

## **CONFERENCE GUIDELINES**

### **Division of Conference Labour**

Although the steering committee of the NWFC and organising committee of the hosting partner closely collaborate throughout the entire process of putting on an edition of the NWFC, there are a number of responsibilities both parties have to commit to in order to make it a success.

#### **A. Responsibilities of the steering committee**

- Selection of the hosting partner based on submitted proposals by interested institutions
- Supervision of the overall quality, organisation and timeframe of the conference through scheduled Skype meetings with the hosting partner organising committee

#### **B. Responsibilities of the hosting partner**

- Establish an organising committee, which will meet regularly with the NWFC steering committee through Skype
- Overall logistics (booking conference venues, lunches, coffee breaks, drinks as well as flights and hotels for keynote speakers)
- Overall administration (collecting fees and paying bills)
- Overall communication (disseminating the CFP, inviting local participants, communication with the participants concerning venues, programme and practical information, conference pack)
- PhD workshop (separate CFP)
- Additional programme (e.g. dinners, fashion related city visits, exhibitions, fashion shows, etc.)
- Respect the deadlines established and agreed upon in the Timeframe
- Ensure responsible financial management based on the budget agreed upon (note: the hosting institution is responsible for any possible shortfall in the budget)

#### **C. Shared Responsibilities**

- Selection of the conference topic
- Establishing and distributing the Calls for Papers
- Peer review of submitted paper abstracts
- Selection of the keynote speakers, paper presentations and PhD students
- Establishing the conference format and programme

- General promotion and visibility of the conference

### **Conference Format**

Although the final format is worked out together with the hosting partner, taking into account the wishes, needs and possibilities, the NWFC steering committee aspires to stimulate as much discussion and exchange as possible and therefore:

- accepts no more than three parallel sessions
- demands a minimum of two international and two national keynote speakers
- demands in-house communal lunches, coffee breaks and drinks at the end of each day
- organises one intervention (a welcome speech, a round table or a lecture) during the programme to discuss the central intent of the NWFC

### **Additional Programming**

The main reason why the NWFC travels to a different geographical location each edition, is because it wants to highlight local fashion communities all over the world to a specialised audience. Therefore additional programming is mandatory because it is a perfect opportunity:

- for the hosting country to show local fashion research, developments and processes to an international specialised audience
- to boost the profile of local fashion happenings, in itself potentially disruptive of the dominant, mainstream fashion narrative
- for presenters to show the focus of their research first-hand
- for experiential learning among the participants of the conference
- to expand critical approaches to fashion and fashion discourse, through cultural exchange

### **PhD Workshop**

In order to encourage and stimulate a next generation of researchers, the NWFC aims to include each edition a PhD workshop for both national and international PhD students:

- Through a separate call for papers, students are selected through a blind peer reviewing process of submitted abstracts
- During the workshop, each student is given ten minutes to present his/her research and ask questions to an advisory committee (consisting of keynotes and members of

the NWFC steering and organising committee)

- Prior to the workshop, each participant provides a description of his/her research (max 1.000 words), clearly including the main research question(s), the theoretical framework, the stage of the research and a list of questions for the advisory committee (max 5 questions)

### **Conference Budget**

- The NWFC has no budget of its own (at this stage) and makes no financial gain
- The NWFC steering committee members are honorary and therefore do not pay a conference fee
- The NWFC relies fully on the conference fees collected as well as on the local partner to provide logistic and possibly financial support
- It is not possible to give a general estimation of the costs involved in organizing the NWFC because this strongly depends on the location, but appendix 2 provides an overview of general expense categories

### **Considerations When Selecting the Hosting Partner**

- Geographical location
- Proposed conference theme
- Available facilities
- Available budget
- Quality and content of the additional programming