



## WELCOME

**WELCOME TO IASWG SYMPOSIUM PLANNING!** Ask anyone who has ever been to an IASWG Symposium, you are likely to hear that these events have a special feel about them. That is true! This “special feel” has been carefully crafted and nurtured over 35 years of careful consideration to ways of keeping the spirit of group work alive. This “deconstructed” Guidebook is an attempt to record those norms and traditions so that each local planning team has some guidance for blending the Association’s carefully crafted brand with the flavor of your local vision. Most important is that planning be understood as a collaboration – between IASWG International as reflected by its board of directors and local planners. That said, it is also important that all planning efforts be understood as occurring *on behalf of* IASWG – in short, an IASWG event that carries forward the mission, goals, and objectives of the Association. In the end, even with the integration of local flavor, attendees must recognize it as an IASWG event.

Many policies, tasks, and procedures are central to any IASWG symposium, making it obviously useful to have a resource. This Guidebook and the Symposium Planning Committee are primary resources, followed by the Executive Committee, the full Board of Directors, and ultimately, even those who have undertaken the task in the past. There is no shortage of wisdom and experience to help move the planning process forward and to help blend the cherished and well thought out policies and preferences with the unique qualities of a local venue.

Over the years, this Guidebook (now deconstructed into several hopefully easily accessible components), has undergone many changes, the latest of which are the use of technology to centralize processes and standardize many materials, all intended to prevent local planning groups from reinventing expectable annual “wheels.” Any questions – of course, always ask the Symposium Planning Committee (SPC), which is the primary support and resource.

The major components of producing an IASWG Symposium are: selecting/securing a venue (conference venue and accommodations), **stylizing and promoting the Symposium** (garnering local support and co-sponsors, creating a locale-specific *Call for Proposals*), **developing the structure** (creating task forces, assigning roles, setting up finances, etc.), **preparing the program** (organizing sessions, speakers, exhibitors, etc.), **hosting the event** (developing the use of space, coordinating chairs and volunteers, etc.), and **publishing a set of *Proceedings*** that reflect the “best of the best” presentations (generally assumed as plenaries and invitational sessions if in written form and selected/reviewed papers that reflecting the theme’s range).

We recognize and thank Roselle Kurland, a founding member of IASWG, who wrote the first edition of this Guidebook. No wonder the attention to planning is so comprehensive!

*Dominique Moyses Steinberg and Dana Leeman*

Symposium Planning Committee Co-Chairs, February 2013



## SITE & VENUE

### HOSTING

#### SETTING THE DATE

#### PLANNING TIME FRAME

#### SELECTING A VENUE

#### VENUE REQUIREMENTS

### ► Hosting

The first order of business is understanding who or what might host an IASWG Annual International Symposium. Here is the current policy on *becoming a site*:

#### POLICY

IASWG requires that a local IASWG chapter either sponsor or co-sponsor a symposium. If there is no active chapter the Local Planning Committee (LPC) can conceptualize itself as an ad hoc chapter for purposes of mounting the symposium and with board approval, sponsor the symposium. This *ad hoc* status is simply for purposes of hosting the symposium, however, at the end of which the status ends.

### ► Setting the Date

The symposium is usually within the first two weeks of June. Make sure the dates you have in mind do not conflict with important holidays or other large conferences that our members might wish to attend. Some to consider are: Council on Social Work Education (CSWE), Canadian Association for Social Work Education (CASWE), International Association of Schools of Social Work (IASSW), International Federation of Social Workers (IFSW), National Association of Social Workers (NASW), Canadian Association of Social Workers (CASW), and the Association of Baccalaureate Social Work Program Directors.

### ► Planning Time Frame

For years it was common policy to have two years of planning time. In the early part of the 21st century, however, as decentralization of management along with scheduling changes caused some difficulties, local planners only had a year or so.

Today, there is flexibility in timing in particular because a great deal of processes have been standardized (and thus do not need local re-invention) or centralized (and thus are already in place, requiring only some oversight).

At least 18 months is ideal; what is most important is that there be a theme developed and venue selected by the symposium immediately prior.

## ► Selecting a Venue

A venue for the symposium is one of the earliest planning tasks; most conference hotels are booked years in advance. Because this task needs to be done so far in advance, it is often done even before the co-chairs have had a chance to form a local planning committee.

There has been a great deal of discussion in recent years about nature of venue, with some interest in locating the symposium to a venue other than a hotel. A myriad reasons have been offered ranging from the informal roots of social group work to sky-rocketing costs of living. College and other campuses, such as monasteries (not silence driven!) or other retreat venues are interesting possibilities and should be explored. This is a good time to brainstorm!

*Most important* is that the venue be financially feasible, have a degree of intimacy (thus, a gigantic hotel even at the “right” price where participants never run into one another or walk for a mile to a session is probably not a great idea), and enough space and technical facilities required for our conference needs.

It is important that the decision-making process not be a task that the LPC take on alone. It does the initial leg work and even preliminary negotiating. However, the SPC is closely involved in supporting a contract that works for IASWG (the contract is signed by the Association president). This is a close collaboration for which the LPC receives a great deal of organizational support.

## ► Venue Requirements

At the time of this writing it is proposed that the venue have at least 10-12 conference rooms (break-out rooms) for presentations and workshops over the four days of the symposium (or at least over the three “regular” days of Friday, Saturday, and Sunday with enough rooms for pre-symposium events the preceding Thursday). It must also have banquet facilities for about 200 people. At the time of this writing it is thought that 120-150 hotel rooms are needed, distributed differently according to the night.

All presentation rooms must either be wired or compatible with the use of audio/visual technology.

***The venue of choice must be ADA compliant and fully accessible. Any questions should be***

directed to the SPC.

## ► Negotiating the Venue Contract

The Local Planning Committee (LPC) negotiates the initial contract with the venue. However, it is important to consult with the SPC in the process, and the president of IASWG signs the contract. The treasurer sends deposits directly to the venue.

### Room Nights

The contract should include the number of room nights. For most cities the room nights in the table below should suffice. Depending on expectations, you may wish to lower the minimums slightly and add more rooms as necessary.

It is important to understand that if the LPC does not reach the numbers identified in the contract, the charges still remain; they are not “dropped.”

Wednesday is always included in the configuration, because there is an Executive Committee meeting on Wednesday evening (dinner is an expense of the local symposium budget), and board members and pre-symposium participants from out of town may wish to arrive on Wednesday.

