

SYMPOSIUM AND JOURNAL PLANNING CHECKLIST

1. In your Junior year: Decide on Symposium topic; using an already-crafted Call For Papers will save you much effort! Decide on common reading(s) for the Fall. Also consider whether or not you want to invite an external speaker as a respondent. This can be a great experience, but it requires lead-time; ideally the invitation would be sent in the late spring or summer. So, if you're leaning in this direction, you should talk soon after the Symposium Topic is determined about what candidates might be promising. An external speaker would read the papers in advance of the Symposium and then give a response to them at the end of the afternoon, presumably in the light of his or her own work.

2. In the Fall: If necessary write call for papers; decide if the call will be sent outside of Carleton – if so, the deadlines should be altered to make abstracts due sometime in mid-January.

3. In the Winter: Symposium Planning. YOU SHOULD WORK CLOSELY WITH JEAN SHERWIN ON ALL PIECES OF THIS.

a) Jean will have reserved the Athenaeum for the day of the Symposium. She will need a title and brief description to give to the Libe for posting.

b) Jean will reserve Headley House or you may instead reserve another delightful venue for the festive dinner afterwards.

c) You need to make sure that the room is equipped with any media anyone needs for their talk. Work with PEPS on this.

d) In the past, PEPS has taped the presentations and produced a DVD of the Symposium; this also you should set up with PEPS.

e) A couple of weeks before the Symposium, you should send out dinner invitations to all Junior majors, all faculty, and anyone else you would like to include (e.g. I've been trying to get Bill North to come for years...). IF students from other colleges are going to be involved in the Symposium, you should invite them and a guest.

f) Two weeks (10 business days) before the Symposium you need to finalize the menu for the dinner with Jean and give her an estimate of the number of guests. She will need an exact count 72 hours prior to the dinner.

g) If you want snacks available at the Symposium itself (an excellent idea!) you will need to set this up as well (go through Jean for this).

h) The week of the Symposium (i.e. the Monday before) you should have posters up with the title, an arresting and enticing image, and (if you like) the names and times of individual presentations.

i) You will need to plan the Symposium itself: in what order will the talks be given? Who will welcome everyone, get things rolling, and introduce each speaker? Will there be a break between "sessions" or just all the talks consecutively? Who will wrap things up and thank everyone for coming? Etc.

4.) In the Winter (and early Spring): Journal Planning. Jack has produced an extraordinary document which not only functions as the Departmental Style Sheet, but which will magically format your paper when you copy your paper into it. Nonetheless, there is still work to be done in the assembly and formatting of your journal.

a) What goes on the cover?

b) In what order should the papers appear?

c) Once you know what all the page numbers are, you'll need a Table of Contents.

c) Consider writing a brief introduction to the volume, situating the individual papers within a sketch of the issues raised by the larger topic.

d) Brief bios (check out *Helios* for a model) should appear at the back, under the heading "Notes on Contributors."

e) Before the final version (digital, in the form of a pdf document, as well as a printed copy) goes to Jean to be sent to the printers, the whole issue needs to be proofread carefully, by more than one person, to catch typos or formatting problems.