Agreement between SIG Writing Coordinators and organizers of SIG Writing Conferences

The SIG Writing conference takes place every other year, organized by a team at an institution active in writing research.

Teams who wish to organize a SIG writing conference put forward a proposal (institution, location, time, theme, organizers) to the SIG Writing coordinators two years prior to the conference. In case there is more than one proposal SIG members will be invited to vote between the proposals prior to the SIG writing business meeting at the SIG Writing conference. The winning proposal for the next SIG writing conference will be announced during the members meeting at the SIG writing conference.

Communication between coordinators and conference organizers

- conference organizers (CO) provide regular updates to the SIG Writing coordinators (details to be arranged)
- during the last 6 months prior to the conference, monthly meetings take place
- coordinators support the CO for communication with EARLI and with feedback for call for contributions and program (minimum requirements, more to be agreed upon)
- CO can involve the coordinators for additional assistance
- CO name one person as contact person to the coordinators
- coordinators can be involved as CO, but in this case cannot take the role as contact person
- coordinators support CO with marketing and communication activities to help attracting submissions, they also propose potential keynote speakers
- CO document activities and learnings to the coordinators. They agree to be available to support (mainly consulting) the CO for the next SIG Writing conference

Non-negotiable elements in the program

- opening (CO and coordinators, preferably a representative of the hosting institution)
- closing (CO and coordinators)
- 2 to 3 keynote talks covering the theme of the conference, providing a broad overview of writing research and representing the entire community (i.e., balance of research foci, gender, geographic location, academic age)
- SIG Writing business meeting (also open to non-members, taken care of by coordinators)
- talk of the last John R. Hayes award recipient
- ceremony to announce and hand over the John R. Hayes award
- dinner

Research school

- Prior to the conference a research school takes place
- The junior coordinator has a role in the research school (for planning and for activities)
- The research school provides
    - specific training (topic and trainers to be discussed with the coordinators) and
    - opportunities for junior researchers to exchange ideas and start building a professional network
- The research school might include keynotes
- Trainers and keynote speakers should be reimbursed (conference fee, travel)
- participants can book research school and main conference separately (discount for SIG Writing JURE members)

Budget

- The budget is to be discussed with the coordinators at an early stage of planning
- The budget must include:
    - conference registration fee, travel and accommodation for invited speakers
    - conference registration fee, travel and accommodation for the last recipient of the John R. Hayes award (to give the talk at this conference, one person gets invited even when the award goes to a team of co-authors)
    - conference registration fee and travel for trainers/speakers at the research school
    - conference registration fees for the 3 SIG Writing coordinators (who assist with chairing sessions and assist the conference organizers during the conference)
    - € 3000 support for JoWR (agreed sum at last SIG Writing business meeting → update if needed) transfer via EARLI
    - a profit to go to SIG Writing (account operated by EARLI) to fund SIG Writing activities
    - discount for EARLI and EARLI JURE members
    - discount for junior colleagues (this one and EARLI JURE can be combined)
    - travel grant(s) for junior researchers
- The organizers can get € 2000 from EARLI as a grant
- EARLI recommends that conference fees should not exceed € 350 for full members, the CO try to keep the fees as low as possible
- CO are encouraged to get funding from sponsors