

Women's History Network (WHN)
Notes on How to Organize the Annual Conference (updated April 2019)

Thank you for agreeing to host a WHN annual conference. The WHN conference is a two day event held on a Friday and Saturday, usually in September. Organizing the annual WHN conference is a stimulating, demanding and rewarding task; you will have the support of the WHN committee throughout. Successful conferences require: forward planning and organization; sensible budgeting.

First considerations: a year in advance of your conference

The date, location and title of the conference should be announced at the Women's History Network AGM; this is typically 12 months before your conference is scheduled. This should have been discussed in advance with the WHN committee following completion of the 'I'd like to host a WHN conference' form.

Identify a conference team of 3 or more people and allocate responsibilities – we advise that at least 2 people should be staff at the institution hosting the event (see under 'Responsibilities' below). The main organizer of the conference must be a member of the WHN. Liaise with organizer of previous year's conference.

Decide whether to enlist the help of your institution's external conference centre or do the work yourselves. Take into account: how much time you can commit; the availability of free help; services offered by the conference centre and the rates charged. It's worth noting that when a conference team do the work themselves they tend to make a larger profit and have greater control over the conference than when it's managed by the institution's conference centre. However, conference organizing involves a lot of work. If you are able to get your institution involved, please make sure they don't cream-off any profit that you might make.

If you are organising the conference, you will probably need help with administration. Conference organisers can apply for an *Administration Assistance Grant* to pay PhD students to assist with the administration of the annual WHN conference. The WHN will contribute up to £750 for 2 or more named postgrads to undertake administration support; any one PG student will receive a maximum of £500. Funds are not available for jobs typically undertaken by volunteers eg staffing registration desks and helping out during the conference. The case for admin support should be sent to the Treasurer and copied to the Conference Liaison person in September/October. Explain why funds are needed, who will be appointed (including their contact details) and what they will be required to do (max 1 page A4).

Identify possible plenary speakers

Check the venue is accessible

Confirm whether conference will be residential or non-residential

Tips to keep costs to a minimum (subject to institutional systems for managing conferences)

- Minimise use of university conference organisation services
- Buy: biscuits and water for breaks; badges
- Recruit volunteers (eg postgrad students) to staff desks and put fliers in conference packs
- Use email wherever possible and keep postage costs to a minimum
- Provide a flier on the conference website that people can download and disseminate and keep photocopying costs to a minimum
- Ask plenary speakers to forego applying for travel/accommodation expenses if they can get institutional support to cover these.

Tips for income generation

- Charge publishers for: including information in the conference pack; displaying publicity materials; having a staffed stand. Note publishers are increasingly reluctant to have stands, but it's often productive to use your personal contacts to encourage publishers to engage with your event.

- Ask publishers to finance a drinks reception. You can provide drinks more cheaply if the conference centre allows you to bring in your own rather than use their suppliers and staff.
- Apply for awards from professional bodies eg the Economic History Society, Royal History Society, British Academy, Sybil Campbell Trustees. Past organisers have often been successful.
- Ask your institution for sponsorship

Key WHN contacts

A list of WHN Steering Committee members can be found on the WHN webpage. Click on the 'Resources' tab at the top of the page to access a drop down menu, then select 'Committee members'. The committee members who you will typically have most contact with are those responsible for Conference Liaison and Social Media, also the Chair of the WHN and the Treasurer.

Responsibilities of conference team and outline of jobs

It is generally advisable to allocate tasks to individual conference team members. Some tasks may be undertaken by your institution's conference centre.