### TABLE 1: ROOM NIGHT DISTRIBUTION

This table is for proportional consideration only. Consult with the SPC for up-to-date planning around numbers; 300 room nights is *not* a total of participants. The assumption is that most participants have at least two room nights. Thus, 300 room nights reflects a much lower number of attendees.

DAYS	WED	THURS	FRI	SAT	TOT
ROOM NIGHTS	20	100	100	80	300

The contract should include a provision for increasing the number of room nights by a certain date if needed without an increased rate. Also, it is a good idea to include contiguous room nights so that if someone comes a day early or stays an extra day, for example, those nights are included in our total room nights.

**Note:** Negotiate hard for a late-reservation cut-off date. IASWG members tend to make their hotel reservations at the last minute! Also, make sure the hotel cut-off date for the IASWG rate is very visible in all publicity materials.

The world of hotel negotiations is not a familiar one to most social workers! Be sure to stay in close touch with the SPC, who can also include IASWG members with experience as further consultants.

### **Use of Comp Rooms**

The comp rooms are not assumed to be offered to honorees. That's completely at the discretion of the local planning group. Depending on where people live in relation to the hotel, even a key planner could have one of the comp rooms, especially if s/he made it available for other symposium purposes.

### **Meeting Rooms**

Be sure to negotiate for free meeting rooms. Most hotels/venues will provide free conference rooms if certain room nights are achieved. Also try to get the venue to commit to/identify by name the meeting and banquet rooms that will be for IASWG. This will avoid the common practice of making general pledges and then moving you to different rooms. Also try to get complimentary sleeping/bedrooms as room nights are achieved.

If meetings will take place on a campus, try to negotiate for cost-sensitive prices and/or gradations of lodging rates for IASWG, an all-volunteer non-profit membership organization and attempt to get reduced rates (or gratis, as a form of co-sponsorship) for meeting rooms from the school in question.

Collaborate closely with the SPC in identifying possible venues that will meet all the requirements: a sense of community/intimacy during the conference, graded rates for lodging, and ample meeting space for presentations and collective meetings (such as the membership meeting/town hall, meals, plenaries, etc.) and for registration, exhibits, etc.

### **IASWG “Base Camp”**

Secure a room to serve as a base for IASWG, especially for the local planners and possibly other planned and/or impromptu meetings. Planners will have supplies and materials that need a room, and you will also want a place just to get/be away from the fray to catch your breath and huddle.

## Exhibit Area

You must negotiate space for exhibits, and it must be guaranteed that the space negotiated will not be rented out to someone else during the symposium or disturbed by the venue for any other event during the symposium. Of course, if there is no banquet on a particular night, for example, then the venue has the option of utilizing that space for another group. The exhibit space needs different rules, however, because exhibited material stays in place during the entire symposium. It is also important to have in writing that even if the exhibit space cannot be locked, the venue will not insist on moving it for security purposes.

## Food

Check with food/catering staff for any availability of “meal groupings” or “meal planning packages.” Some hotels offer coffee breaks and continental breakfasts as a package, which can be more economical for meals that are not provided as part of the symposium (such as plenary sessions) than meals a la carte.

If meals will be on campus, negotiate packages as well.

The contract for symposium-related food should include number of meals and number of persons at each meal (actual menus are usually selected closer to the event, however; no rush).

See the table below for meals and approximate numbers for each meal. Note that it does not include the IASWG Executive Committee Meeting on Wednesday evening before the symposium begins for which the LPC needs to arrange a room and consult with the SPC about food and timing.

### TABLE 2: SYMPOSIUM-SUPPORTED FOOD

Events remain consistent throughout the years. However, number of persons expected may change over the years, so this table is for proportional consideration only. *Consult with the SPC for realistic up-to-date planning.*

EVENT	DAY	# PERSONS
Executive Meeting Dinner	Wednesday	About 10
Board Meeting Lunch	Thursday	# board members on site
Opening Banquet/Plenary	Thursday	150
Plenary Lunch or Breakfast	Friday	150
Plenary Lunch or Dinner	Saturday	150
Plenary Breakfast	Sunday	125
Coffee Breaks	Friday and Saturday each	150

Hopefully, attendance will be greater at each meal, but be conservative in the contract. It is much easier to increase the numbers than pay for overly optimistic figures.



## THREE CENTRAL SYMPOSIUM-PLANNING POLICIES

### ONE

We will not cross picket lines at a hotel. In our contract with the symposium venue must be a provision that the conference will be cancelled without damages to IASWG if an active labor dispute is in process.

### TWO

We will not allow the inclusion of food in our meals from growers who are subject to labor disputes – that is, if they are being picketed or boycotted by the Farm Workers or others.

### THREE

The IASWG Symposium is fully smoke-free event. We expect that the public facilities we use (such as meeting rooms) will be smoke free during our event.

**THE IASWG MEMBERSHIP THANKS YOU**





## PLANNING STRUCTURE

CHAIRING THE SYMPOSIUM  
RECOMMENDED SUBCOMMITTEE STRUCTURE  
USE OF STUDENT VOLUNTEERS

### ► Chairing the Symposium

The choice of co-chairs and LPC members is a local decision. Most symposia have found it helpful to have two to three co-chairs, but planning committees come in all sizes. Considering the enormity of the task, the more committed people involved the better (while the more people theoretically involved but not truly committed, the “less” better). It can be enormously helpful to have faculty and/or staff from schools of social work on the planning committee for widespread outreach to the field and to support some administrative and organizational tasks.

### ► Recommended Subcommittee Structure

The following are tasks that need doing; whether they are by committee, individual, or in part by the LPC and in part by the SPC or other committed workers from the IASWG board will depend on each year’s particular needs and resources and are negotiated symposium by symposium.

