

Guidelines for prospective hosts of a RaAM Conference

The RaAM Association welcomes proposals to host one of the annual Conferences. Conferences will be held between May and July and 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 RaAM Executive Committee. RaAM conferences will be events gathering between 100 and 200 delegates, for about three days.

Proposals to host a conference

1. Proposals to host a conference must be submitted using the questionnaire posted on the [RaAM website](#) usually two years before the event is to take place. Deadlines for submitting proposals are advertised on the website, and proposals must be received by the Conference Secretary on or before this date.
2. The [Proposals for Hosting a RaAM Conference](#) 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 (approx. 1hr), and Local Organisers will be asked to provide the Association with the support needed for this RaAM members 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 (e.g., internet, printer/copying facilities) 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.

Please note the following

- Participants of RaAM conferences are required to be 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 current membership fees are as follows:
Non-students: 1 year, £40; 3 years, £100
Students: 1 year, £25; 3 years, £60
- RaAM is pleased to offer a limited number of bursaries for both **students and non-students** to attend RaAM conferences and seminars. The bursaries are available to RaAM members who have had their abstracts accepted and are allocated based on financial need, with a focus on developing countries. Bursaries normally do not cover all expenses. RaAM will offer two levels of bursary only: either £500 or £250 and encourages Local Organisers to consider offering their own bursaries.
- The Local Organising Committee is responsible for recruiting volunteers for 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.
- RaAM requires the inclusion of the [Diversity and Inclusion Statement and the Code of Conduct Statement](#) for RaAM endorsed conferences. If the LOC's university has similar statements they are required to use, these must receive prior approval by the RaAM EC.
- Organizers of conferences are encouraged to consider publishing proceedings, a special issue of *Metaphor and the Social World*, or an edited volume.