Society for Music Analysis

Guidance Notes for Hosting SMA Events

OVERVIEW

The SMA aims to provide an annual series of events for different audiences in the area of music theory and analysis. Our current agenda for events is to co-organise a programme of some of the following each year: **MACs** (Music Analysis Conferences), **TAGS** (Theory and Analysis Graduate Student Conferences), Student **Writing Workshops**, Student **Analysis Workshops**, Graduate Student **Summer Schools**, Independent **Study Days**.

The annual expectation is that we sponsor a MAC in late summer and a TAGS near the Easter break, with other events appearing with differing frequency. The SMA is flexible and welcomes new ideas, but this document offers guidance and support to those wishing to host one of our events. Through this document we hope to make the process smoother for organisers, and to ensure a consistent quality to our events programme. Under each heading we outline the time-scale involved, budgeting advice, key dates, publicity suggestions, committee work, and the levels of help the SMA provide.

1 MACS (MUSIC ANALYSIS CONFERENCES)

MACs are our main events for practising researchers, graduate students and independent scholars. As such we are keen to maintain the high quality seen in previous years. These take place in September. MACs fall into two categories: **(1) General MACs**, in which the call for papers aims to be as open and inclusive to all in the discipline, and; **(2) Themed MACs** which hope to expand our audience and membership into new/specific areas, while still maintaining the openness to all aspects of theory and analysis. These tend to alternate biannually. Recent examples of General MACs include LancMAC (2011), KeeleMAC (2015), Surrey MAC. Recent examples of Themed MACs include International Conference on Music and Emotion (Durham 2010), PopMAC (Liverpool 2013), HAPMAC (Historical Analysis and Pedagogy, Nottingham, 2016). On occasion our conferences are **(3) Combined Conferences**, when the SMA annual conference is twinned with that of another learned society, both hosted simultaneously.

The guidance below covers all three categories, though some flexibility is obviously required in combined conferences in order to work in sympathy with the partner organisation.

1.1 TIMESCALE

Planning for MACs should begin at least 24 months before the event. Contact should be made informally with the SMA's Events coordinator (events@sma.ac.uk), who will arrange to meet the proposed conference chair(s) and discuss the formal proposal to host a MAC. The timescale below approximates the various stages of the process.

Year	Month	Stage
0000 AD	July	Meeting with SMA Events officer at MAC
	September	Formal Proposal Received
	October	Notification of conferences proposal acceptance / decline
0001AD	November	Committee agreed and formed, email dialogue begins
	January–April	CFP agreed, Keynotes invited and agreed, web-site developed
	July	Committee meet at MAC, conference web-site launched
	August–October	Chair to draft programme of events
0002 AD	January	CFP Deadline
	February	Delegates notified of acceptance / decline
	March	Announcement of Programme incl. chairs, sponsors, events

April	Booking Opens
July	Successful Conference

1.2 Duration / Programme

MACs last typically between 2 –3 ½ days, depending on the desired size and scale of the conference. Typical days would involve 3 or 4 parallel sessions between 10:00 – 17:00, with a plenary event (keynote / panel) at the close of the working day, followed by evening activity. However, this is not set in stone and the organisers have scope to be flexible and innovative. Evening events typically comprise: wine receptions (see below), conference dinners (see below), musical concerts or events. Suitable travel time should be considered at either side of the conference programme. Organisers are encouraged to inspect our previous MAC programmes, which can be used for inspiration or adapted as the committee agrees. Naturally if the conference is twinned with another organisation, the whole event may last longer.

1.3 Budget / Funding

As part of the bid to host the conference, the organiser will be asked to complete a budget template, which can be obtained from and returned to our treasurer (treasurer@sma.ac.uk). This will include consideration of:

- Room bookings / Equipment hire
- Technician bookings
- Keynote expenses / fees
- Reception costs
- Promotion incl. web-site hosting / creation
- Catering
- Conference packs / bags
- Committee attendance expenses (usually MACs are free to conference committee members)
- Accommodation (we encourage hosts to secure campus accommodation)
- Administration (we generally recommend a postgraduate administrator)

The conference package should be competitive, and include a student rate, an early-bird rate, and additional package items such as accommodation, conference dinner, concerts etc.