*Abstracts: Coordinates submissions, reviews, acceptances; monitors membership and registration status*

*Awards: Coordinates with SPC in determining. IASWG secretary prepares appropriate certificates. Treasurer issues checks as required*

*Books & Displays: Identifies, secures, coordinates, manages, etc.*

*Budget: Income and expense projections*

*Continuing Education Credits: Secures granting status, coordinates, monitors, etc.*

*Exhibits: Develops related exhibits, such as local organizations, vendors, etc.*

*Hospitality: Develops dine-around options, secures area brochures, etc.*

*Institutes & Outstitutes: Identifies/invites facilitators & potential sites*

*Honorees: Identifies potential local honorees; coordinates with SPC and Executive*

*Committee in re organizational honorees; coordinates with IASWG secretary to prepare  
Notification to desire to honor is made in writing to the prospective honoree by the  
president of IASWG.*

*Plenaries: Identifying speakers, extending invitations, etc.*

*Program: Layouts, cover, content, printing, etc.*

*Publicity: Initial promotion, call for proposals, continuing local & international publicity, etc.*

*Registration: Cost setting and other parameters, coordinating mechanism, e.g., web service,  
etc.*

*Technology: Requirements, setting parameters, securing vendors, etc.*

*Venue: Secures venue and all related services, e.g., space and meals, etc.*

*Volunteers: Coordinates students who register for symposium scholarships*

### ► Use of Student Volunteers

Volunteers are integral to the smooth flow of symposia and even more integral to the Association's future! Volunteer jobs range from greeting to collecting meal tickets to putting up a daily schedule to making sure each presentation runs smoothly to distributing and collecting evaluation forms to collecting meal tickets to "spelling" staff at various tables so that they can have a break to transportation to troubleshooting.

The SPC has developed a Volunteer Subcommittee to help each local planning group to recruit, register, and organize students who wish a symposium scholarship in exchange for volunteer services. As the chairs/members of this subcommittee might change from time to time, check with the SPC for name and contact information.

The role of this subcommittee is to advise and in any other way useful help each local planning group to initiate and implement the use of volunteers.

The time to contact the subcommittee is when the local planning committee begins to think about engaging students, which is usually in the fall preceding the symposium, when the call for abstracts and thoughts about registration begin to take prominence.



# FINANCES

MANAGEMENT

FUNDRAISING

SYMPOSIUM SCHOLARSHIP FUND

STUDENT SCHOLARSHIP MEAL SUBSIDY

## ► MANAGEMENT

### Introduction

Though the LPC does most of the work in planning, the symposium belongs to and is for the benefit of the entire Association. It cannot, therefore, be a financial drain on the Association. In fact, it is expected that the event will make money for the organization. If a symposium loses money the Association must cover the costs, and so the central organization has a vested interest/large stake in the financial success of each symposium. This approach necessitates a very conservative mindset in budgeting while working hard to develop a large turnout.

### Finance-Management Options

Historically, the Association has asked each local planning group to use a separate checking account (either a new one or one belonging to the chapter, if applicable) in order to hold the seed money and track ongoing expenses. In the early years, income was directed into that account as well, and at the time of the final report, income and expenses were identified and reported on that basis.

More recently, however, with some technological advances and even more recently, with some centralization, income (registration, advertisement income, co-sponsorship checks, etc.) goes directly to the Association. Registration, for example, goes through Confex, an on-line system used for registration and the abstract-review process; while checks (co-sponsorship, ads, etc.) go directly to the Association through the Operations Administrator.

Expenses, on the other hand, have been traditionally carried out through two venues. Large expenses, such as hotel deposits, have been made directly by the treasurer. Smaller ongoing expenses have been made directly from the local checking account, and when the account needs replenishing, a request is simply made to the treasurer for additional funds, a request that is tracked by both the central and local books.

### Exceptions to the Rule

In recent years, some local planning groups – especially those that have hosted symposia on a campus rather than at a hotel – have collaborated with the university administration around

finances such that expenses are carried out by the university/school administration, while income still flows directly to the Association through a central host (such as Confex). This is perfectly acceptable as long as it does not threaten either the income due the Association or its capacity to carry out its symposium-related business as it sees fit. If this kind of arrangement might be the case, the first order of business is to discuss the possibility with the SPC.

### **Tax Exempt Status**

IASWG is a tax-exempt organization. Ask the treasurer for a copy of the IRS document confirming tax-exemption status. If you are preparing a symposium in a country other than the U.S., consult with the treasurer as well as an agency in your country about tax-related issues to consider.

### **Developing a Budget**

Consult with the SPC and Executive Committee, which have a memory of past events including norms in various localities and is working hard to increase numbers and visibility.

**A template budget is available to help with basic planning, with lines for “other” to include local additions.**

#### **POLICY**

You must present your budget to the board meeting one year prior to the symposium (thus, at the board meeting that takes place at the immediately-prior symposium). This means that you should have already worked out any potential kinks with the SPC and Executive Committee to maximize the chance of board approval and your ability to move on.

Once the board approves your budget, you receive an IASWG check for US \$2,500 as an advance to cover some start-up costs. Any major changes in your finances after board approval of your budget must be submitted to the board for approval.

Ask the SPC for copies of previous budgets for a sense of parameters while you also investigate local costs, which may be significantly different. Maintain a simple/thorough accounting system with built-in redundancy so that at least two people understand the system and can take over should the need arise.

### **Setting up a local bank account**

Set up a local checking account to hold the \$2500 advance from IASWG and to make payments as needed in planning (an alternative is to create a dedicated fund in a local organization as long as it does not impede your ability to disburse funds efficiently). Use the account for minor

expenses and to receive miscellaneous deposits (e.g., \$ from advertising, co-sponsorship, grants, etc. although at this time of writing most registrations occur through credit cards and on line).

In April of the year following the symposium, close the account and send your balance to the treasurer, noting if Whiting & Birch has been paid for the *Proceedings*. That should be the final transaction related to your symposium. If they have not been paid the treasurer will assume responsibility for deducting the appropriate amount from your symposium account (i.e., money originally allocated for proceedings and either submitted from the local checking account after the symposium or already in the treasurer's possession from registration).

#### POLICY

At the board meeting immediately following the symposium a final report is presented to the Board including process narrative and final numbers including final budget.

## ► FUNDRAISING

### Co-sponsorship

A vital political and professional action for IASWG, co-sponsorship of the symposium is also an important avenue of funding.

Area social work schools and agencies should be aggressively pursued as co-sponsors, which also creates community partnerships that are professionally and politically beneficial to the co-sponsor.

***The SPC is in the process of standardizing costs. Check with the SPC before pursuing further.***

### Ads and Exhibit Space

Work with the Institutional Membership Committee to develop a plan for soliciting ads for the final program. Also pursue foundations, social welfare organizations, and any other organizations, local (such as community organizations or public human service associations) or international (such as related human or health service associations).

Advertising space in the final program comes in a few forms:

- full page
- half page
- quarter page
- eighth page

**The SPC is in the process of standardizing costs. Check with the SPC before pursuing further.**

The copy should be *camera ready* with a due date to receive the copy early enough to permit revisions, etc. as may be necessary. Be creative in selling ad space: For example:

- an alumni association might wish to advertise as a way of increasing its own numbers
- journals may wish to advertise as “proud sponsors of” an invitational that is research oriented or practice oriented or oriented to the general mission of the journal

Exploit IASWG’s relationship with varying institutions to develop advertising potential, such as existing relationships with journals, foundations, etc.

