




# Annual Conference Proposal 2010

<b>Applicant</b>	1. Primary applicant/convener: Full name and title
	2. Address for correspondence
	3. Email address
	4. Telephone number
5. Present appointment and employing institution	
6. Full names and titles of other applicants/co-conveners	
7. Email address/es:	

<b>Conference</b>	8. Conference title and date proposed
	9. Summary of the Conference theme: please summarise the aims and objectives of the theme and indicate its importance to the subject of Design History. (300 words)






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	<p>10. Proposed Design History Society Keynote speaker and any additional keynote speaker/s: please list by name, current appointment and thematic contribution to the Conference</p>
	<p>11. Proposed Conference programme: please indicate plans for Conference days, keynote presentation/s and any local visits and/or social events.</p>

<b>Venue</b>	<p>12. Rationale for hosting the Conference at your institution: please indicate any particular (scholarly) investment of your institution and/or its location in the Conference.</p>
	<p>13. Institutional support: please indicate institutional support for the Conference, including conference facilities, funding, administrative facilities.</p>






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<b>Budget</b>	14. Income: please indicate proposed Conference fees, including DHS member discount, students discount and early and late booking fees if appropriate.
	15. Funding applications: please indicate any applications to other bodies for financial support of the Conference, received (indicate amount) or planned; and indicate the purpose for which any grant will be used.

<b>Publicity</b>	16. Sites and venues for publicising the Conference: please indicate websites, publications, conferences, mail-lists where the Conference will be publicised.
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<b>Outcomes</b>	17. Outcomes: please indicate proposed outcomes of the Conference, including publications and/or further events, if appropriate.

<b>Other</b>	18. Please give details here of any other information you would like the DHS Executive Committee to consider in support of your application.

<b>Signature</b>	19. Applicant's name, signature and date of application
	Signed: _____ Date: _____

Please complete the form and email to Dr Dipti Bhagat, Conference Liaison Officer, Design History Society, d.bhagat@londonmet.ac.uk by 30th November 2008.

A signed, hard copy should be mailed to Dr Dipti Bhagat at Sir John Cass Department of Art Media and Design, London Metropolitan University, 41 Commercial Road, London E1 1LA.

All applications will be considered by the Executive Committee of the Design History Society.





# Notes for Annual Conference Applicants

The Design History Society Annual Conference is the Society's largest and most prestigious event.

The Conference not only combines the opportunity for members and other delegates to meet up for intellectual, professional and social exchange but also offers a full range of presentations of new work with the added stimulus of invited keynote speakers, exhibitions, social events and visits to sites of interest. Additionally, the Conference accommodates the Society's meetings and recruits new members.

## Application and assessment process

Applications must be received, by Dr Dipti Bhagat, by the 30th November 2008 for consideration by the Society's Executive Committee. All applications will be evaluated by the members of the Executive Committee.

The Executive Committee will evaluate the proposal on the basis of its academic merit, taking into account the scholarly importance of the proposed Conference, its likely impact upon the subject area, the focus of the Conference theme(s) and programme and the scholarly standing of and contribution to be made by the named key speakers (including the Design History Society Keynote speaker) and the intended outcomes. The facilities of the institution to provide for a large, multi-day event may also be considered.

The Executive Committee is committed to principles of equity, integrity and confidentiality in the treatment of all applications competing to host the Annual DHS Conference.

## Data Protection

Applicants are required to sign the application to indicate that the information provided therein is, to the best of their knowledge, complete and accurate. The DHS is registered under the Data Protection Act 1988, and adheres to the Data Protection Principles. Applicants should be aware that information they provide will be stored and circulated as necessary for the assessment procedures to be followed. Application forms shall be retained for five years in the case of successful applications and 2 years in the case of unsuccessful applications.

Details of successful applicants (including name, institution and Conference details) will be used to compile published lists of Conferences and Conference Conveners, which may be made available on the Internet, and to produce statistical and historical information on Annual DHS Conferences. Signing the application form constitutes the applicant's agreement to all terms, conditions, and notices contained in the Notes for Applicants.

## Completing the form

Please type/word process the application form throughout, using a minimum of 10 point font size. Please attach any additional details such as images on a separate page, with clear reference to this attachment made in the main form. Notes below reference the numbered sections of the application form.





