

SCA Member-Initiated Events

Mini-Conference (Or Un-Conference)

Duration: full day

Mini-Conferences are moderately large (approximately 40-100 attendees), probably full-day events.

A typical mini-conference will be held in a single meeting room or auditorium and may have a blend of speakers and panel presentations around a theme.

Members / non-Members: may be open to non-members, but registration should be open to SCA members for a suitable period prior to being more widely promoted. Organizers may propose their own publicity plan and calendar, but SCA members must be given priority. Upon event approval, SCA will provide guidance based on event type and lead time.*

To request support, please fill out the form on the SCA website and email it to memberevents@calarchivists.org with subject line "SCA event proposal."

Financial support

For non-alcoholic refreshments (food or drink)	Up to \$10 per SCA Member attending.*	Reimbursement basis, with receipts and sign-in sheet (or registration record).
For keynote speaker's or single facilitator's expenses or honorarium. (No more than two qualifying individuals for a single-day event.)	Up to \$125 for presentations / facilitation roughly an hour. Up to \$250 if considerably more than an hour (half-day).	May be offered as an honorarium (no receipts, but taxable) or as expenses with receipts or report of mileage, up to full expenses incurred or \$125, whichever is lower.
For panelists' expenses	Up to \$50 per panelist for up to 4 individuals. (May be extended to a second panel for a day-long event.)	Reimbursement basis, with receipts.
General Expenses / wifi / A/V or other equipment rental / supplies etc.	Up to \$200 for events open to more than 40 attendees.	Reimbursement basis, with receipts.

* Non-SCA members will not normally be part of the reimbursable head count for refreshments. For full day events with significant other expenses, SCA will ask that the organizers ensure a high proportion of Member attendees. Alternatively, member/non-member registration fees may be set, or a co-sponsor may be found to contribute to expenses. SCA is open to proposals from organizers regarding budgeting, fees, and co-sponsorship.

Questions? Contact memberevents@calarchivists.org

Please note: parameters of the Member-Initiated Events program may be changed by the Board at any time. Additional limits may be applied.

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The following expenses will not be fully covered by SCA if greater than the General Expenses budget line above. If a host institution cannot provide gratis, a co-sponsor may be needed, or a registration fee will have to be charged commensurate with expenses. (Exceptions to funding limits can be considered, particularly for larger events.)

- Facility fees
- Event insurance
- A/V
- Meals
- Transportation (van/bus)

Organizer's responsibilities:

- Arrange a venue & coordinate logistics and technical support.
- Determine theme.
- Request funding approval with as little as 6 weeks advance notice.
- Indicate on request form how Members will be given priority, through advance notice in publicity plan and/or through pro-rated registration fees.
- Form event committee if needed. (Help from SCA possible.)
- Maintain a budget and record income/expenses.
- Request registration support from SCA and participate in its management.
- Identify & coordinate with panelists and speakers.
- Invite Board Members and Committee Chairs.
- Ensure a high proportion of SCA Members in attendance announcing & promoting via the West_Arch listserv prior to other venues.
- Request that announcement be sent to official SCA membership email list and posted to SCA social media forums prior to non-SCA venues.
- Coordinate expenses and reimbursement with Membership Committee.
- Maintain list of attendees: no formal registration needed. (Informal RSVP is OK, but organizer is encouraged to request replies and close sign-ups at capacity.)
- Arrange a brief "welcome" from a Board Member, Chair or other SCA representative, in which SCA will be acknowledged.
- Arrange for, or act as, an MC to introduce panel and lead discussion.
- Provide and retrieve a sign-in sheet with clearly-written names, email, and "SCA Member?" and "Student?" check boxes. (Non-members will not be added to any mailing list but may receive a follow-up message after the event.)
- At the event, post any information on upcoming workshops, AGM, or other events that the Board suggests at time of approval. Display a few membership brochures provided by Board.
- If requested by Board, distribute, collect and tabulate event evaluations.
- After the event, submit an informal report for the Board.

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