Also, schools of social work may be interested in advertising their programs or particular faculty positions that are available.

### **Grants**

Grants can help to defray costs as well, and there may be a number of public or private foundations interested in helping to subsidize the symposium in whole or in part.

Be creative in identifying the mutual benefits to support. For example:

- An alumni association might wish to provide support *for the benefit of* students.
- Foundations may be interested in supporting an aspect of the symposium that represents their mission.
- Local businesses or public-service systems, such as Chambers of Commerce or health/mental-health systems may wish to support particular aspects of the symposium.

### **► SYMPOSIUM SCHOLARSHIP FUND**

There is a small *Symposium Scholarship Fund* to assist hopeful participants from nations with emerging economies, created from donations to make possible the *Catherine T Papell Invitational*, initiated in 2012.

This is not a student-based scholarship fund.

Consult with the SPC in case of inquiries either from persons from nations with emerging economies who would like help to attend or from a member of a population that might qualify as advancing the inter/cross-cultural growth of the Association.

Current policy: Nature and amount of grants, if any, on a case basis determined at the collaborative discretion of the SPC and local planning group.

## ► STUDENT SCHOLARSHIP MEAL SUBSIDY

As of 2010 IASWG provides up to \$2,000 to each local planning group to (theoretically) cover the cost of the opening plenary meal at \$50/per for up to 40 student volunteers.

More than 40 volunteers may in fact be present at the Symposium, but the amount of this grant remains the same, covering this (theoretical) cost for the first 40 to sign up.

Coverage for the balance of volunteer is at the discretion of the local planning group, which must take into account the impact on its budget if further funding is considered. It is the hope that symposia will bring funds to the Association, not that it will either break even or incur debt.



## CHOOSING A THEME/PREPARING THE CALL

This requires Board approval and is an initial LPC task so that promotional materials can be developed quickly for the website and hard-copy distribution to non-web users. This important initial task should include input from the SPC and IASWG Executive Committee and will receive feedback from the Board of Directors when submitted for approval. With group work as the obvious centerpiece, the LPC should give consideration to compelling topics along with potential speakers who will generate interest in attending the symposium.

A theme must be selected far enough in advance to carry out the many steps involved. Historically, a proposed theme was presented for board approval at its November meeting in the year before the immediately-prior symposium (thus, e.g., November 2010 for the 2012 symposium). However, in the last few years we have been somewhat less than two years ahead in planning, so the new ideal as of 2010 is to have secured a general commitment from a local planning group in time to place a *Call for Proposals* in the previous year's symposium program booklet.

Usually, the first jump into action after a theme is approved by the board is developing your *Call for Proposals*. While in most former years the approval of a symposium theme required a meeting of the board for review and approval, technology now permits more flexibility in carrying out this process. What is essential is that the *Call* be ready for inclusion in the previous symposium program booklet and that loose copies be available on a special table (or portion thereof) at the symposium. Several policies govern this process:

### POLICIES

The fact that all presenters and authors must be members of IASWG and register for at least the day of their presentation must be clear on the *Call for Proposals*.

If applicable, clearly state that presenters who require A/V assume the full related expense (except for plenary speakers, whose costs if any are assumed by the symposium).

The IASWG board of directors must approve the *Call*.

The *Call* appears in the final program of the preceding symposium.

The *Call* is posted on the IASWG website and e-blasted to membership as soon as possible.

The *Call for Proposals* is developed following a standard template (in progress) with modifications as necessary and distributed in four languages through scheduled emails to membership (by the SPC) and posted on the web.





## CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT CREDITS

Providing CEUs is vital to the success of the symposium. In fact, some people will not attend unless CEUs are available. Each locality has unique rules for granting CEUs, and the rule of thumb is for each LPC to do whatever is required by that locality.

It is the responsibility of each participant to make sure the credits are transferable to their own home state or province.

The final program should include the name and contact information for whomever assumes responsibility for CEUs on behalf of the LPC. Keep the records for 2.5 years.

*IASWG is in the exploring the possibility of becoming a granting organization.* Before moving ahead on this front consult with the SPC.



## PROMOTING THE SYMPOSIUM

You are responsible for developing local and international **publicity**. Remember, publicity promotes the symposium and plays a major role in promoting our mission. Some guidelines are:

- Use the IASWG website to publicize the Call and all other promotional materials.
- Prepare press releases and/or stories for various social work newsletters and magazines as feasible.
- Work with local professional organizations/chapters such as NASW, CASW, etc. on news stories or ads. Attempt to get these gratis.
- Put stories and announcements in professional publications.
- Send flyers and announcements to local agencies, schools, and organizations.
- Send information about the symposium to field instructors at local SSW.
- Make available promotional materials at preceding symposium.
- Make available promotional materials at social work conferences (e.g., CSWE, CASSW, local NASW conferences)
- Prepare/send press releases to local media with the background of the plenary speakers a week or so before the symposium and follow up.
- Distribute promotional materials to chapter chairs and all affiliates



## DEALING WITH ABSTRACTS

The system for accepting abstracts should *open for business on October 15 of the year preceding the symposium and remain open until March 15 of the symposium year*. This allows five months for submissions, not an inappropriate time frame for busy professionals with a busy life. During that time notices should go out to remind members of the schedule as follows:

TIME FRAME	
October 15	System for accepting abstracts opens
March 15	System for accepting submissions closes
March 31	Last day to notify authors
April 15	Last day on which authors can accept invitation to present (author confirmation must include proof of membership )

Each proposal is sent to three reviewers for comments, all of whom must be IASWG members. If there is some question, you may wish to submit the abstract to additional reviewers or consult with the SPC.

The LPC has discretion with regard to other timelines for student submissions of any or all types.

### Encouraging New Presenters

Starting in 2010 a page of helpful hints for new presenters on writing abstracts was posted on the web. Coordinate with the IASWG web master to make sure this page is up and running, easily accessible, and appropriate publicized as soon as other promotional materials (registration table, program information, the *Call for Proposals*, etc.) are posted on the web.

