**Child and the Book-Conferences (CBC)**

**Aims of CBC**

CBC has the following main aims:

1. to foster international exchange in the field of children’s literature research
2. to strengthen scholarship and research in this field in Europe
3. to explore new directions in children’s literature research
4. to encourage young researchers, including PhD students and Master students, to present their current or future research projects
5. to keep conference fees low

**Venue of CBC**

With one exception, all CBC took place in **different European countries** yet. In order to enhance European scholarship in children’s literature studies, forthcoming CBC should be situated in Europe, including bordering countries, such as Russia or Mediterranean countries. Ideally, CBC should swift between different European countries, thus encompassing almost all countries in Europe over the course of time. Small European countries are particularly invited to host CBC.

**Dates of CBC**

Usually, CBC take place sometimes in **spring** (April – May). Deviations from this date need to be discussed and confirmed by the CBC advisory board.

**Duration of CBC**

Each CBC has a length of **three days**. It starts on the first day in the morning and ends on the third day at lunchtime. Optionally, the conference can be complemented by excursions or any related events one day after the conference or on the third day after lunchtime.

**Presentation format**

All **papers** presented at CBC have a length of **20 minutes plus 10 minutes for discussion**. Applicants for CBC have two options: they can a) submit an abstract for an individual paper or b) submit an abstract for a panel (with 3 individual papers). Panels with speakers from different European countries are particularly welcome.

**Number of participants**

The attendance figures of CBC swift between 50 to 200 people. While the first CBC had been small, the CBC 2019 had almost 200 participants. The CBC 2021 had 95 participants. Considering this, the organization team should consider how many participants they can host or whether it is feasible to have a smaller number of attendees – this can be handled by the selection procedure, i.e., by strict rules in relation to the acceptance of abstracts.

**Advisory Board**

The advisory board consists of the organizers of previous CBC. At the moment the board has eleven members (including the organizers of CBC2021). In order to keep the number of board members constant, a member shifting is mandatory. One option could be that the organizers of conferences further back will leave the board and make place for new members. It can also be considered to have a small number of fixed members who guarantee the stability and continuity of the aims of CBC.

Tasks of the board:

1. selection of the organizer(s) and venue of forthcoming CBC, pending on applications by potential stakeholders
2. consultation of the organizer(s) of forthcoming CBC, in relation to the topic and any organizational matters
3. consultation in relation to the Call for Papers
4. voluntarily, the board members can also be members of the reading committee

**Organization**

**Before the conference**

***Application for the organization of CBC***

Researchers with a good standing in children’s literature studies can apply to host a CBC. Moreover, the applicants should be affiliated to a university or a related academic institution. For the application, the following information is needed: a) conference venue (with exact information on the place, the buildings where the conference shall take place); b) name(s) and affiliation(s) of the members of the steering committee (main organizer(s) and other members of the working group); c) dates of the conference; d) title and topic of the conference with a preliminary description; e) reasons for hosting a CBC (how this application can contribute to develop CBC’s aims). The application should be sent in advance to the members of the CBC board. If the majority of the board members agree with the proposal, it is accepted. Ideally, the decision about the host of the next CBC should be taken before the present CBC so that the name(s) of the organizer(s), the venue, the dates, and the topic can be announced at the end of the present CBC.

***Organization team***

The main organizer(s) are responsible for gathering colleagues, research assistants and students who join the organization team. Depending on the expected number of conference participants, the team should have about 5-10 people who fulfil different tasks. One person, preferably the main organizer or the chair of the organization team, is the spokesperson for the team and also the main contact person of the CBC board.

***Conference venue***

Ideally, the conference venue is part of the university of the hosting team or a conference venue/conference center close to the university. Other things to consider are

a) the good reachability (proximity to an international airport and international railroad connections);

b) placement of all events and conference sessions within one building or neighboring buildings close to each other (in order to avoid long distances between different conference buildings)

c) the number of rooms needed for the presentation of parallel sessions – here it should be noted that at least one big room (for more than 200 people) is needed for the keynote lectures and the general announcements, the opening address and closing remarks.

***Call for Papers***

The organization team is free to select whatever topic they find interesting in relation to children’s literature, children’s media, and children’s culture. However, it is recommended that the topic is discussed in advance with the CBC board.

The Call for Papers should follow the CBC scheme developed by previous CBC conferences **(see further document).**

There are two possible options for abstract submissions:

a) submission of an individual abstract (1-3 presenters);

b) submission of a panel abstract (3 individual papers per panel, presented by different presenters, preferably from different European countries).

