifi info sheet)

Regional Level

County/ City Council (make contact early; there might be tourism funds, or Arts funds)

Pubs, businesses (bookshops?, banks?, any business on the campus?)

Community Centres (for free maps? other promotional materials, e.g. pens, bags, etc.)

National Level

Society for Musicology in Ireland (other societies if it's a joint event?)

Faillte Ireland (for events with an international element)

Embassies (for specific guests/ delegates/ performers from different countries)

Goethe-Institute (for German matters)

Other universities (if it's a joint event?)

Irish Research Council New Foundations Scheme (highly competitive; it has to be a very unique event)

Dublin Convention Bureau (conference bags, pens, Dublin maps; perhaps only if there are international delegates?)

Contemporary Music Centre (free CDs with Irish contemporary music)

Music Generation (free pencils, brochures)

International Level

Perhaps do a quick search for international relevant foundations, if the conference is about a specific subject (e.g. gender-specific foundations etc.)

European Commission/ European Research Council (highly competitive; perhaps too much work)

Log in from university computer and do a quick search on www.researchprofessional.com

Appendix 2: Possible Mailing Lists and Websites/ Conference Listings

Society for Musicology in Ireland (SMI)

Royal Musical Association (RMA)

Society for Music Analysis (SMA)

Society for Music Education in Ireland (SMEI)

Folk Music Society of Ireland (FMSI)

Golden Pages (Royal Holloway)

JISCMAIL.AC.UK (Musicology-all)

American Musicological Society (AMS)

Society for Music Theory (SMT)

19th-Century Studies Association (NCSA)

H-Net Humanities and Social Sciences Online

Deutsche Gesellschaft für Musikforschung (DGM)

Gesellschaft für Musiktheorie (GMTH)

Fachgruppe MuWiGender (for gender-specific matters)

Österreichische Gesellschaft für Musikwissenschaft (ÖGM)

Schweizerische Musikforschende Gesellschaft (SMG)

Sorbonne University Mailing list (be careful: sometimes they might be disappointed if CfP are circulated in English rather than French, but my own experience was very positive)

19th-Century French Studies Association

International Association for Word and Music Studies (WMS)

H-Germanistik

H-Soz-u-Kult (HSK)

Dvorak Society

Fryderyk Chopin Institute

Hungarian Musicological Society (MZT)

The Czech and Slovak Music Society Societies for Musicology in Denmark, Sweden, Finland, Norway, Croatia, Belgium, Netherlands, and all other major European ones

Appendix 3: Conference Booklet

- If an SMI Graduate or Plenary conference the traditional format for SMI must apply (see template)
- Cover (front and back): look for picture (copyright?), traditional format, logos of sponsors?
- Welcome note(s)
- Conference schedule (sessions, dates, papers, rooms, chairs)
- Abstracts (alphabetical order or ordered by session)
- Recital/ concert programmes
- Conference Delegates (names, affiliations, e-mail addresses; make sure to ask delegates whether they are happy to share their e-mail addresses)
- Acknowledgements and Thanks (organising committee, conference assistants, tech support, thanks to individuals and institutions)
- Ads (if you got a discount on the basis that you will include an ad)
- Places to eat
- Transport
- Emergency Contacts
- Wifi Info
- List of delegates and emails but permission should be sought first.
- Include page numbers

Appendix 4: Student Volunteer Info Sheet

- List confirmed assistants, along with phone numbers and e-mail addresses
- Assign people for different jobs:
 - 7 days before the conference: put together conference packs
 - Evening before the conference: registration desk (if relevant)
 - During the Conference: Registration desk (2 or 3 people at peak times)
 - During the Conference: Room stewards (one person per room)
 - During the Conference: Other (fetch things, ‘runner’, ‘biscuit officer’, campus guide, photographer, other relevant jobs)

Registration Desk Schedule:

Date/Time	Desk	

Session Stewarding schedule:

Session	Date/time	Theme	Chair	Steward	

Useful things to know:

- Your **points of contact** are (who?).
- The ‘**nerve centre**’ will be the boardroom or the seminar room (to be confirmed later): all biscuits, flowers, water bottles, stationery, plastic cups, bin bags, etc. etc. will be stored there. There will be one key for the room; this key should stay in the cash box at all times.
- **Cash** will be stored (where?).
- If anything is unclear ask (whom?) or take a note and tell people to come back later.
- You can ask (whom?) anything (conference-related) you like at all times.