### Letters of Notification

Email notification to persons whose abstract has been accepted should include:

A link to online membership registration

If applicable, a link to an online AV Equipment Request form (that includes a credit-card payment mechanism)

A clear statement as to why membership is required (see proposed text below)

#### **Membership Requirement Text**

“Our annual symposia are characterized by a strong sense of community, particularly inspiring and invigorating for those with an interest in work with groups, and sources of renewal for our commitment to groups and group work practice. We believe such a community necessitates real participation on the part of all who attend, including presenters. To have persons come to our symposia solely to make a presentation and to leave immediately afterward detracts from this sense of community and is contrary to the group work spirit. We hope you will decide to actively participate, and we value and look forward to your contribution and support.”

A request for confirmation of acceptance by return email identifying last possible acceptance date including:

- title of presentation
- a 50 word abstract
- notification of any time constraints that need planning consideration
- notification as to whether or not the presenter would like to chair session

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## DEVELOPING SPECIAL SESSIONS

Begin by brainstorming keynote, plenary, institute, outstitute, and invitational-session speakers. Propose your final choices for keynote and plenary speakers to the executive committee for preliminary input and then to the board for approval. Historically, they have been social workers, with an occasional proposal for someone who is not a social worker (not always approved and when approved, usually with reluctance). There are four plenary sessions, including the opening keynote.

### Institutes/Outstitutes

Institutes and outstitutes are “pre-symposium” events, held on the preceding Thursday, generally divided between full-day or half-day sessions. Outstitutes are visits to area programs that demonstrate innovations in working with groups.

Plan on offering six to ten events depending on the projected size of the symposium (usually, with a greater number of institutes than outstitutes if only because of the required institute for field instructors [see below]).

Also, the number of participants for pre-symposium events is limited for a variety of reasons including the need for an extra day away from work, the fee over and above registration to attend, etc. It is best to be conservative in developing outstitutes, therefore, and particularly to sites that are likely to be of widespread interest or that reflect such innovation as to be widely appealing. On the other hand, institutes do provide CEUs; whether or not outstitutes qualify for such needs to be determined on a case basis.

### POLICY

IASWG requires a **free pre-symposium institute** every year for field instructors as an educational service to the local community and a way of fostering group work education.

### Plenary Sessions

There are three named plenary sessions (out of four plenary sessions total) at the time of this writing, one of which is the opening keynote, traditionally Thursday evening after the opening banquet. The keynote address is referred to as the *Sumner Gill Memorial Keynote Lecture*. The second named plenary session, usually following lunch on Friday, is named the *Beulah G. Rothman Memorial Plenary*. The third named plenary, usually following lunch on Saturday, is the *Joan K. Parry Memorial Plenary*.

The fourth plenary, on Sunday morning following breakfast, is yet to be named (requires a \$25,000 contribution). Because the symposium is often reduced in number on Sunday morning combined with the fact that many local participants can and do continue to both present and attend on Sunday morning, the plenary speaker at this event is often a local person whose work is of great interest to the local group work community.

### **Named Invitational Sessions**

In November 2010 the Board of Directors approved the naming of invitational sessions in exchange for a \$10,000 contribution to IASWG. The 2011 symposium in Long Beach sees the very first such session, the *Roselle Kurland Memorial Invitational*. Added in 2012 were two others: The *Robert Salmon Invitational* and the *Catherine T. Papell Invitational*. Consult with the SPC to be sure that appropriate coordination related to presenters takes place well in advance.

### **Selecting Speakers**

Speakers, plenary presenters, panelists, etc. should be members of IASWG. Special attention should be given to topics with international implications in selecting speakers and plenary topics so that these large-scale events are attractive to the full symposium. Consider diverse speakers who reflect in some manner the symposium theme (thesis) and/or response (antithesis) or that represent varied areas of practice and diverse constituencies. Try to avoid previous plenary speakers unless the topic is very different from a previous address.

A list of speakers since 1979 is available (ask the SPC).

In your letter of invitation to potential plenary speakers note your need for a copy of their presentation for inclusion in the *Proceedings*. You may wish to consider various types of diversity in your selection of both plenary and “invitational” presenters. Issues associated with direct group work practice should be well represented in the selection of facilitators for institutes and invitational sessions.

### **Honoraria**

Plenary speakers and invitational presenters do not receive honoraria and must register for the conference. *If you feel an exception should be made, consult with the SPC.*



## AWARDS

ORGANIZATIONAL HONOREES

LOCAL HONOREES

RETIREES & DECEDENTS

EMERGING LEADERS

### ► Honorees

Honorees are not “invited” to attend the symposium but pay registration like all other participants. What they receive is the tribute. They are, in fact, generally members of the Association who have been active in the organization and have tended to participate actively in the past making the issue of payment usually moot.

#### POLICY

As of November 2011, in recognition of the growing trend of working into late age, traditional local and organizational honorees no longer need to be retired in order to be honored. They must, however, be at least 65 years of age and meet these two conditions:

- (1) have been a member of IASWG for at least three years, and
- (2) made major contributions to the advancement of social work with groups in one or more of the following ways:
  - Record of publication
  - Outstanding practice
  - Contributions through teaching
  - Leadership (group work advocacy, promotion, etc.)

### ► Organizational Honorees

Formerly referred to as “international” honorees, IASWG in its full organizational status recognizes a certain number of individuals at the symposium. Generally, the LPC and Executive Committee work together to identify appropriate honorees of this type, and the Board of Directors approves the slate at the November board meeting.



## ► Local Honorees

The LPC also selects a certain number of individuals (generally 2-3) as “local” honorees to recognize at the symposium. These individuals do not require Board approval, but the slate is presented to the Board at the previous November board meeting for informational purposes.

Organizational honorees are presented with a certificate *signed by the IASWG president*. Local honorees are presented with a certificate *signed by the IASWG president and the LPC Chair/s*. Both are presented at a symposium event. A brief biography (about 2/3 of a page) and if possible, a photo of the honoree, is included in the program.

A person may be also honored posthumously.

## ► Retirees and Decedents

Retirees and decedents are usually recognized at each symposium but not necessarily honored in a formal way. Consult with the SPC to develop a system for how and when to acknowledge (e.g., in the final program). If this is the case, the certificate is offered to a family member or other representative.

Collaborate with the IASWG secretary, who assumes responsibility for developing the certificates given to honorees.

## ► Emerging Leaders

This category of award is new to IASWG as of the 2011 symposium in Long Beach, California, USA. Two awards are offered each year.

### **Outreach Process**

The SPC takes responsibility for announcing the award at the preceding November board meeting and for sending a *Call for Nominations* to membership through newsletters and targeted e-blasts from the LPC.