The SMA will contribution (up to £3,000) will be agreed from the outset. Additionally, the SMA will offer student bursaries as available on sma.ac.uk. Applicants apply direct to the SMA.

All other costs must be absorbed by the host institution, either through institutional funding or sponsorship. The host institution must take the responsibility to underwrite the conference costs in the event of over-spending (the Head of Department must sign the budget form).

1.4 Committee formation

The committee should comprise 6–7 academics, plus additional support from administrators. The formation is at the discretion of two SMA trustees and the conference chair. The SMA president must be a member of the committee. It is expected that 2 or 3 members of staff from the host institution should be invited. The previous MAC conference chair should be invited, as should be the future MAC conference chair. The committee should aim for diversity within the academic discipline, as well as diversity of gender / ethnicity, where this is possible or practical.

The committee is expected to meet in person at the previous MAC, and to continue email dialogue throughout the organisation process.

1.5 KEYNOTES

The number of keynotes should be between 1–3. The committee should discuss this through an internally agreed nomination / discussion process, voting where necessary. The chair has a duty to organise this.

When inviting proposals from the committee, and when choosing from the nominations, the committee should consider the academic esteem of nominations (do you want big names, or to include emerging scholars?), diversity of gender and ethnicity (this should be considered, though we do not encourage positive discrimination), and fiscal limitations (we typically invite one international keynote, and one UK keynote depending on costs).

The keynotes should be approached by the conference chair, and their inevitable acceptance passed around the committee. This tends to be kept a secret until the conference announcement at the previous MAC.

1.6 COMMITTEE DISCUSSION

Most of the committee business should be conducted by email, apart from one formal meeting at the previous MAC. Where the chair feels the need for a roundtable meeting, this can be arranged at the host's expense, early in negotiations.

1.7 CFP / POSTERS ETC.

The call for papers should be agreed by the whole committee. Rather than re-use former CFPs, the hosts are encouraged to word it from tabula rasa. A few key items should be included however: announcement of keynotes, a link to the conference web-site, submission process.

1.8 SIZE & ACCEPTANCE RATE

The size of the MACs varies each year, and they can attract between 80-120 abstracts. More can be accommodated at the discretion of the organising committee, particularly if the MAC is twinned with another organisation.

Once collated into a single document, these proposals are circulated around the committee. These should be *blind* reviewed at first, with only the administrator having access to the contributor names. The 'scoring system' and selection criteria should be agreed by the committee in advance. The acceptance rate should be formally calculated and recorded as some delegates specifically ask for this information for their CVs. The acceptance rate of proposals may vary though recent MACs have tended to select around 90%.

The committee takes responsibility for selecting the best abstracts for inclusion of the programme. While we aim to be inclusive and invite challenges to the established remit of analysis, only papers with a clear theoretical-analytical intention should be included.

1.9   PROGRAMMING

The programme design is the responsibility of the host, but it should include: abstracts, author information, chairs for sessions, session themes. The programme should include the SMA logo and that of any other sponsors. It should be circulated to the committee for comments before release.

1.10 PUBLISHERS

Hosts may wish to invite music publishers to be present at conferences, and these can sometimes be approached to fund wine receptions or events. Wiley Blackwell, the publishers of Music Analysis (the SMA's flagship journal) should be approached for advertising.

1.11 SOCIAL MEDIA / ADVERTISING

The SMA holds a facebook page, curated by our student representatives (students@sma.ac.uk), but a dedicated conference twitter, facebook etc. should be used where possible to promote online. Our informations SMA trustee (information@sma.ac.uk) will publish the cfp or announcement at sma.ac.uk and can offer advice on further dissemination on musicology lists etc.