- Plenary speakers - Invite plenary speakers well in advance and decide the topic of their talk; use their names as much as possible in the conference publicity. Liaise with plenary speakers to organise their travel and accommodation. Later on, confirm their title and a/v needs. Check when they will arrive, make sure they are greeted and introduced to the plenary chair as soon as possible.
- Develop plans to attract postgrad students and early career researchers (ECR) eg introduce a workshop for postgrad and ECR involving 10 minute presentations of work-in-progress or run a poster competition. ***WHN will support a postgrad and early career poster competition by offering 2 Conference Poster Prizes of £50 each.*** Conference organisers are responsible for organizing the conference poster competition and allocating awards within the framework set out in Appendix 5. Awards are available only for WHN members.
- Think of ways to foster diversity and encourage historians outside the academy to attend eg facilitate participation of 1-2 Community Prize winners (check if WHN financial support is available).
- Book rooms and facilities (including for exhibitions). Check these are accessible.
- Invite publishers and book sellers
 Publisher's stall - Publishers will want to know: the date, location, approximate number of delegates, what size table they can have, the position and cost of their stalls, access details, whether they can leave their books and pick them up at a later date. Some publishers may also send catalogues and this can be done with no extra cost. A staffed stall is currently £60.
 Unstaffed publisher's stall - Some publishers will send books for display and you should charge for this. Remember to get written acceptance that you cannot take responsibility for books on an unstaffed stall.
 Fliers - to go in conference packs can be charged at £15.
- Publicity - Set up and manage a WHN Conference webpage and twitter account (liaise with WHN about retweeting). Ensure the high visibility of the WHN across publicity, conference programme, bags etc - use the WHN logo (see Appendix 1). Design posters/fliers and include: title, date and location of conference; possible themes for papers; the conference organizers' contact details; information to apply for bursaries; the website address for the WHN. Invite conference delegates and WHN members to download a flier and circulate to their personal contacts. Send the conference poster by mid-May to the *Women's History* journal editor for inclusion in the summer issue. Liaise with WHN publicity contact.
- Call for papers - Send out 1st (Nov/Dec) and 2nd (February) call for papers. Suggested deadlines: mid-February and early May. Receive and record papers, make decisions about which papers to accept and notify proposers of results. Call for papers should include: title, date and location of the conference; possible themes

for papers; information about an open strand; the conference organizers' contact details; information on applying for bursaries; the website address for the WHN.

- Apply for non-WHN grants and sponsorship.
- Manage **Conference Participation Bursary** applications - The WHN will commit money at its November meeting to fund participation bursaries. These need to be advertised in the conference publicity materials. Suggested deadline for applications - mid-May. You are responsible for allocating awards, subject to WHN criteria. Successful applicants should be notified before the early bird deadline passes. A list of successful applicants should be sent to the Treasurer in advance of the conference and she will arrange payment (cheques will be distributed during the conference). See Appendix 3 for criteria and application form.
- Manage the accounts - Keep account of all finances, receive and record registrations, pay bills.
- Registration - Work out conference registration packages and rates; this should include reduced rates for WHN members, students/low income and early bird registration. There is no standard fee structure or costings because of variations in institutional systems and the availability of volunteers, but see under 'Finance' for guidance. Registration form should cover: applicant's contact details, including email; applicant's institutional affiliation, if relevant; registration package and optional extras; dietary requirements; mobility or other special requirements; payment. Prepare registration forms and make available on the conference website. Include a field on the registration form to identify WHN members. Suggested early bird registration deadline - 1 July.
- Manage registration of delegates - **This is time consuming**, particularly if there are multiple registration packages. Note that delegates often make last-minute changes to their registration, especially if it includes accommodation. If you don't have help from your university conference centre, it is a good idea to employ a part-time administrator to help with this and managing the accounts. You will need to check if conference participants are members and entitled to discounts. The WHN database can be manually searched for individual members at - <http://womenshistorynetwork.org/whndb> without the need to log-in.
- Programme - Putting the programme together is a key and time-consuming task and probably best undertaken by more than one person, ideally including an academic staff member (see Appendix 6 for example programme). Identify strands and possible strand leaders, these can be people you know or members of the WHN committee. Include a slot for the AGM (Friday afternoon, ideally 4.30-5.30pm) and an executive meeting to follow (Friday 5.30-6.30, a small room is required for this). Publicise the draft programme and supply a copy for the WHN website.
A common problem is that not all speakers will have registered for the conference when you draft the programme and they may withdraw. To minimize this happening, encourage speakers to register when you notify them that their paper has been accepted. You should stipulate in the acceptance email that, to remain in the conference programme, speakers must register before the early bird deadline; strand leaders can chase speakers about this. Confirm programme in July. Note that last minute changes to the programme WILL still occur.
- Abstracts of papers plus speaker's email address - send to WHN blog editor; collate for conference delegates.
- Overseeing strands/presenters - The strand leader should take responsibility for: liaising with speakers before the conference to check they can attend (and have registered) and to offer support (see Appendix 2); organizing panel chairs; checking a/v requirements; ensuring rooms are set up appropriately for the panels.
- Audio Visual - Identify speakers' audio visual requirements and make sure all the requested technical equipment is available throughout the conference. Ensure there is A/V technical support during the conference. During the conference, check all the rooms have the right equipment before each session.