### **Evaluation of Nominations**

The SPC works with the Board to develop a double-blind review process of all submissions. Awards are given at the symposium during key moments TBD by each LPC.



## SCHEDULING THE WEEKEND

### PLANNING SESSIONS

IASWG BOARD EXECUTIVE COMMITTEE MEETING

IASWG BOARD MEETING

REQUIRED SESSION ON *STANDARDS FOR SOCIAL WORK PRACTICE WITH GROUPS*

MEMBERSHIP MEETING/TOWN HALL

### ► Planning Sessions

Historically, there were three “lines” of 90-minute sessions per day (in which there are either two paper presenters or one workshop facilitator), one “line” of invitational sessions (60 minutes or 90 minutes depending on the degree to which the longer time frame precludes another line of presentations), and one plenary session. On Sunday there is typically one plenary session and at least one or two paper sessions.

*These parameters are subject to change according to the many details of each symposium venue. For example, recent symposia have had lines of 60-minute sessions that cover one 60-minute workshop or two paper presentations of 30 minutes each.*

Every day there should be a 15-minute break between each line of presentations (e.g., if one line ends at 2:00 p.m., then the next line should begin at 2:15 p.m.).

Be clear with invitational presenters regarding the amount of time available. If someone wishes to have more time than is allotted for that “line” in the day, it will have implications for the entire balance of the symposium. If you are unsure about fulfilling unusual requests or encounter difficult demands and/or are unsure about the implications (such as having an invitational session be twice as long as another), consult with the SPC before making any agreements. It is possible to say no.

#### Order of Tasks:

1. Categorize papers into similar topic/areas (e.g., child welfare, substance abuse, older adults, mental health, etc.). Within each category pair papers based on:
  - a. Time restrictions (e.g., some presenters can only come on Saturday)
  - b. Similar A/V needs
  - c. Well-known with lesser-known presenters
2. “Stream” papers on a given subject area across the days to allow people to attend many sessions in their area of particular interest.

3. Identify session chairs. **Being a session chair is an honor. Chairing an invitational session is a special honor. Where possible invite board members, LPC members, loyal/long-time members, retirees, honorees, and particularly active/involved new practitioners to chair sessions.** With regard to board members, attending symposia is an important board function. Assume they will attend, and invite them to chair.

At the time of this writing, the SPC is exploring the use of Confex to both organize sessions and print the final program.

### ► IASWG Board Executive Committee Meeting

The Executive Committee holds a **dinner meeting** on the Wednesday evening preceding the symposium. This meeting begins at 6 p.m. and runs until at least 9 p.m. If the venue requires a “closing” time, 10 p.m. is a safe time to give.

The meeting room needs to comfortably accommodate 8-10 people, so a small conference room is usually an appropriate venue.

Dinner arrangements can be made in any number of ways from a prepared buffet to a simple a-la-carte system whereby a waiter provides menus and committee members order as they wish (easiest option if available).

***The LPC “hosts” the meal, which means that it is incorporated into the LPC budget.***

### ► IASWG Board Meeting

The semi-annual IASWG board meeting is on Thursday afternoon from noon to 5:30 p.m., which *includes lunch at noon*. This meal is *paid for by IASWG*, not by the local budget (consult with the SPC to arrange payment).

Be sure to reserve a room that is appropriate in size for this meeting. Board members eat their lunches in that room, kicking off the formal meeting.

### ► Required Session on *Standards for Social Work Practice with Groups*

Every year the IASWG Practice Committee devotes an open session to reviewing and making recommendations to modify, expand, or reshape the IASWG *Standards*. This session gets a full 90 minutes (or if the line for presentations is 60 minutes, then 60 minutes) and is scheduled in any one of the “lines” of presentations, *preferably on Friday, which allows participants the weekend to reflect, communicate ideas, etc.*

## ► Membership Meeting/Town Hall

The annual membership meeting of prior years, required by IASWG bylaws, has been replaced at the time of this writing with a combined membership/town hall meeting. The meeting is now two hours rather than one in order to accommodate an interactive town hall intended to reach out to/more closely involve membership in brainstorming the future.

This event is generally held on Saturday afternoon after the end of the last “line” of sessions. A large room should be reserved with a large number of chairs that can be moved around in small groups as might be required by the town hall facilitator.

Implications of this new format:

- Membership Meeting: 30 Minutes  
Full written reports historically distributed at this meeting as of 2010 will have been prepared ahead of time and sent to the LPC for printing and inclusion with registration materials that await participants (coordinate with the SPC). These reports are also sent by email to full membership after the symposium so that those who could not attend still have opportunity to participate in this organizational function.
- Town Hall: 90 Minutes

Facilitated by a board designee.

### Note

Historically conducted at the membership meeting, **honors are now spread out among the four Plenaries and other full-symposium events** (such as a meal that does not have a plenary attached to it) with the request to honorees and those who introduce them to keep their remarks to five (5) minutes each. Honoree bios are included in the final program, making it possible for participants to learn about them in greater depth at their leisure. Depending on the timing of the Membership/Town Hall, there may also be time to include one or more honors at this event.



## TRACKING PARTICIPANTS & COSTS

It is important to keep track of who's legitimately at the Symposium. This is not normally an issue, but requesting that **name badges be worn at all times** helps to make sure that everyone roaming around has in fact registered – and registered for the day on which you see them! Name tags, bags, meal tickets, and other registration materials are **assembled in advance** and given out at the time of registration. If people wish to register and pay using credit cards, they may use the credit card authorization forms used by the membership service.

Generally, there is some kind of tote in which the written program has been placed along with various hospitality items, the participant's name tag and meal tickets, and a copy of the *Executive Committee Report to Membership* (usually two pages developed by the Executive Committee and sent ahead to the local planning group for copying).

All attendees must be given **name badges** and wear them at all symposium functions. The name badge must **clearly** identify registration type (e.g., full, Friday, Saturday, etc.). All too often people will register for only one day and attend the entire symposium. A clear name badge greatly reduces this problem that embarrasses everyone.

The issue of keeping track of numbers becomes most problematic, concretely speaking, around pre-paid meals. To keep within the parameters of the negotiated contract, the **use of meal tickets is imperative**. Volunteers must stand at either side of the door (one door to the dining area makes it easiest) to the dining area with baskets or some other receptacle to take meal tickets.

It is helpful for meal tickets to be of different colors, making them identifiable with a quick glance and facilitating the entry process to the meal room.