Guidelines

1. All student assistants are asked to be on time and stay at their posts for the entire time assigned.
2. All student assistants, regardless of assignment, are encouraged to act as hosts and assist attendees in any way possible throughout the conference.

Registration Desk:

1. Smile, greet and welcome delegates.
2. Hand out conference packs and name badges.
3. Tick name on list. Or: add name to list.
Get delegates to sign attendance sheets.
4. Ask delegates whether they are happy to share their e-mail addresses with other delegates; and whether they are happy for their pictures to appear on FB, website etc. (if applicable); if you can, sort this out via the online registration form; it will save you a lot of time at check in and you will have it recorded properly, too.
5. Answer any possible questions (room layout, timetable, etc.):
Please familiarise yourself with the programme and the venue *before* check-in opens.
Important venues: Conference Centre (Accommodation check in), canteen (breakfast, lunches, book launch), concert/ keynote venue (keynotes, plenary sessions), other conference rooms, Library (Starbucks, quiet area to sit down), Copy Shop (if people need to print loads of stuff, i.e. handouts etc.).
6. Cash handling in case of any **walk-ins**: Inform assistants about rates and dinner rates (if relevant).
7. **Tell students what will be included in the conference packs:**
8. **Printing:** Inform assistants about what to do when people ask for printing.
9. **Internet** Inform assistants about what to do when people ask for internet. .
10. **Keynote speakers:** Inform assistants about keynotes, and other ‘VIPs’ (Conference committee members, Ambassadors, other big scholars, SMI Council members etc.)
11. **Tea/ Coffee from Catering:** This will arrive about 10-15 minutes before each refreshment break. If there is no sign of Catering 5-10 minutes before the break, please ring them and double-check.
12. **‘Biscuit rep’:** Tell assistants what to do if they are supposed to display biscuits.
13. **Water Cooler:** This will be placed (where?).
Make sure that there are enough cups in the cooler (more cups in boardroom); tidy up – whenever you see an ‘unattended’ cup please put it in the bin.
14. **Photos:** Take pictures of everything; do not upload anywhere.

Room Stewards:

1. Please be at the venue (one of the three conference rooms) **15-20 minutes before the session.**
2. **Introduce yourself to (i) the speakers and (ii) the chair.**
3. Take care of **handouts** (if the speaker has any): Ask the speaker whether s/he would like you to distribute the handouts.
4. Give printed **biographies** of the session’s speakers to chair. Biographies for each session will be clearly labelled and stored at the registration desk.
5. Ask speakers about any **possible technical difficulties**: If there are any, be ready to go quickly fetch the technician (give details of tech crew).
6. Fetch **water** for speakers before the session begins.
7. Open or close **windows** if the weather demands it; watch the door.
8. Turn **lights** off if there's glare on the projection screen (ask speakers whether they need anything else).
9. **Tidy up:** After each session, make sure to collect anything that may have been left behind (USB-sticks/ CDs that may have been left in PCs, handouts left on chairs, rubbish, empty water bottles/ cups, etc.).

Appendix 5: Registration Desk

- Conference packs
- badges (alphabetical order)

- Table(s)
- table cloth
- 3 chairs (same colour)
- notice board (liaise with admin office)

- notices (wifi password, programme, rates)

- post it notes
- clip board or folder or similar
- volunteers' schedule and notes
- lists of important people
- important numbers
- maps (laminated)
- Notepad
- pens
- cash box (10 euro notes as change)
- list of delegates to be ticked
- blank list for walk-ins
- Biographies for chairs (in envelopes)
- markers
- blank badges
- plastic badges