- **Food and Accommodation**
Plan menus, liaise with catering staff, receive and record any dietary requirements. You will be expected to give provisional numbers as soon as possible and give regular updates.
Decide when/where you will provide tea/coffee throughout the conference, how many bottles of complimentary wine you will offer if at all. If possible, arrange for a bar to be open after meals - delegates enjoy socializing and networking in the evenings with a drink.
Make sure residential accommodation meets requirements and includes options for people with limited mobility. If a non-residential conference, provide information on the conference website about local hotels and B&Bs suitable for different budgets; institutions often have a list of approved places. For participants with very limited budgets you could construct and supply (on request only) a list of local WHN members who are willing to offer a free bed for the night.
- Arrange entertainment, exhibitions and wine reception. The wine reception is held on the Friday evening and is funded by Taylor & Francis (currently £250). Often the WHN require exhibition space to showcase the winners of the WHN Community Prize. A *LACE Bursary* (Local Arts-in-the-Community Engagement) is available to facilitate the inclusion in the annual WHN conference of an exhibition, show or activity created as part of a local community arts/heritage project and based on research into women's history (see Appendix 4).
- If a residential conference, notify delegates about their booked accommodation at least 4 weeks prior to the conference.
- Prepare conference packs - This can be done just before the conference, though inserts should be collected throughout. Conference packs should include: an updated programme; abstract book; publicity leaflets from publishers; adverts for forthcoming conferences; WHN fliers including membership forms and advert for magazine; map of site; information about the online evaluation and clear guidance on appropriate ways to provide feedback or raise concerns (ie via online evaluation or direct contact with named conference organisers).
- There is an online evaluation tool for WHN conferences, available via Survey Monkey. The evaluation tool is updated annually by WHN member, Jenni Waugh. Please contact Jenni to request this - jenniwaughconsulting@gmail.com
The survey monkey complies with GDPR and does not collect any personal data from recipients, not even email addresses. A member of the conference team needs to schedule an email to go to all delegates at 4pm on the Saturday afternoon of the conference, which includes the survey monkey URL. Conference participants can do the survey at their leisure on their way home or whenever suits. Jenni will provide a summary of the survey responses after the conference.
- Report to WHN Executive Committee - about plans and progress in November and April (ideally in person). Provide a brief written report to the WHN within 6 months of the conference, including results of the evaluation and tips for future conferences.

Registration at conference - set up and staff main registration desk. Embed a check on gift aid into the registration process (liaise with WHN membership secretary). Provide a desk or space with internet access for a WHN committee member to recruit new members, process gift aid, publicize the network and sell back copies of WHN magazines and merchandise. The content and staffing of the table will be organized by a WHN Executive member.

- Conference welcome – Ensure the opening of the conference includes a welcome from the Chair of the WHN.

