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2nd Annual LGBT Symposium [1996]

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2nd Annual LGBT Symposium Sub-Committee Suggested Task List

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97 Symposium Sub-Committee Suggested Task List

(This is a guideline that has been compiled from the 96 Symposium notes & suggestions & the 6/30/96 meeting)

Keynote Speaker

- **Summer**
 - Select a Keynote Speaker
 - Contact her/him and confirm date of presentation and amount of honorarium
- **Summer/September**
 - Reserve the space for the keynote address.
 - If Edward Auditorium is used, you will need to also call Nason at Technical Support Services (x-2034) to arrange for house sound, microphone and lighting
 - If the keynote speaker needs AV support, this will have to be reserved - Edwards does not provide this.
 - Also, if Edwards is used, bring a tape to play house music before & after the presentation.
 - Cost of 96 technical support was \$165.
- **November/December**
 - Send an official letter to the keynote that contains the amount of the honorarium and the terms of his/her presentation. Request a letter back confirming the amount, title of the presentation, audiovisual needs and social security number. This info is needed for the foundation account to cut a check for the keynote speaker.
- **Early March**
 - Confirm Edwards auditorium & sound setup, availability of Galanti Lounge and all AV equipment
 - Arrange for sign interpreter. Christine Hawkins (738-5293) usually does this for us. The cost will be about \$75

Call for Papers

- **Summer**
 - Begin putting together the Call for Papers
 - Suggestions:
 - Panel/roundtable on varying views of spirituality & sexuality
 - Activism panel w/ more emphasis on strategies for activism and change
 - try to target more of our student population
 - include debates relating to sexuality
 - roundtable discussions that include leaders from the large # of multicultural groups on campus
 - dormitory life
 - the Greek system
 - Invite the leaders of all frats and sororities on campus for a panel discussion
 - panel on domestic partnership benefits at URI - invite union leaders
 - Ask Rosie when she will be going to the conferences - try to have a preliminary Call for Papers ready to give her before she leaves

Early September

- Finish the final draft
 - We set a 11/1 deadline for proposals and abstracts. It also indicated that people tell us what AV would be needed
 - Last year Andrew was able to arrange for URI printing services to print them free of charge & for central mail to send them to all faculty & staff free of charge. Check with him to see if he would be interested in approaching them again.
- **By September 6th** (check this years date) send one to Options in order to make the October issue
- **Early October**
 - Mail out
 - Holly has a database of names & addresses from the Options Resource Guide
 - The H&H Committee distributed to various parties on and off campus
 - Rosie Pegueros put it on various internet LGBT & Women's lists
 - Consider sending to National/Regional LGBT newspapers/Organizations
 - Consider sending to Universities with a Queer Studies Program
 - If Holly goes to the Alliance's "Creating Change" Conference in November, give her a supply to distribute then.

Fundraising

- **Summer**
 - Begin brainstorming
 - Consider a Registration Fee
 - Consider a voluntary donation
 - Compile a list of all organizations we wish to approach
 - If Theater Dept puts on a production, possibly receive part of proceeds
- **September/Early October**
 - Begin efforts by mailing letters to organizations on campus. Also, contact student organizations.
 - We applied to Visiting Scholars & Richard Katzoff Foundation.
 - See Holly for the "Sources of Funding" list for places to approach
- **November**
 - Talk to Greta about Corporate Sponsors. Find out if any \$ will be left over after paying for the programs
- **December/January**
 - Begin following up on fundraising. Arrange for funds to be transferred to the URI Foundation account # 7248. Around this same time, decide on the need to continue fundraising to achieve the required amount
- **March**
 - Continue efforts to collect funds from campus organizations
- **April**
 - Verify that all funds have been received

Proposal Reviews/Presentation

Early January

- Review Proposals
 - Last year we accepted all proposals submitted
 - This year will depend on how many we receive
 - try to select a diverse group of presentations
- Send a letter to all people submitting proposals advising them of the status of their submission (last year we advised that tentative selections had been made and would be confirmed in early February. People were to write back to us confirming continued interest in presenting at the symposium).
- **Early February** (this was done in March last year)
 - Send acceptance letters to all presenters along with a copy of the program. Last year we invited presenters to change the titles and to review the program for errors.
 - Check with Program/Brochure & Advertising Committee on if there is time for this
 - Ask for travel itineraries & advise of housing options
- **Early March**
 - If a community roundtable discussion will be included, contact potential participants, set up meetings to establish questions/issues to be discussed

Program/Brochure

- Greta has volunteered to do the program, including obtaining corporate sponsors
- **Early January**
 - Draft a tentative program
 - consider making some of the titles of presentations less academic/more creative to be more enticing to students, staff, and community members.
- **Early February**
 - Make a final draft. (**note:** last year we sent a tentative final draft to all presenters and invited them to advise us of any changes before a final program was printed. Check with the Presenters Sub-Committee before printing the final draft).
- **Late February**
 - Request that URI printing services print them free of charge & that central mail send them to all faculty & staff free of charge (as they did with the Call for Papers last year - see Andrew).
 - Make any final changes to the program. Print programs
 - This will need to be done by the first week in March if it is going to be placed in Options
 - Coordinate with Press/Publicity/Advertising Committee so that they may start distributing