# Notes for Annual Conference Applicants

1. Please note that all applications should have a principal applicant/Conference Convener.
2. Please note all correspondence will be directed to the address provided.
3. It is important that the institution named is willing to act as a host to the Annual DHS Conference.
4. It is expected that any hosting institution may have a larger team of Conference co-conveners, who should be listed here.
5. Please give the title of the proposed Conference, and the date proposed. The Annual Conference is normally held in early September, over three days, late in the week. The Conference is timed to allow delegates to attend before the start of the British higher education academic year.
6. Please provide a summary of the aims and objectives of the Conference, together with any further details that may be relevant, such as its particular timeliness or significance of the theme to Design History.
7. Please indicate the proposed Design History Society Keynote speaker and any additional keynote speaker/s and their potential thematic/scholarly contribution to the Conference theme. The Design History Society will sponsor the Design History Society Keynote speaker up to the sum of £1,500 (travel, accommodation and honorarium). The speaker will be contracted to deliver an original paper, related specifically to the theme of the conference and to the discipline of Design History. The keynote address should also be suitable for publication in the Journal of Design History, and not committed for publication elsewhere. Failure to meet these criteria may result in non-payment of the agreed fee.
8. As the Conference normally takes place over three days (see note 5), please indicate a proposed Conference programme, with scheduling intentions for keynote speakers and any local visits/social events. Please highlight scheduling intentions for the Design History Society Keynote speaker.
9. Please provide the reasons for hosting the Conference at your institution: these may include scholarly investments in the theme of the Conference.
10. Please note that your institution must be willing to act as a host to the Annual DHS Conference. This may be demonstrated with reference to anyone with institutional authority whom the Executive Committee may consult if appropriate. Please provide details of Conference facilities, their location and capacity suitable for the duration and scale of the Conference (normally the Annual Conference has hosted up to 150 delegates). Any images/plans provided must be attached on a separate sheet and clearly referenced here. Please provide details of any institutional funds committed to the Conference. It is strongly advised that the Conference is provided with dedicated administrative support; please detail





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institutional/convener commitment to provide this support.

11. Please provide a draft of the Conference budget. Please provide details of projected income (number of delegates per price category, contribution from the host institution, sponsorship) and all conceivable projected expenditure (publicity, administrative costs, catering, venue hire, equipment hire, audio/visual assistance, security and other staffing, keynote speakers payment, travel and accommodation. The Design History Society Keynote speaker will be sponsored by the Society. For detailed Conference Finance Guidelines, contact Lorraine Dennis, Treasurer, Design History Society: [l.dennis@ulster.ac.uk](mailto:l.dennis@ulster.ac.uk)
12. Please provide details of financial support given or applied for, or planned in connection with the Conference proposal. Please see Conference Finance Guidelines for details of support provided by the DHS. Applicants are requested to keep the Executive Committee informed of the outcomes of any funding applications connected to the Conference.
13. The DHS attaches importance to the dissemination of its events and, in particular, all details of its Annual Conference. Please indicate all venues through which the Conference will be publicised.
14. Please indicate any planned outcomes of the Conference - publications, other related events - as appropriate.
15. Please provide any additional information that may inform the Executive Committee in its evaluation of this proposal.
16. Please complete the form and email an electronic copy to Dr Dipti Bhagat, Conference Liaison Officer, Design History Society: [d.bhagat@londonmet.ac.uk](mailto:d.bhagat@londonmet.ac.uk) by the 30th November 2008. A signed, hard copy should be mailed to Dr Dipti Bhagat at Sir John Cass Department of Art Media and Design, London Metropolitan University, 41 Commercial Road, London E1 1LA. All applications will be considered by the Executive Committee of the Design History Society.

## Outcome of application

All applicants will notified by 30th January, 2009 of the decision of the Executive Committee, by direct correspondence from Dr Cheryl Buckley, Chair of the Design History Society.

## Further Enquiries

Any queries may be directed to Dr Dipti Bhagat, [d.bhagat@londonmet.ac.uk](mailto:d.bhagat@londonmet.ac.uk)

