October 30, 2013

Industry Studies Association Annual Conference

Local Host Request for Proposals

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Section 1: Introduction

The Industry Studies Association (ISA) draws its members from many academic disciplines around shared research interests that concern industries and non-profit sectors. It was created by scholars affiliated with the Alfred P. Sloan Foundation's Industry Studies Program, which started in 1990. The ISA's Annual Conference continues a tradition of meetings that originated when the Foundation gathered together Industry Studies Program grant recipients each year to report and share their findings. The ISA held its first Annual Conference as an independent professional society in Chicago during May 2009.

Section 2: Why Host an Industry Studies Association Conference?

Universities or other organizations that host the ISA Annual Conference can gain many benefits for themselves as institutions, for their stakeholders, and for people involved in leadership, as faculty members or in other capacities. These include the opportunity to enhance their local, national and international reputations through the first-hand

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experiences of conference attendees, many of whom are opinion leaders. ISA conference attendees bring economic benefits to host institutions' surrounding communities, and create buzz about the quality of an institution's facilities, amenities, achievements and programs. The conference allows an institution to showcase the talents of its faculty or other members, as well as broaden their networks by bringing a crowd of the most productive members of their global professional communities together on their home turf. Influential outside stakeholders, including funders, community and business leaders involved in institutional governance, engaged alumni, and political decision-makers can appreciate the prestige of hosting a distinguished group of attendees whose deliberations have the potential to make headlines. Individuals who take the lead to secure the conference for their institutions, organize the conference, and offer hospitality can gain appreciation and influence among their own colleagues, and build profile as well as reputation in the broader professional communities the attendees represent.

Section 3: ISA Members and Mission

The ISA's founders were motivated by a shared conviction that communication across traditional disciplinary boundaries can enhance the impact of academic research about industries. The ISA's members share a commitment to its mission: to facilitate the exchange of ideas among members and between members and industry practitioners, government policy makers, and/or the general public to advance industry studies scholarship.

Whatever their academic discipline, ISA members find value in basing their scholarship on the kind of significant personal investment that is necessary to develop deep understanding of the market and firm institutions related to the industries they study. Often this investment involves direct interaction with industry practitioners as well as observation at the firm, plant, or establishment level. ISA's programs in support of its membership include an annual conference, an online membership directory, and awards for excellence in industry studies research. In addition, the ISA is committed to establishing linkages with other academic communities and policy forums of interest to its members, as well as establishing an expanded research publications program that can bring the work of its members before a wider academic and policy audience, whether independently or in collaboration with quality academic journals in its constituent research fields and disciplines. The ISA is an independent, non-profit educational organization supported by membership dues, donations, program revenue, and grants. Its secretariat and administrative offices are housed in the Center for Industry Studies, within the Swanson School of Engineering at the University of Pittsburgh, Pittsburgh, PA 15260.

Currently the ISA has approximately 300 dues-paying members, mostly in the U.S. but also in nearly 20 other countries. The ISA website is located at www.industrystudies.org.

Section 4: Conference Overview

The ISA's Annual Conference generally rotates geographically on an annual basis. The most recent conferences have drawn around 200 attendees, mostly academics and graduate

students with some participation from industry, government, and non-governmental organizations. Conferences have taken place in Pittsburgh, PA, Chicago, IL, Kansas City, MO and while under Foundation sponsorship, Cambridge, MA. Each conference features one or two plenary sessions and a variety of competitive paper sessions, workshops, panels, and interactive poster sessions across different program streams (sometimes known as "tracks") presented in parallel sessions. All papers and panels are accepted for presentation through a peer-review process. In addition, a number of pre-conference activities are scheduled each year, including a Professional Development Workshop (PDW) for graduate students and post-doctoral researchers. In the spirit of industry studies research, as a post-conference activity, field trips and site visits to local industrial facilities are normally scheduled to take place on the day following the conference.