The use of meal tickets cuts down on “freeloaders,” and while the idea that symposium participants might do this feels uncomfortable, it does happen every year! Meal tickets can be placed in the back of each name badge so that participants can locate them easily when needed.

**Attending the plenary without the meal:** Traditionally, symposium attendees who do not attend the meal are still permitted to attend the plenary. Extra chairs are often requested for this purpose and placed at the back of or around the dining room. When the meal is finished and speeches begin, doors open to everyone.

Since 2010, it is increasingly the case that plenary meals are included in registration, cutting down on the problem of “freeloading.” However, participants have been known to try to have a spouse or two or a friend or two join in on the meal (*we'll just share; he won't really eat*, etc. etc.), so meal tickets are still imperative, especially since **once the contract with the serving venue is negotiated, exceptions are not only unruly but inordinately expensive**.

The one thing that you can be sure of is that the venue offering the food will pay very close attention to the numbers of plates that leave the kitchen and that if there is even one more plate than that for which it was negotiated, IASWG will incur the charge (and rightly so, of course) – which will be much more than the “per plate” charge that was included in the contract.



## ON-SITE PRESENCE

VENUE CONTACTS/COORDINATION  
THE REGISTRATION AREA  
PROGRAM CHANGES/DAILY ANNOUNCEMENTS  
THE MEMBERSHIP DESK  
PROMOTIONAL TABLE FOR THE NEXT SYMPOSIUM  
THE HOSPITALITY DESK  
CEU OR PROFESSIONAL DEVELOPMENT CREDIT DESK  
IASWG ARCHIVES TABLE  
BANNERS

### ► VENUE CONTACTS/COORDINATION

Co-Chairs should know who the specific hotel personnel are to call with questions and emergencies and should create liaisons between other IASWG staff (symposium coordinator, registration/membership IASWG staff, hospitality staff, etc.) and hotel personnel. If something is needed in a “pinch,” it can be helpful if someone other than a co-chair has the authority to make special requests, such as setting up a room differently, etc.

Frequently the hotel staff meet with symposia co-chairs just prior to the symposium; one or more representatives of the SPC as well as the Association president are also available for a last meeting before the conference actually begins.

### ► THE REGISTRATION AREA

*The registration area needs to be staffed throughout the conference **beginning on Wednesday evening.***

Each day of the conference the registration should be staffed beginning one hour before the first session and continuing until the last session of the day ends.

Name tags, bags, meal tickets, and other registration materials are assembled in advance and given out at the time of registration. If people wish to register and pay using credit cards, they may use the credit card authorization forms used by the membership service.

### ► PROGRAM CHANGES AND DAILY ANNOUNCEMENTS

There needs to be an effective way of conveying to the attendees any changes in the program (e.g., posters at various locations, a bulletin board with daily notices, announcements (keep them short) at full-symposium events, notices on the doors of cancelled sessions, and/or written announcements posted on the plenary-meal tables)...

## ► THE MEMBERSHIP DESK

The membership desk is staffed by the Operations Administrator or members of the Membership Committee. Student volunteers need to be made available on an ad hoc basis to help at this table as well, such as sitting in for someone to take a lunch break, etc. (These helpers will not be authorized to take credit-card payments, however).

Ample space needs to be provided to display AASWG materials, and this desk should be in close enough proximity to the registration desk to encourage membership.

## ► PROMOTIONAL TABLE FOR THE NEXT SYMPOSIUM

A table in a prominent spot is staffed by the co-chairs of the next IASWG Symposium and includes as much promotional material as available plus copies of the following year's *Call for Proposals*.

## ► THE HOSPITALITY DESK

This serves as a trouble-shooting desk.

The hospitality committee and/or student volunteers who are enlisted as hospitality workers can staff it. "Runners" should be available to check on room set-ups.

This desk can also serve as the central location for dine-around information and sign-up sheets as well as tourist information including maps, security advice, and other pertinent information and/or special-needs requests.

## ► CEU OR PROFESSIONAL DEVELOPMENT CREDIT DESK

The sign-in procedure should be set up according to local regulations. Evaluation forms can be located here as well as in the registration materials.

*The SPC is exploring the centralization of CEU granting; check with that Committee before doing any work on this front.*

## ► IASWG ARCHIVES TABLE

Some years ago IASWG developed an Archival Display, which has attracted interest in the past and should be included in the exhibit area or in the registration area, whichever will best promote visibility. Consult with the SPC on details of location, setting up, etc.

## ► BANNERS

The Association has purchased table banners/drapes/covers to be used for tables. They are generally held by the preceding local planning group and forwarded to the current planning group. If this does not seem to be the case, check with the SPC for their location.



## EXHIBITS, DISPLAYS, VENDORS

### Exhibits and Displays

Exhibits and displays of books are labor intensive to coordinate and prepare, but they add significantly to the symposium, and a concerted effort should be made by a subcommittee dedicated to the task.

#### Strategy

Do not agree to an exhibit space, even if optimal in size, if it far from the mainstream traffic. At the very least secure a space that must be passed in order to reach presentation rooms. An example of strategic thinking is placing food and beverage tables for breaks near the exhibit area.

#### Charging for Exhibit Space

Consult with the SPC, which is standardizing rates. Whiting & Birch, the official IASWG publisher, which gets an exhibit table *gratis*.

Exhibitors may “rent” a full table or a partial table, such as half or quarter (or even simply shared space). Get very clear parameters from the venue about the timing, i.e., when exhibitors can set up and when they must break down their exhibits. Then be very clear with the exhibitors about these parameters.

### Vendors

Local crafts people and vendors are always a welcome addition to the symposium, adding to the local flavor and helping the community to shine. Many a piece of jewelry or artwork has been purchased by our members!

If possible contract (in writing) with the venue for a room that can be locked overnight. If not possible, any valuables on exhibit will need to be locked in the LPC/IASWG suite or some other secure place overnight.

### Books Sales

Exhibits and displays of books are labor intensive to coordinate and prepare, but they add significantly to the symposium, and a concerted effort should be made by a subcommittee dedicated to the task. IASWG publications partners, Whiting & Birch and Taylor & Francis, must be invited to display their products. Local university bookstores or other independent bookstores could be invited to set up exhibit and sales tables. Book and other sales are to be handled by IASWG or a designated vendor (e.g., Barnes & Noble, University Bookstores, etc). Many states require collection of state sales taxes. A vendor has a tax permit (IASWG may have



to obtain one. Check on requirements for your locality, and if unsure consult the SPC). Individual sales (other than commercial exhibitors with their own licenses) may jeopardize IASWG.