All abstracts and panel descriptions need to follow the guidelines presented in the Call for Papers.

Considering the main aims of CBC, young researchers should particularly be encouraged to submit proposals. In order to give PhD students and Master students a chance to present their current research projects, their abstracts do not obligatory need to match the topic of the conference.

The Call for Papers should be distributed in late summer or early autumn in the year preceding the conference. The presumed deadline for the submission of abstracts is by mid-December, the information about the acceptance/rejection of abstracts is by the end of January.

The Call for Papers shall be spread via different channels, for instance, mailing lists, webpages of international academic institutions and societies, and listserv.

***Reading Committee***

The Reading Committee is responsible for the reviewing of the abstracts. It could include the members of the CBC board, but also additional researchers, for instance, members of the organization team. Pending on the number of abstracts, it is recommended to have about ten members in the Reading Committee.

When reviewing the abstracts, they are asked to follow a guideline with criteria for the evaluation of abstracts **(see further document).**

In order to reduce the amount of work for the individual reviewers, each reviewer can be allocated about 15-20 abstracts.

It is expected that the reviewers send their responses and evaluations of the abstracts within four weeks after the reception of the abstracts.

***Time Schedule - Program***

After the evaluation process and advisably also after the deadline for early bird conference fees, the organization team needs to develop a draft for the conference program. Pending on the number of accepted abstracts, it should be decided how many parallel sessions are necessary.

Each session should have panels with 3 presentations. In this regard, the organization team is responsible for finding out which individual papers could be best placed into a panel, depending on the subject, the theoretical framework, the methodology and/or the underlying research questions. Panel proposals can be put together with panels created by the organization team.

When creating the draft program (which needs to be adjusted any time due to cancellations of participation or other reasons), the team should observe a balance between young researchers and senior researchers. It is not advised to put PhD students and young researchers into separate panels, since they may have less attention.

As for the time schedule, shorter breaks between individual panels are necessary so that interested people can smoothly change rooms.

It is mandatory to allocate enough time for the coffee breaks (30 min) and lunches (1-2 hours depending on the location of the lunch serving).

***Keynote speakers***

The main organizer(s) are free to invite keynote speakers. They can also decide how many keynotes they want to invite (2-3). These need not to be confirmed by the Advisory Board. It is recommended that one of the keynotes is a researcher from the host country. The other keynotes could be experts from different European countries. A major selection criterion is that the keynote speakers are renowned scholars with an expertise in the topic of the conference. Keynotes with an interdisciplinary perspective are particularly welcome.

A keynote lecture lasts one hour (45 minutes for presentation and 15 minutes for discussion; or 40 minutes for presentation and 20 minutes for discussion).

***Webpage***

An individual webpage is useful and mandatory in order to spread news and to draw the international attention to the forthcoming conference. There are no regulations with regard to the web design. The only exception is that the webpage clearly states that the planned conference belongs to the CBC series, having the notion of “Child and the Book” and the correct number of the CBC in the headline (the 2021 conference is the 15th within the CBC series).

***Conference logo and design***

There is no conference logo yet. The organization team may consider developing an individual conference design that can be used for the webpage and flyers. One idea is to ask a children’s book illustrator to develop an image that matches with the topic of the CBC. Honorary for the illustrator should not be covered by the conference fees.

***Catering and conference dinner***

Catering is needed for the coffee breaks and lunches. It is not necessary to offer “luxury” food and drinks but to provide healthy food and sufficient drinks.

Coffee breaks: a) drinks: coffee, tea, water, and potentially fruit juice; b) food: cookies, fruit, sandwiches or something similar

Lunches: a) drinks: water; b) food: it might be reasonable to offer a self-service buffet with sandwiches, finger food, fruit, and similar things so that people can choose whatever they want. This can potentially be served in the university building. This also offers people the opportunity to move seats or to stand according to the individuals’ preferences. Food preferences of the participants should be requested in advance (vegetarian, vegan, halal, etc.).

Another option is a menu in a restaurant but this often takes a lot of time.

***Additional events (optional)***

It is possible to offer additional events, such as author’s readings, exhibitions, and guided tours on the university campus (besides the obligatory conference dinner), and after-conference events, such as excursions and guided tours. The events during the conference should be free of any charge for the participants, while the after-conference events are fee-based.