Timetable of WHN conference preparations

| Date | Job |
|----------------------------|--|
| September | <p>Announce Conference at AGM Appoint conference team Decide on level of support from institution's conference centre Apply for WHN Administration Assistance Grant if relevant</p> |
| November/ December | <p>Report to Nov WHN Committee. Receive notification of bursary allocation Set up conference webpage Send out first call for papers - deadline mid-February Receive and record papers (ongoing) Book conference rooms Invite plenary speakers Contact publishers/booksellers who usually have stalls or supply fliers</p> |
| February | <p>First deadline for papers - mid-February Meeting to discuss first set of papers; notify proposers of decisions. Second call for papers Meeting to draft conference programme, identify strands and strand leaders Send first batch of abstracts to WHN blog editor Prepare posters/fliers and begin distribution Apply for grants</p> |
| March | <p>Report to spring WHN Executive Committee meeting Food/refreshments - initial decisions (so you can work out registration rates) Decide registration packages/rates Entertainment - develop ideas Discuss possible menus Design registration form. Registration goes live Manage registration (ongoing) Advertise Participation Bursaries - deadline mid-May</p> |
| April | <p>Apply for WHN LACE Bursary if relevant</p> |
| May | <p>Second deadline for papers - early May Meeting to discuss second set of proposals and notify proposers of results Send second batch of abstracts to WHN blog editor Deadline for Participation Bursary applications - mid May Decide participation bursary awards; notify applicants by end of May Finalise entertainment, exhibitions etc Finalise programme and publicise</p> |
| July | <p>1 July - deadline for early bird registrations Strand leaders - liaise with presenters, check they have registered and are attending Check plenary speakers are still coming Update and confirm conference programme Buy and begin preparing folders and badges etc. Prepare book of abstracts and arrange printing</p> |
| August | <p>Finalise plans Send all conference attendees a conference programme Confirm numbers for meals and accommodation</p> |
| One week before conference | <p>Finish badges, prepare conference folders etc Recheck food and accommodation arrangements, a/v logistics. Check rooms and venue. Set up survey monkey evaluation tool.</p> |
| On the day | <p>Email conference participants to encourage them to complete the evaluation</p> |
| After the conference | <p>A conference organizer to write a short report for Nov WHN steering committee</p> |

WHN Annual Conference Finance

WHN annual conferences are expected to break even and this can be achieved with sensible financial planning. We advise a 3-stage approach to budgeting. Please note that the WHN is not liable for any losses incurred.

Stage 1: Work out basic costs per delegate

Identify the cost per delegate of food/accommodation depending on the registration packages you are offering, eg 1 day rate (cost for lunch/refreshments), 2 day rate (cost for lunch/refreshments on both days), full conference (cost for 2 days of lunch/refreshments, 1 night's accommodation, conference dinner). Note you can offer optional extras that are costed individually eg conference dinner (for people on the date rate), extra night of accommodation.

If using the conference centre, obtain prices for all the different registration packages. Ask whether they will charge VAT and whether any additional charges will apply.

To this list of basic costs per delegate depending on registration package, add the costs of the abstract book, badge and folder.

Stage 2: Add a pro rata cost of other conference expenses.

Calculate stage-2 costs (see list below of likely expenses) and divide by the total delegates you expect to come. Add this figure to the basic costs you worked out in stage 1.

- Room hire
- Hire of equipment, including a/v and display boards
- Technical assistance. It may be helpful to pay technicians to work overtime over the conference weekend.
- Plenary speakers' expenses, this typically includes travel costs and accommodation.
- Conference administration - it is a lot of work! Your institution may provide some support for free. Alternatively, find someone to do this part-time and pay them. An allowance for admin support may be available from the WHN Committee - apply at the November Committee meeting.
- Wages for bar staff - delegates like to 'network' over a drink.
- Payment for entertainment you wish to provide.
- Photocopying, postage - this should be kept to a minimum
- Cleaning

To offset some of these expenses, consider applying for sponsorship from publishers or from your University.

Number of delegates - Conference attendance is highly variable and depends partly on location (eg London venues often recruit more people than regional ones). It is advisable to set conservative targets for attendance. For most conferences, we suggest you cost for 50 full participants but assume you'll get 80 or more.

To give an example, you assume 40 full delegates (ie attending both days of conference) and 20 coming for one day only. You therefore add up stage-2 expenses and divide them by 50. You add this quotient to the basic costs (see stage 1) for delegates attending both days and half of the quotient to the basic cost (see stage 1) for a delegate attending for only one day.

Stage 3: Add £5-£10 to registration per delegate to cover for unexpected contingencies

Appendices

Appendix 1 WHN logo (please copy and use on all conference publicity)



Appendix 2 Guidelines for Speakers (courtesy of Winchester University's organizing committee)

We are very pleased that you are going to give a paper at our forthcoming conference and hope the following guidelines will be helpful as you prepare.