Conferences occur within the months of May or June over a four-day period. The preferred dates for the conference are the Wednesday-Thursday following Memorial Day weekend, with pre-conference activities scheduled on Tuesday and post-conference activities on Friday. Conference sessions are scheduled for two full days. Activities start on the day before the meeting with pre-conference events such as the PDW, workshops, networking events, a meeting of the Industry Studies Association Board, committee meetings and other events that may be designed by the program committee. On the evening of the pre-conference day, a welcome reception is generally organized for networking among attendees. The conference registration desk also opens for at least two hours during the pre-conference evening, generally in coordination with the welcome reception.

The conference opens its first official day with morning welcome remarks, normally followed by an opening plenary designed by the program committee. The registration desk opens two hours before the welcoming remarks and remains open during the entire conference. This first full day and the next are composed of the plenary and parallel sessions. Coffee breaks and a luncheon are served on-site. Continental breakfasts, a conference dinner and/or reception, a farewell reception, and/or an additional luncheon may be provided as funds permit.

The annual Awards Ceremony may be organized as part of a dinner or a luncheon.

Conferences are preferably held in downtown locations. Whenever possible, university venues or facilities available through other non-profit organizations are used for the conference site, or hotel venues if equivalent in cost. Hotels for attendees must be easily accessible, comfortable, and affordable.

For more about ISA conferences, see http://www.industrystudies.org/conference and the ISA Conference Protocols attached as an Appendix.

Section 5: Questions to Consider and Items to Include in a Proposal

If your institution is interested in hosting an annual conference, please follow the guidelines set forth in this section. The next conference available to host will take place in 2016.

The Industry Studies Conference Committee (ISCC), a standing committee working on the authority of the Board of Directors, governs the long-term planning process for all Industry Studies Association conferences and events.

The ISCC welcomes proposals from universities, colleges, research institutes, foundations, and/or appropriate governmental or non-governmental institutions to host the Industry Studies Association Annual Conference. As described in the previous section, Conference, Pre-Conference and Post-Conference activities are generally held from Tuesday afternoon through Friday afternoon of the week following the Memorial Day holiday in the United States. Memorial Day is typically observed on the last Monday of May.

Plans to host the ISA Annual Conference start with an assessment of appropriate physical spaces within your institution, local hotels or conference facilities in which to present the conference plenaries and parallel sessions. The availability of such facilities, as well as nearby hotels that can accommodate visiting attendees at reasonable rates, must be established and described as a pre-condition for the ISCC's consideration of any proposal. We also ask prospective local hosts, in their proposals, to address their capabilities to:

a) involve local officials, university leaders, and community members in the conference;

b) help to investigate logistics to move attendees among conference locations;

c) arrange local publicity;

d) develop and implement a strategy to promote conference attendance from your institution and others within the local/regional market;

e) find local sponsors, generally firms or institutions who, in return for recognition, might wish to pay for things like a special dinner, lunch or reception, or otherwise help defray conference costs so that registration fees remain within a competitive range in comparison to conferences organized by peer associations;

f) host a special reception, possibly at a site other than the conference venue, such as your institution, another institution, and/or at a sponsoring entity, such as a firm;

g) arrange industry participation through tours and/or company visits for conference attendees on the Post-Conference day;

h) gather local transit and air/rail transfer information;

i) compile lists of restaurants and local tourist sites and provide an information packet with such information to attendees;

j) provide volunteers (most likely students) for logistical needs, such as to staff the registration table under direct ISA supervision; respond to attendees' information requests; provide rudimentary technology support; and

k) in general, serve as local eyes-on and hands-on representatives to respond to day-to-day information needs that might arise from the Secretariat, ISCC or Program Committee.

Please note that responsibility for soliciting and organizing the program falls to the program chair and co-chair who are appointed/elected independently of the hosting process. Any negotiations to finalize arrangements with hotels or facilities outside of your institution must be conducted with and solely on the authority of the ISA Secretariat and Executive Director and/or other officers of the Association. Individual attendees are expected to pay their own hotel costs.

Each proposal must include, at minimum, information or documents in response to the 10 questions that follow this paragraph. These questions do not exhaustively describe the responsibilities and opportunities available to a hosting institution. Please consult the Industry Studies Association Conference Protocols, included with this RFP as an Appendix, for a comprehensive discussion of the details of conference organization that includes the work expected of the ISA Secretariat, Program Chairs and Committee, and local host. In addition, the final section of this RFP explains the facilities and equipment needs of the conference.