1.12 INNOVATIONS

We welcome innovations to our conferences to help keep us at the cutting-edge of the academic dialogue in the UK.

2 THEORY & ANALYSIS GRADUATE STUDENT (TAGS) CONFERENCE

2.1 TIMESCALE

Planning for TAGS should begin at least 12 months before the event. Contact should be made informally with the SMA's Events coordinator (events@sma.ac.uk), who will ask for a formal proposal to host TAGS. The timescale below approximates the various stages of the process.

Month	Stage
October	Firm up dates and think of keynotes
November	Invite Keynotes
January	Release CfP
Early March	Harvest abstract submissions and circulate to Trustees
Mid March	Notify Successful Applicants
April / May	Host a successful event

2.2 DURATION / PROGRAMME

TAGS can last 1 or 2 days depending on the number of submissions. Parallel sessions are optional, though there is some expectation that there will be plenaries other than the main keynote(s). Organisers have scope to be flexible and innovative. Conference dinners, informal drinks and social activities are encouraged. Suitable travel time should be considered at either side of the conference programme. Organisers are encouraged to inspect our previous TAGS programmes, which can be used for inspiration or adapted as the committee agrees.

2.3 BUDGET / FUNDING

As part of the bid to host the conference, the organiser will be asked to complete a projected budget, which can be obtained from and returned to our treasurer (treasurer@sma.ac.uk). Our budget can be flexible within reason, though we tend to use £1000 as the total contribution of the SMA. (This tends to be higher if we aim for an international keynote speaker.) Other costs must be raised by sponsorship or absorbed by the host institution. This will include consideration of:

- Keynote expenses / fees
- Room bookings
- Technician bookings
- Catering
- Accommodation options

The conference registration fee should be free to all members, though additional package items such as accommodation, conference dinner, concerts etc. must be met by the students themselves.

The SMA aims to cover all other costs. Additionally, the SMA will offer student bursaries as available on sma.ac.uk. Applicants apply direct to the SMA.

2.4 COMMITTEE FORMATION

The committee is fixed as the SMA Executive Committee plus the lead from the host institution. The committee conducts all exchange via email.

We strongly encourage participation in the organisation of TAGS from our two student representatives (students@sma.ac.uk). They have the SMA's student voice, and can ensure continuity of approach.

2.5 KEYNOTES

When inviting proposals from the committee, and when choosing from the nominations, the committee should consider the academic esteem of nominations (do you want big names, or to include emerging scholars?), diversity of gender and ethnicity year upon year (this should be considered, though we do not encourage positive discrimination), and fiscal limitations.

The keynotes should be approached by the conference chair, and their inevitable acceptance passed around the committee. This tends to be kept a secret until the conference announcement at the previous MAC.

International keynote nominations are welcomed, though this has obvious budgetary considerations that will be discussed between the events officer, the president and the treasurer.

2.6 COMMITTEE DISCUSSION

Most of the committee business should be conducted by email, apart from one formal meeting at the previous MAC. Where the chair feels the need for a roundtable meeting, this can be arranged at the host's expense, early in negotiations.

2.7 CFP / POSTERS ETC.

The call for papers should be agreed by the committee. Previous TAGS cfps can be used as templates and adapted where needed.

TAGS aims to be absolutely inclusive to all postgraduate students (MA or PhD) and this must be reflected on the CFP. However, specific themes that reflect the keynote lecture may be noted and invited.

2.8 SIZE & ACCEPTANCE PROCEDURE

The size of the TAGS varies each year, and they have attracted *ca*. 15-25 abstracts. Once collated into a single document, abstract proposals are circulated around the committee. The committee takes responsibility for selecting the best abstracts for inclusion of the programme. While we aim to be inclusive and invite challenges to the established remit of analysis, only papers with a clear theoretical-analytical intention should be included.

All applicants should be notified of the result. We do not encourage feedback to be given unless specifically requested.

2.9 PROGRAMMING

The programme design is the responsibility of the host, but it should include: abstracts, author information, chairs for sessions, session themes. The programme should include the SMA logo and that of any other sponsors. It should be circulated to the committee for comments before release.