ORGANISATION OF THE SESSION - Your paper should be no longer than **X minutes**. It is important that the paper fits the time allotted and does not over-run in order to leave plenty of time for questions and allow you to engage in discussion about your paper. You may want to discuss with the chair and other speakers in your session whether to take questions after each paper or at the end of the session.

EXPLANATIONS - Don't be afraid of explaining terms and 'introducing' people in your paper. You may be very familiar with your subject, but for some of those listening to you it will be completely new.

ILLUSTRATIONS - We encourage you to use audio-visual aids if possible and appropriate. It will add variety to your presentation and help your listeners concentrate. If you are going to use a/v equipment, check that everything is set up correctly in advance of your session. Your strand leader will be pleased to help you.

STRAND LEADER - If you have any question or queries (eg the location of the room where your session is being held) don't hesitate to get in touch with your strand leader. Her/his job is to support the speakers and to ensure that the sessions are interesting and enjoyable experiences.

Appendix 3 WHN Conference Participation Bursary: criteria and application form

The WHN committee provides funding for small conference bursaries to WHN members. Non-members of WHN can apply and be awarded a bursary but the cost of annual membership will be deducted from the award.

The following are eligible to apply: postgraduate students (particularly part time ones, UK and international); recently completed PhDs who do not yet have a job; historians working outside the academy. To be considered for a bursary, applicants must be unable to secure conference funding from another source; not otherwise able to attend. Bursaries can cover the early-bird registration for one day or the whole conference including accommodation and UK travel.

The conference team decide in advance: who can apply for bursaries; what they will consider reimbursing; whether to have fixed awards or ones tailored to the needs of successful applicants. Criteria will be included on the application form. The conference organiser should contact the WHN Treasurer to receive the bursary funds.

Note that all bursary recipients must be prepared:

- to stay for the day or days stipulated in their bursary award. They must register at the beginning of each day covered by the bursary award.
- to blog/tweet about their conference experience during the period covered by their award. Support can be given for this.

The bursary holder will be paid their bursary by the conference organisers at the end of the period covered by their bursary award.

The closing date is usually early/mid-May. Applicants are notified of the result by the end of May so they can register for the conference at the early bird rate. Successful applicants must confirm acceptance within 2 weeks.

WHN Annual Conference **YEAR**

Application for a Conference Participation Bursary

Open to WHN members. Non-members of WHN can apply and be awarded a bursary, this will include membership of the WHN for 1 year (note, the cost of annual membership will be deducted from the bursary award).

Available for **[adjust as necessary]**: postgraduate students; recently graduated PhD students who do not yet have a job; historians working outside the university sector.

Please note a condition of receiving the bursary will be that you attend the days covered by the bursary and that you tweet and/or blog about the sessions that you attend - support will be provided to enable you to do this. Bursaries will be paid at the end of the period covered by the award.

Please email completed form to **XXXX**

ARE YOU CURRENTLY A MEMBER OF THE WHN? Yes/No (please delete as necessary)

CONTACT INFORMATION

| | |
|----------------------|--|
| Name | |
| Email address | |
| Telephone | |
| Country of residence | |

PROFESSIONAL INFORMATION

| | |
|---|--|
| MPhil/PhD students ongoing/recently graduated. Topic of research, name of supervisor, institution, full/part-time. Date of award if relevant. | |
| Historians outside the academy Current post if relevant Topic of research | |

ARE YOU GIVING A PAPER/CHAIRING A SESSION? If so, please give details

| |
|--|
| |
|--|

| | |
|--|--|
| Are you receiving funds for any part of your conference costs from any other organisation/ source? If so, please specify | |
|--|--|

FURTHER INFORMATION

| |
|--|
| Please explain why you wish to attend this conference and what you hope to gain from it (max 150 words). |
|--|

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

Appendix 4: WHN LACE (Local Arts-in-the-Community Engagement) Bursary

Aim: The LACE Bursary aims to facilitate the inclusion in the annual WHN conference of an exhibition, show or activity created as part of a local community arts/heritage project and based on research into women's history.