1) What unit within your organization (typically, what college or colleges within your university) will serve as the institutional host for the conference?

2) What senior member of the faculty or officer of your institution will take personal responsibility to lead the logistical and hospitality arrangements?

3) What level of support can your institution offer in the form of experienced professional administrative staff members whose job descriptions include event and hospitality organizing? Please identify a lead individual in this capacity.

4) On whose authority is this proposal submitted? Please include a letter of support from the Dean or Director of your unit, preferably also with the endorsement or a supporting letter from your Provost, COO, or equivalent official.

5) What financial support can your institution provide to defray conference costs? Will your institution devote any development staff effort to gaining local foundation grants or commercial sponsors? What individual would lead such efforts?

6) Where will the conference sessions be held? What are the characteristics and equipment features of these facilities? Please describe both the session spaces and dedicated, adjacent public areas for intersession breaks and mingling.

7) What hotel(s) will serve as principal overnight accommodations (or "conference hotel") for attendees from outside of your region? How far is the proposed hotel(s) from the proposed location of sessions, and can the distance be walked? What alternative overnight accommodations will be available for doctoral students or other attendees on tighter budgets?

8) What and how far away from the conference site is the most proximate international airport?

9) What is your estimate of the costs to the ISA, if any, of space, personnel, audio visual, and catering to be provided by your organization and/or other local venue(s) for the conference?

10) Speaking as the author of this proposal and for your institution, what mutual benefits do you see for the ISA and your institution from collaborating to hold this conference?

Please refer all inquiries and proposals for hosting an Annual Conference to:

Frank Giarratani, Executive Director
Industry Studies Association
Center for Industry Studies
1077 D Benedum Hall
University of Pittsburgh
Pittsburgh, PA 15261

Enquiries and submissions also are welcome by electronic mail (frankg@pitt.edu) and telephone (412-648-1741).

Section 6: Room Requirements and Specifications

Purpose	**No of Rooms**	**Capacity (Persons)**	**Setup**	**Day 1 (Tues-day)**	**Day 2 (Wed-nesday)**	**Day 3 (Thurs-day)**	**Day 4 (Fri-day)**
Board Meeting	1	12	Conference	x			
Plenary Sessions	1	200	Classroom		x	x	
Professional Development Workshop	1	50	Classroom	x			
Parallel Sessions	7	35	Classroom		x	x	
Opening Reception	1	100	Cocktail	x			
Conference meals	1	175	Dining		x	x	
Conference Reception	1	125	Cocktail		x		
Excursions (e.g., plant tours)	0	40					x

Appendix

Industry Studies Conference Protocols
September 19, 2013

Committee: Frank Giarratani, Chair and Executive Director (University of Pittsburgh), Michael Deal (University of Pittsburgh), Chip Hunter (University of Wisconsin), Thomas Murtha (Michigan State University and University of St. Thomas), Geoffrey Parker (Tulane University) and Gail Pesyna (Alfred P. Sloan Foundation).

I. GENERAL PRINCIPLES

A. Industry Studies Conference Committee (ISCC)

1. The ISCC is established by the Industry Studies Association (ISA) to provide for long-term conference planning.
2. The goal of ISCC is to provide general oversight for the Association's annual conferences in order to advance industry studies scholarship.
3. To further its mission and provide for continuity in conference programming, the ISCC is responsible for preparing, updating, and implementing a detailed set of policies to guide annual conferences. These policies are known as the Conference Protocols.
4. If an apparent conflict between this document and the bylaws arises, then the stated bylaw will take precedence over the content in this document.
5. Financial support for ISCC activities is provided within the structure of Industry Studies Association.
6. The Chair of ISCC is appointed by the President of the Industry Studies Association, who works with the Chair to select other members of the Committee.
7. The Executive Director of the Industry Studies Association is a member of the ISCC and, at the discretion of the President, also may serve as its Chair.
8. Financial responsibility for annual conferences rests with the Executive Director (ED).