**Money charges**

***Conference fees (catering, room rent, technical equipment, conference material)***

The conference fees should be kept low (if possible, less than 100 Euro, at least for young researchers and early bird booking) in order to give young scholars and people with low income the chance to attend the conference. The fees cover the catering (coffee breaks, lunches), the room rent, technical equipment and the conference material. The attendance of the conference dinner is optional and should be paid by means of an extra charge.

If it not possible to keep the conference fees to less than 120 Euro, the organization team may consider applying for funding to cover the extra costs.

***Catering***

It is recommended to ask different catering agencies for cost estimates – to keep conference fees low.

***Conference dinner***

The conference dinner is optional. It is recommended that the individual price should not extend the sum of 40-50 Euro per person (for a three-course menu including water or a self-service buffet including water). The location of the conference dinner preferably is on the university campus or in another place nearby so that people can walk to the dinner venue.

***Additional events (optional)***

Additional events, such as author’s readings, exhibitions, theatre performances, can be offered on the two free evenings. However, these are optional; the organizer(s) are not obliged to offer any of these events. The same applies to after-conference events, such as guided tours and excursions.

***Keynote speakers***

Pending on the funding, the CBC conferences invited 2-3 keynote speakers. The keynotes are usually offered the payment of travel expenses and accommodation. They do not have to pay the conference fees and the cost for the conference dinner. However, they are not offered honoraria. Please note that these costs should be covered by the host institution, they shall not be covered by the conference fees (in order to keeps these low)! Therefore, it is necessary that the organizer(s) apply for funding in time (see below).

***Funding***

It is recommended to apply for funding to cover the expenses of the keynotes and also parts of the costs for the room rent, honorary for an illustrator, salary for the designer and organizer of the webpage, etc. If the organizer(s) are successful in this respect, they may be able to keep the conference fees low.

**During the conference**

***Conference desk***

Throughout the whole conference, the conference desk must be staffed by two or more people (likely students’ assistants) who assist the conference attendees in relation to any administrative, technical and related questions and problems.

***Moderation of sessions***

All panels need to be moderated, either by the colleague who proposed a panel or by other scholars attending the conference. It is the task of the organization team to select potential moderators and to contact them in advance by asking them whether they agree to moderate a session. Ideally, colleagues should not moderate more than one session.

The keynote lectures should preferably be moderated by the main organizer(s) or by colleagues from the organization team.

During the conference, a non-native English speaker etiquette should be regarded: moderators and speakers are asked to speak slowly and clearly and to present their main arguments and structure of their presentation by means of a Power Point Presentation.

***Opening session***

The opening session preferably shall last no longer than 30 minutes. Here, the organization team may contact representatives of their university to officially open the conference (dean of the faculty, head of department, etc.). The main organizer(s) can also announce any changes in the program.

***Closing session***

The closing session can be used to say farewell to the attendees but also to announce the topic, venue, and organizer(s) of the next CBC.

***Announcement of changes in the program and other issues***

Changes in the program and other relevant issues shall preferably be announced at the beginning of each conference day. If changes happen in-between, they can be announced at the beginning of the individual panels.

It is recommended to have a blackboard at the conference desk where all announcements and changes are annotated.

***Conference dinner***

Recommendation: the conference dinner should not last longer than two to three hours. Otherwise, people get overtired. This should be negotiated with the restaurant or caterer in advance.

***Tables for books on display and other material like flyers***

Tables for books on display and other material like flyers, posters, etc. should be placed at the disposal of the conference participants. It may also be considered asking a bookshop to display children’s books and picturebooks for sale.

**After the conference**

***Report about the conference***

It is suggested to write a short report about the conference and also mention difficulties the organization team faced during the preparation and execution of the conference. This information is very helpful for future conference convenors. An overview about the money spent in relation to the conference fees is also useful for future conference organizers as they may get an idea of how much money is roughly needed for catering, room rents, technical equipment, printing costs, etc. These expenses are definitely varying in different countries; nevertheless, such an overview can serve as a guideline.

***Publication***

Presenters at conferences usually hope that their papers will be published in conference proceedings, special issues, or collections. Pending on the number of presentations, it is quite impossible to offer all presenters the chance to publish their presentations. The conference organizers may consider publishing a collection or a special issue with a selection of presented papers. In this regard, the moderators of the sessions can be consulted whether they propose any of the papers presented in their panels for publication.