Objectives: (1) Enrich the conference experience of participants; (2) Showcase a local community arts/heritage initiative that relates to the interests of the WHN.

The bursary of up to £250 can cover the expenses that community arts/heritage workers or volunteers may incur in including their exhibition, show or activity in the conference eg expenses relating to travel and transport, display, childcare for organisers. The bursary is not intended to fund the creation of an exhibition, show or activity. Typically, the LACE bursary will be awarded to one applicant; where two awards are given the bursary will be split.

Application process

Conference organisers are responsible for identifying and inviting one or more local Community Arts/Heritage groups to apply for the bursary.

Applications must be submitted to the conference organiser – suggested deadline, April. The 1 page application should include: Name of local Community Arts/Heritage group; title and description of exhibition, show, activity; the scale/duration of the initiative and how/when it will be showcased during the conference (applicants are advised to discuss this with conference organisers prior to submitting an application); indication of costs incurred in including the exhibition, show or activity in the conference (this is to guide decisions about the award, particularly where two awards are made).

The award will be decided by the conference organiser and 1 member of the WHN Executive Committee in the spring. The bursary will usually be paid direct to the local Community Arts/Heritage group at the conference (note this is the same system we use for travel bursaries). For advice on initiatives suitable for a LACE bursary, please contact Conference Liaison or the Chair of the WHN

Appendix 5: Poster Prize

WHN will support a postgrad and early career researcher (within 2 years of PhD) poster competition at the annual conference by offering 2 **Poster Prizes** of £50 each.

Conference organisers are responsible for organizing all aspects of the conference poster competition and allocating awards, subject to the following criteria.

1. Participants in the poster prize must be WHN members and registered for at least 1 day of the annual conference.
2. Only one poster can be submitted by each participant.
3. The poster must be about some aspect of women's history
4. Participants are required to
 - submit to the conference organizers: (a) an abstract that includes the poster title and a brief description (100-150 words); (b) details including - name, institutional affiliation, whether Masters/ PhD/early career researcher and at what stage, whether or not they are a WHN member, email address.
 - supply one poster of A1 size for exhibition throughout the conference and make their abstract and a pdf of their poster available for inclusion on the WHN website prior to the conference.

Posters will be judged by a panel including 1-2 conference organizers and 1 member of the WHN executive committee. Assessment criteria should include: relevance to women's history, presentation and accessibility, content (title, introduction, aims/background, approaches/methods/sources, findings) and, where relevant, verbal presentation.

| Time | Agenda | Venue |
|--|--|---|
| 9.00 | Registration | Outside Mary Hallaway Lecture Theatre (MHLT) |
| 9.15 – 9.30 | Welcome address (LTU Representative) | MHLT |
| 9.30 – 10.30 | Illustrated Talk 2 Ali Bodley (Senior Curator of History, York Museums Trust) <i>All will be talking about women's material culture in relation to the exhibition 'Shaping the Body' at the York Castle Museum, accompanied with handling objects.</i> | MHLT |
| 10.30 – 11.00 | Mid-morning refreshments (Hot drinks and pastries) | South Room (AG21) |
| 11.00 – 12.20 | Panel 9: Women's Material Cultures and Environments: Indian Perspective Chair: Gemma Scott | Eriederike Voigt <i>"Led by my love of science": Margaret Tyler's collection of Indian models'</i> |
| | | Animesh Chatterjee <i>'Women and Domestic Electrification in Urban Colonial India'</i> |
| | | <i>'Mapping Sites of Resistance: Women in prison under India's emergency 1975 – 1977'</i> |
| Panel Session 4: Panels 9 – 12 | Panel 10: Women Collectors and Collected Women Chair: Teresa Doherty | Ruth Watts <i>'Marianne North's Legacy at Kew Gardens: Science, the environment and painting from nature'</i> |
| | | Anna Reeve <i>'The Legacy of Frances Louisa Stott: Discovering a forgotten Leeds collector'</i> |
| | | <i>'100 Years' [Royal College of Nursing 1916 – 2016]</i> |
| Panel 11: Educators and Educational Environments Chair: Zoe Milsom & Stephanie Spencer | Letterio Todaro <i>'Strengthening Modernization: The young woman teacher in primary schools as an agent of transformation within the material life of social communities. A survey in Sicily of the post second world war period across</i> | |
| | Kate James <i>'One Woman's Archive' – The Mary Dawson Collection at Newton Park'</i> | |
| | <i>'An international clubhouse': The significance of place and space for university women in the long 1950s'</i> | |