B. Annual Conference Plans

1. The ISCC is responsible for identifying and selecting the local host and the program chair (or co-chairs) for each annual conference, and it also defines appropriate responsibilities for these positions.
2. Within the scope of the ISCC policies, the local host works with the ED to select approporiate hotels offering accommodations for conference participants and also makes other local arrangements, including planning for social events and providing information about conference logistics, etc.
3. The program chair assembles and chairs the program committee, and is responsible for drawing up the program, within the framework established by the ISCC. The program chair may choose to name the co-chair(s), or at its discretion the ISCC may recommend the co-chair(s).
4. The ED plays an active role in program oversight, signs the contracts, and collects the registration fees (if any).

C. Conference Representation

1. To the extent possible, the conference program should be designed to maximize the number of presenters, given the overall goal of maintaining high standards for scholarship.
2. To the extent possible, the program should reflect the disciplinary diversity that characterizes industry studies research, but it also should provide a forum for the presentation of papers, or panels featuring combinations of papers, that one might not find in traditional disciplinary meetings.
3. Conference organizers will be pro-active in seeking the participation of research centers affiliated with the Industry Studies Association. An important goal of the conference is to promote and reinforce the identity and intellectual foundations of industry studies.

II. SPECIFIC PROTOCOLS

A. Executive Director

1. Maintains a database on conference operations and expenses and provides needed information to program organizers. Data collected should include:
    a. past programs with numbers of papers broken down by plenary sessions and related breakouts, general parallel sessions and organized parallel sessions
    b. conference contracts, food and beverage price lists and Audio-Visual (AV) prices
    c. conference attendance broken down by appropriate categories; e.g., students, faculty, industry, etc.
    d. luncheon seat count
    e. reception (if one) size
    f. hotel guest room utilization
    g. expenses and revenues of each meeting
2. Provides detailed report of conference revenues and expenses to ISCC within three months of the meeting. All submitted reports will be maintained by the ISCC to meet the document retention policies set by the ISA bylaws. The financial reporting period will coincide with ISA fiscal year and the reports will be sent to the ISA Treasurer. ISCC reports will comply with ISA's audit process requirements.
3. Each year, prepares a conference location 4-year plan for consideration by the ISCC and approval by the Board of Directors. The 4-year plan includes proposals for program chairs and local hosts.
4. Provides program chairs and local hosts with a copy of the ISCC protocols two years in advance of the conference that they have agreed to organize.
5. Approves hotel selection.
6. Tracks the progress of the conference organizers and ensures that deadlines are met.
7. Ensures that the ISCC and all associated committees function smoothly and in a timely fashion.
8. Provides oversight for the maintenance of ISCC documents.

B. Conference Dates and Site

1. Conferences should occur within the months of May or June, unless the ISCC recommends and the Board authorizes a change. The preferred dates are the Wednesday-Thursday following Memorial Day weekend.
2. Sites should rotate geographically each year or two.

3. Two to three years before each conference the ED should solicit specific hotel recommendations from the local host.
4. Final selection of conference venues is made by the ISCC, with approval from the Board, based on the recommendations of the ED and in consultation with the program chair and local host.
5. Prior to the final selection of a venue, it may be necessary for the ED to make a site visit in order to properly advise the ISCC.
6. By two to three years in advance, the hotel contract should be signed.

