

RaAM the Association for Researching and Applying Metaphor

Guidelines for prospective hosts of RaAM Conferences and Specialised Seminars

The RaAM Association welcomes proposals to host one of the biennial Conferences or Specialised Seminars (the latter understood as academic meetings of various kinds at which applied metaphor researchers exchange information and hold discussion). Both types of events will be organised by a Local Organising Committee led by a member of RaAM and will be expected to further the aims of the RaAM Association, as laid out in its constitution. In order to be held under the auspices of the Association, organisers must have their proposals approved by the Executive Committee.

These two types of meetings take place in alternate years, within fifteen months of each other. The conferences will be events gathering between 100 and 200 delegates, for about three days, whereas the Specialised Seminars (which may take the form of workshops, symposia, or mini-conferences) will typically gather between 50 and 100 participants. The aim of the biennial Specialised Seminars is to gather applied metaphor researchers, and those from related fields, in order to focus on a specific aspect of research of relevance to RaAM members (for example, developments of particular research methodologies or research in a particular 'real world' context). These Seminars will tend to last two days and may be attached to a larger event

Proposals to host a conference

1. Proposals to host a conference must be submitted using the questionnaire posted on the RaAM website at least two years before the event is to take place. Deadlines for submitting proposals are advertised on the website, and these must be received by the Conference Secretary on or before this date.
2. The questionnaire asks prospective Local Organisers of a conference to provide an outline of the purpose and aims of the Conference and its relationship with the aims of RaAM, as well as details regarding the proposed plenary speakers, the composition of the Scientific Committee, web pages and registration procedures. These must be agreed on with the Executive Committee before the event is advertised.
3. In line with its declared aim to foster rigorous research methods in applied metaphor research, Local Organisers are asked to pay special attention to providing opportunities for PhD candidates to receive feedback on their ongoing research and to provide the means for the RaAM PhD Liaison Officer to host a meeting of PhD candidates attending the conference.
4. The Annual General Meeting of the RaAM Association will be held during the conference, and Local Organisers will be asked to provide the Association with the support needed for this meeting to be held successfully.
5. A meeting of the RaAM Executive Committee will take place at the conference venue on the day before the conference starts. Local Organisers will also be asked to provide a room and other facilities (eg, photocopying facilities, PC and printer) requested by the Secretary of the Association.

6. Conference Organisers will be asked to submit a written report on the event to the RaAM Chair within two months after the end of the conference. This report should include feedback retrieved from delegates via a questionnaire.

Proposals to host a Specialised Seminar

1. Proposals to host a Seminar must be submitted using the questionnaire posted on the RaAM website at least eighteen months before the event is to take place. Deadlines for submitting proposals are advertised on the website, and these must be received by the Conference Secretary on or before this date. Local Organisers should also provide an outline budget, indicating how the event will be funded.
2. If the Seminar is attached to a larger event, the proposal should include details of how the two events will be coordinated and how the Seminar will fit into the main event.
3. The Annual General Meeting of the RaAM Association will be held during the Seminar, and Local Organisers will be asked to provide the Association with the support needed for this meeting to be held successfully.
4. A meeting of the RaAM Executive Committee will take place at the venue on the day before the Seminar starts. Local Organisers will also be asked to provide a room and other facilities (eg, photocopying facilities, PC and printer) requested by the Secretary of the Association.
5. Organisers of a Specialised Seminar will be asked to submit a written report on the event to the RaAM Chair within two months after the end of the Seminar.

Please note the following

- As of 2015 participants of RaAM conferences and seminars are required to become members of RaAM. Please make sure you take this into account in your bid (incl. handling the registration process > membership fees need to be paid directly to RaAM).
The new membership fees are as follows:
Non-students: 1 year, £40; 3 years, £100
Students: 1 year, £25; 3 years, £60
- The Local Organising Committee is responsible for recruiting volunteers for seminars or conferences (e.g., student assistants for chairing parallel sessions etc.). In the event that RaAM might be directly responsible for volunteers, the situation should be noted in writing, proper organisational arrangements made, and the insurance policy reviewed.
- RaAM does not work directly with vulnerable groups as part of its core activities. However, bidders for seminars and conferences are asked to consider facilities and services available and to summarise these in their bids.
- Organizers of seminars and conferences are encouraged to consider publishing proceedings, a special issue of Metaphor and the Social World, or an edited volume.