If you use a book vendor try to negotiate a percentage of the proceeds as a fee for selling books on site. Some LPCs have received as much as 15% of the sale price. Many vendors and bookstores will not do this but may instead discount their books for symposium attendees.

Book exhibits should have a representative sample of authors and include books by IASWG members. Check with the SPC for a list of books; also look at the IASWG bibliography.

### **Ideas/Recommendations**

- Be sure to look at the space and take dimensions.
- Locate a bookstore to set up and run a large and comprehensive book display for the duration of the symposium. Make clear arrangements, and secure the agreement in writing.
- Once you know approximately how much space is needed, work with venue to develop a floor layout. If there is extra space consider reaching out to community agencies that might wish to exhibit.
- Determine exactly how many tables and what kind of equipment you will need for all displays, and organize with hotel contact. Many vendors will bring their own equipment but will need electricity.
- If there is extra space consider inviting IASWG chapters to bring materials for display if they wish.

**All exhibit tables must be skirted. Electrical outlets should be available.**



## HOSPITALITY ACTIVITIES

### Opening Banquet

The opening night remains a high spot in symposium programming - an activity through which everyone interacts and celebrates being together.

#### A new tradition

In the spirit of increased connection in and commitment to this now highly decentralized and completely volunteer-based organization, you are urged to find out which board members are attending and to ask them to partake in a “new” tradition of hosting a table at the opening banquet. Spreading board members around the room with one or two at each table can help to expand community and connections and through new connections, help to identify people who would like to join ongoing Association governance through committee work, board membership, or other services (such as web skills, etc.)

### Dine-Around Evening

Another tradition is the dine-around evening, usually on Friday evening, which allows for connections to be made early, helps to increase networking, and helps to familiarize participants with the host city.

#### A new tradition

In the spirit of folding in newcomers you are urged to find out which board members are attending the symposium and to enlist them as “evening hosts” of dine-arounds.

Pre-select a number of restaurants that reflect diverse options, have a very public sign-up sheet available as soon as you set up in the venue, and consider transportation needed as you identify potential restaurants.

Be sure to contact the restaurants as well to make sure they can accommodate a group, identify group-size parameters, determine the time of reservation, etc. (Don’t forget to try for special relationships, e.g., *desserts on the house* for the promotion/business they will get from the dine-around, etc.)

On your **hospitality table** provide a list of local restaurants and/or brochures for people to use in making their own arrangements.



## FINAL TASKS

### Final Registration Tally

While an updated list of registrants should be in the hands of the Operations Administrator from the very beginning, on occasion registrations come in peculiar doorways. Therefore, within one month after the symposium you should compare and coordinate whatever list you may have developed with the one kept by the Operations Administrator to determine accuracy. The final list of registrants should include all information including name, address, phone numbers, e-mail address, registration category (full, partial, retired, etc.), amount paid, etc.

In addition to sending an e-copy to the Operations Administrator, copies should also go to (1) the SPC, (2) the Membership Committee Chair, (3) chair of the Commission, and (4) Whiting & Birch. This will help to ensure accurate distribution. Be sure the list is final when you send it, or in the alternative be sure to confirm that any second or later list you are sending is intended to replace what was previously sent.

### Archiving Material

After the symposium is over you will find that your office is filled with mountains of paper. The natural inclination is to clear it out by throwing everything away. Replace that temptation with a little more effort to maintain at least one copy of all your papers and records, which will be a treasure trove for future researchers on group work and perhaps very useful for the Association in the future as well. Consult with the SPC about how/where to store the material.

### Preparing a Final Report to the Board

A final report is given to the Board of Directors at the November board meeting immediately following your symposium. However, the report is due to the SPC by the end of September so that it can be reviewed by the Executive Committee and clarified if necessary. This report should sum up all the major details of the symposium. For example:

- Final registration numbers (including categories)
- Financial Report
- Number of Presentations
- Any evaluative data
- Special concerns or issues and particular recommendations
- Status report on *Proceedings* (the manuscripts for which should either be at Whiting & Birch given that the board meeting is in mid-November or be almost ready for submission)



## PROCEEDINGS

One of the last tasks of the LPC is producing a set of *Proceedings* that reflect the symposium. Do not delay! AASWG's agreement with Whiting & Birch, its official publishers, is that final manuscripts will be submitted to David Whiting by December 31 of the symposium year *at the latest*.

Authors whose papers you believe need some editing work are entitled to AASWG publication mentors if they wish. Inform authors of this option if they have been accepted but with some editorial revisions requested.

Preparation steps are as follows:

1. Determine your time frame for accepting papers. Some LPCs have required that papers be deposited in a special box at the registration desk by the last day of the symposium. Others have required submission within a period after the symposium. In no case should that be more than two weeks.

*The SPC and Executive Committee are working on standardizing the time frame and to some degree decentralizing this process so that the burden does not fall too heavily on the co-chairs.*

2. Whether you invite plenary addresses or invite speakers to submit them, be sure to inform your plenary speakers of your policies.
3. You may become aware of excellent papers that were not submitted for the *Proceedings*. You are free to solicit those papers. However, the author should be informed that your solicitation is for consideration only and that acceptance is based on peer review.
4. Consider 10-15 papers based on length. The total manuscript should be no more than 250-300 pages, and all papers should be submitted with APA style referencing.
5. Notify authors of their status (accepted or not accepted) in a timely manner so that authors not accepted may submit elsewhere as soon as possible.
6. Encourage those not accepted to submit their papers to *Social Work with Groups* (Taylor & Francis) or *Groupwork* (Whiting & Birch).
7. If papers need editing by the author/s, set a quick return date (e.g., 10 days).

8. When editing by both your editing volunteers and the author and the manuscript has been proofread countless times contact the SCC for next steps, as the contractual arrangement for publication is between AASWG and Whiting & Birch, not between the publisher and the editors.
9. The *Proceedings* must be indexed. Choose how you wish to have the indexing done. You can ask Whiting & Birch to do the indexing or do it yourself if someone on your committee has the expertise.

Develop and propose a cover to the Commission/Executive Committee for your set of proceedings.

Check with the SPC about style, as some degree of standardization/branding is expected along with your own creativity.

Also, check with David Whiting of Whiting & Birch about their requirements related to quality/nature of art/graphics. Whiting & Birch have certain required graphics stored, such as the logo.