C. **Minimum Requirements for Conferences**

1. **Place**: Conferences should be held in downtown locations. Hotels should be easily accessible, comfortable, and affordable.
2. **Times**: Sessions should be scheduled for a minimum of one and a half days, and preferably for two full days. The conference should ideally be scheduled for a Wednesday and Thursday, but other days are acceptable if deemed by the ISCC and Board to be appropriate and convenient for participants.
3. **Program Committee:** The program chair has responsibility for appointing a program committee, with each committee member having responsibility for some part of the program. Normally the program committee will consist of 4-8 people (including the local host), who are appointed 10-12 months in advance of the conference. The ED or his/her designee from the ISCC serves on the program committee in an *ex officio* capacity.
4. **Conference Web site:** This will include up-to-date program information as well as registration and hotel information. The ED is responsible for the development and maintenance of the Web site, which may require contracting with a vendor.
5. **Pre-and Post-Conference Events**
    a. The ISCC should meet the day before the Conference starts.
    b. Workshops and other networking events involving conference attendees should be coordinated with the ED.
    c. Other committee meetings (such as the Early Career Development Committee) can be scheduled as a courtesy in a time slot not conflicting with other meetings or sessions. Meetings planned for the evening prior to the conference are perfectly acceptable.
6. **Types of sessions**: The conference program should include one or two plenary sessions and multiple time slots for parallel sessions. In addition, other opportunities for scholarly events such as interactive poster sessions may be included.
    a. **Plenary**. The theme of a plenary session should be selected to appeal to a broad cross section of conference participants. The organization of breakout panels that are keyed to themes introduced in the plenary session should be seriously considered.
    b. **Parallel sessions.** Submissions for individual contributions to the program should be solicited by the program committee based on a call for papers and organized by the committee into parallel sessions. The call for papers also should solicit proposals for parallel sessions that are organized independently by the panelists.
    c. **Call for Papers.** The first call for papers should ideally be made verbally by the incoming chair at the previous year's conference, with a written call to follow at least 9 months in advance, but no earlier than 12 months in advance of the next year's conference.

d. **Interactive poster sessions (optional).** Poster sessions may be organized to run concurrently with other conference activities such as receptions, breakfasts, etc. but in no case should they be held simultaneously with the parallel sessions. Posters are selected by the program chair and program committee, either on the basis of papers submitted in response to the call for papers and not scheduled elsewhere, or by a solicitation specifically for this purpose.

7. **Set-up of sessions**:
   a. **Plenary**
      i. The theme for a plenary session is selected by the program chair in consultation with the program committee.
      ii. If two speakers are invited, the role of the plenary chair will be to introduce them, to manage the time for presentation and to facilitate discussion.
      iii. If only one plenary speaker is invited, the plenary chair may play a more substantive speaking role, for example in providing context or reviewing relevant research.
      iv. Plenary speakers and the plenary chair are recommended by the program chair and the program committee, with sign-off by the ED.
      v. Invitations for these positions are normally extended by the program chair.
      vi. Conferences featuring one plenary session normally invite one or two plenary speakers. For conferences with two plenary sessions, no more than three plenary speakers will be invited in total. In either case, plenary speakers can be offered reimbursement of expenses if and when necessary. However, reimbursement may not exceed standard (economy class) airfare to the conference venue, ground transportation, hotel accommodations for the length of the conference, as well as meeting registration, and one year's ISA membership if appropriate. Reimbursement also is allowed for meals not provided by the conference. Receipts will be required to be submitted with the reimbursement request. Reimbursements for meals are limited to standard per diem rates as provided by the U. S. General Services Administration (GSA) guidelines for up to two full days.
   b. **Parallel sessions**
      i. Preliminary planning for the program should include up to four papers in each session to allow for anticipated dropouts, after invitations have been extended to submitting authors. With attrition, one can anticipate a number of two and three paper sessions, which will allow for ample discussion time. Discussion time is highly valued and should be planned into sessions whenever possible.
      ii. Each session should be assigned a chair who is responsible for introducing the speakers and managing the time for presentation and discussion. Only in unusual circumstances should a presenter or co-author be asked to chair a session in which their paper is featured.

iii. For organized parallel sessions, the chair of the session should generally be identified by the session organizer at the time the session is submitted to the program committee. The session organizer also is expected to affirm that contributing authors have agreed to register for the conference, if the program committee approves the organized session.
iv. For general parallel sessions, chairs should be selected by the program committee and invited 2-3 months prior to the conference.
v. The program chair and program committee should closely coordinate the activities of all session chairs to assure the consistency of session activities across the program. This coordination should include regular pre-conference email and/or telephone calls with chairs and speakers.
vi. Presenters should send papers to the program chair and their respective session chairs, at least two weeks in advance of the conference. Presenters also should send papers in advance to the other participants in their sessions.

c. Invitation of Session Chairs

i. All session chairs are approved by the program chair and program committee.
ii. The scholars who chair parallel sessions should be selected with the objective of ensuring that the program covers topics, disciplines, and methodologies that are appropriately representative of industry studies research. Session chairs should be widely recognized for excellence in scholarship.
iii. The research interests of scholars who chair general parallel sessions should be matched as closely as possible to the session topics.

d. **Interactive poster sessions.**

i. Poster sessions should be held in a space conducive to dialogue and easy mobility, and the number of invited presenters should take these space requirements into account.
ii. To the extent possible, all posters should look professional.