2.10 TAGS PRIZE

Each year, a prize of £50 is awarded to the paper judged to be the best. In addition, we offer to publish the paper in our newsletter or give independent advise on publication in scholarly journals. The exec committee each year decide how the prize will be awarded (i.e., based on the presentation itself, or on a written revised version). The winner will be announced in the following newsletter.

2.11 SOCIAL MEDIA / ADVERTISING

The SMA holds a facebook page, curated by our student representatives (students@sma.ac.uk), but a dedicated conference twitter, facebook etc. should be used where possible to promote online. Our information officer (information@sma.ac.uk) will publish the cfp or announcement at sma.ac.uk and can offer advice on further dissemination on musicology lists etc.

2.12 REVIEWS

The information officer may solicit reviews of the TAGS event from one or several individuals. In some years, the policy has been to ask all SMA bursary holders to review the event.

2.13 INNOVATIONS

We welcome innovations to our conferences to help keep us at the cutting-edge of the academic dialogue in the UK.

In recent years we have held workshop sessions on topics pertinent to young / emerging scholars. These have involved roundtable discussion, breakaway group discussions, open meetings etc. We encourage consultation with our student representations to find out what would be genuinely useful, or in keeping with current dialogues. Such workshops may be related to the emerging themes of the conference or its keynote(s).

STUDENT WRITING WORKSHOPS

2.14 WHAT IS A MUSIC ANALYSIS WORKSHOP?

The purpose of music analysis workshops is to build upon participants' analytical skills through interactive introductions to selected methodologies. The workshops are designed to benefit graduate students (and hopefully soon also undergraduate students) of any level who might want to learn more about a analytic method, practice analytical skills in a friendly environment, or who might be interested to discover ways in which analysis might be used as a tool to supplement broader research questions. Challenging negative preconceptions, they aim to make both analytical methodologies and their hermeneutic applications more accessible to anyone interested in enriching their interpretations of musical works.

The workshops are organized within an annual calendar of events, and usually have a different analytical focus or 'theme' each year. (Previous years: the interaction between analysis and critical theory, twentieth-century music, and 'music and image'). The event usually consists of two interactive workshops, lasting two hours each, with the option for drop-in 'surgeries' with academic staff of the host institution.

2.15 THEMES, DATES, TUTORS

1. Pick a theme/analytical focus and consider potential tutors
2. Set dates and location
3. Contact potential tutors with this information

Once the above things have been set:

2.16 DRAFT A CALL FOR PARTICIPANTS.

The text for this can be adapted from that used in previous years (accessible here: http://www.sma.ac.uk/event/music-analysis-workshop/ and here: http://www.sma.ac.uk/2016/01/call-for-participants-music-analysis-workshop-2/) When doing this, set a deadline date for participants to express interest, in order to keep track of numbers, and to organize catering for the day. Once this has been done, send the text to information@sma.ac.uk so that it can be placed on the website. Then publicise on social media, and email round to music departments across the UK.

2.17 CATERING

After the deadline has passed and you have a list of attendees, book catering at the venue (if required).

2.18 TUTORS

Contact tutors to request an abstract for the session (Be sure to leave plenty of time for this, perhaps warn them of the date you will need it by when you first contact them to arrange the workshop).

2.19 PROGRAMME

Compile a programme, containing more information about each workshop session, the tutors, location, and timings. Send this to participants at least a week before the workshop.

2.20 DRAFT SCHEDULE

10.00 Welcome and Introductions

10.15-12.30 Workshop 1 (with the option for a 15 minute break in the middle)

12.30-13.30 Lunch break

13.30-15.45: Workshop 2 (with the option for a 15 minute break in the middle)

15.45-16.30 Coffee break

16.30 - 15.30: Wrap-up session, closing remarks

Where desired/possible, drop-in sessions with academic staff at the host institution can be organized at any point throughout the day.