8. **Audio-Visual**
   a. Each session should be equipped with a computer projector and screen.
   b. Presentation rooms will also be equipped with computers, provided these can be rented at reasonable cost. Otherwise, the program and local arrangements chairs should establish a policy for the use of one or more of each session's participants' computers, keeping in mind the need for efficient use of the scheduled time, especially through minimizing transitions between individuals' presentations.
9. **Coffee breaks** should be provided.

10. **Continental breakfasts and an additional luncheon** (other than that in item 12b, below) may be provided as funds permit.

11. **Conference dinner (optional) and awards ceremony:**

a. The awards ceremony can be organized as a dinner or as a luncheon.
b. Overall responsibility for organizing the conference dinner (if any) and awards ceremony rests with the ED and the ISCC.
c. The ED will work in close cooperation with the program chair to select the dinner or luncheon speaker (if any).

12. **Other special events** should be scheduled for times not in conflict with any sessions. Such events include:
    a. Welcome reception: Program elements will be arranged by the ED, and logistics by the local host.
    b. Conference luncheon: This will be organized by the ED and local host.
    c. The ISA annual business meeting is normally arranged to coincide with the annual conference and scheduled to avoid conflicts with plenary and parallel sessions.

13. **Conference printed matter** to be distributed by the ED to all registrants includes:
    a. badges
    b. programs (should contain an index)
    c. evaluation forms

14. **Registration fees**
    a. Registration fees are determined by the ISCC.
    b. Fees should be sufficient to cover expenses and announced at the time that conference registration is opened.
    c. Corporate and foundation sponsorship should be actively pursued as long as such sponsorship does not conflict with the stated objectives of the ISA.
    d. Items to consider in the price:
        i. Programs
        ii. Badges
        iii. Abstracts and other printed materials
        iv. Advertising and promotion costs
        v. Coffee breaks
        vi. Luncheon(s) and breakfast(s)
        vii. Welcome Reception and Awards Luncheon or Dinner
        viii. Program preparation costs such as mailing, phone, secretarial
        ix. Audio-Visual
        x. Registration expenses, such as student help
        xi. Student subsidy
        xii. Other (including whether or not local taxes can be waived if a sponsoring agency is tax-exempt; licensing of submission software; conference overhead at the ISA secretariat; costs of any professional meeting organizers)
    e. Fees are made payable to and collected by the Industry Studies Association (ISA).
    f. Pre-registration should be integral to the conference Web site.
    g. Registration on-site should entail an additional fee (e.g., a 10-30 percent premium as compared to pre-conference registration).
    h. Normally, the pre-registration deadline should be about 1 month before the conference.

i. Students' fees should be discounted substantially (e.g., one-half price).
j. Non-members (e.g., registrants who are not members of the Industry Studies Association) should pay a differential equal to the cost of ISA membership. The differential covers membership for the current calendar year.

15. **Registration desk at the conference**
    a. The registration desk at the conference is the responsibility of the local host, and should be manned for the entire meeting.
    b. Registration should open the evening before the opening session for at least two hours.
    c. Registration should be open two hours before the first scheduled event of the conference.

16. **Registration Fee Refund Policy**. In the event that an individual wishes to cancel his or her registration, the following guidelines for refunds will apply:
    - 6+ weeks prior to conference: 85% refund
    - 2-6 weeks prior to conference: 50% refund
    - Less than 2 weeks prior to conference: no refund

D. **Planning the Conference**

1. **University venues**
    a. Whenever possible, university venues should be used for the conference site or in conference facilities available through other non-profit organizations.
    b. Typically, conference venues are selected three or four years before the conference.
    c. The local host and the ED are responsible for working with the university or non-profit organization to ensure that suitable space will be available for all conference activities.

2. **Hotel selection**
    a. Local hosts shall work closely with the Executive Director in negotiating room rates for conference participants.
    b. Typically the hotel search-negotiation process occurs soon after the conference venue is selected.
    c. Hotel contracts are negotiable. Because of room block guarantees, several concessions are likely to be achieved such as waived conference room charges, should hotel space be required for conference activities. Room rates should be as close as possible to the hotel's weekend rates, even though the conference does not normally involve activities on the weekend. Try to get the same rate for singles and doubles.
    d. The Executive Director has authority to sign contracts. In certain circumstances, he or she may delegate this authority to the local host.

3. **Advertising and promotion**

a. The ED and Program Chair(s) have primary responsibility for promoting the conference.
b. Promotion for an annual conference should start at the previous annual conference by an announcement at the ISA annual business meeting, the Awards Luncheon or both.
c. The conference should be advertised in various communications of the Industry Studies Association, via listserv distributions, and via professional associations that attract the attention of industry studies scholars.
d. Other appropriate newsletters and journals should be contacted.
e. The minimum goal for attendance is the prior year's attendance.

4. **Papers, discussants and chairs**
    a. Deadlines for prospective participants ("submitters") should be established to allow adequate preparation time for the preliminary program. For conferences scheduled the week after Memorial Day weekend, abstracts for general sessions, and expressions of interest by prospective chairs concerning organized sessions, should be ideally submitted no later than December 1.
    b. For general parallel sessions, all submitters must provide an abstract to the conference organizers (typically, 250 words). Abstracts should highlight the observational basis of the research, and should include the title of the paper, the central research question(s), methods and key findings, as well as names and institutional affiliations of all authors.
    c. For organized sessions, submitters must provide an abstract that includes the session title and describes the session's overall theme and format (i.e., discussion panel or presentation of papers). Session abstracts also should include the names and institutional affiliation of all organizers. In addition, for each presentation in the session, the submitter must include an abstract that provides the title of the contribution as well as the name and institutional affiliation of each author. Individual presentation abstracts should be appropriate to the format of the panel, while highlighting the observational basis of underlying research.
    d. By submitting an abstract, submitters are committing to attendance at the meeting. The program chair should communicate this expectation to submitters and reinforce this expectation upon acceptance of abstracts.
    e. All presenters, discussants, and chairs should provide a complete mailing address, phone, FAX and e-mail addresses to the program chair. These items are extremely important for distribution of materials and later last minute contacts.
    f. All submitters who respond to a call for papers should receive a reply about acceptance/rejection.
    g. Whether discussants are used is a decision for the program chair and the committee. If they are used, selection is the responsibility of the session chair.
    h. The program chair should consult with a designated member of the ISCC before final selections are made among submitted abstracts. The ISCC may request special consideration for submissions by

scholars who are contributing substantially to industry studies development.

i. Information about pre-registration and hotel registrations should be sent to all program participants directly, well in advance of the registration deadline.
j. Session changes need to be communicated to affected parties in a timely manner by e-mail and/or FAX.

5. **The final program**
    a. A program "drop date" should be set after which accepted papers will be deleted from the preliminary program, if the submitting author or a co-author has not registered for the conference. Normally, the program drop date coincides with the date on which discounted registration is no longer possible.
    b. The program should be published to the conference Web site immediately after the program drop date.
    c. One should expect program adjustments up to the very day of the conference, since far too frequently, authors drop from the program even after they have registered.
    d. An *errata* sheet should be included in the registration packet detailing any changes to the program that occur after the program is printed.

6. **Other responsibilities of the local host**
    a. Makes food selections for coffee breaks, breakfasts and luncheons, with approval of the ED.
    b. Assembles information about local area transportation, restaurants, and attractions.
    c. Organizes field trips (optional).
    d. Encourages sponsored receptions.
    e. Provides follow-up report to ISCC about conference organization experience. Report should be submitted within one month following the conference. All submitted reports will be maintained by the ISCC to meet the document retention policies set by the ISA bylaws. ISCC may ask the local hosts for clarifications in order to minimize future questions.