| | | | |
|---|---|---|--|
| 11.30 – 12.50 Panel Session 2: Panels 4 – 5 | Chair: | Pickering | |
| | Judith Phillips & Bernadette Petti Deirdre Thackray | 'Josephine Bowes and Women Artists, Patrons and Collectors' | |
| Panel 6: On the Bias: Women's Clothing Chair: | Vivienne Richmond | 'Casketing Grief, Releasing Life: Sarah Losh 's architectural response to loss' | |
| | Lisa Mason | 'Clothing the Colonial Poor' | |
| | Jane McDermid | 'Fashioning Women: A case study of designer Jean Muir (1928 – 1995)' | AF36 |
| | | 'From the Coal Mine to the Fashion House: Jeannie Lee's observations of everyday life in Russia in the first half of the 1930s' | |
| 12.50 – 1.50 | Lunch (Sandwich buffet) | | South Room (AG21) |
| 1.50 – 2.50 | Keynote 1 Dr Jane Hamlett (Royal Holloway, University of London) 'Using the Material World to Study Gender: The Case of Victorian and Edwardian Girls' Schools' | | MHLT |
| | Panel 7: The Business of Decoration': Women decorative art entrepreneurs and the material environment in London c. 1876 – 1930 Chair: | Heidi Eggington Miranda Garrett Zoë Thomas | 'The Amateur Trader': Women buyers and the antique trade in Greater London, c. 1880 – 1930' 'A Very Successful Class of Lady Shopkeepers': Women interior decorators, 1874 – 1900' 'The Lady Boss': Female artistic metalwork businesses in London, c. 1880 – 1920' |
| 3.00 – 4.20 Panel Session 3: Panels 7 – 9 | Chair: | Pam Jarvis Louise Swinarski Mary-Lou Breithorde | 'The Genesis of British Educare: Margaret McMillan and Susan Issacs' 'Elizabeth Peabody': Founder of the American kindergarten movement in public and private educational settings (1804 – 1894)' 'Maternalism as Radical Reconstruction: Laura Towne and Ellen Murray at work in the Civil War South' |
| | Panel 8: Early Female Pioneers in Education | | AF34 |
| | | | AF35 |

| | | | | |
|---|---|---------------|---|--------------------------------------|
| 3.00 – 4.20 Panel Session 3: Panels 7 – 9 | Panel 9: Women's Material Environments and Spaces: 'Homes of Mercy', birthing beds and rooms | Susan Woodall | 'Inside the 'Homes of Mercy': The material culture of prostitution reform' | AF36 |
| | | Vicky Holmes | 'Finding a Bed: The experiences of unmarried mothers in working-class Victorian society' | |
| | Chair: | Anna Niranen | "Large, Airy, and Well Ventilated": An ideal birthing room in British medical writings, 1840 – 1902 | |
| 4.20 – 4.30 | Mid-afternoon refreshments (Hot drinks and biscuits – Available to take into AGM) | | | |
| 4.30 – 5.30 | Women's History Network AGM for WHN members | | | |
| 5.30 – 6.15 | Illustrated Talk 1 Kitty Ross (Curator of Leeds History and Social History, Leeds Museums and Galleries) <i>Kitty will be teasing out women's voices from the museums' collections and looking at how museum objects can shed light on women's lives and experiences.</i> | | | MHLT |
| WHN Executive Committee Meeting | | | | |
| 6.15 – 7.15 | Wine Reception, WHN Announcements and Prizes | | | |
| 7.15 onwards | Hot fork buffet | | | |
| | | | | AF36 |
| | | | | South Room (AG21) & MHLT |
| | | | | The Lounge, Leeds Trinity University |

| Time | Agenda | Venue |
|---------------|---|--|
| 9.00 | Registration | Outside Mary Hallaway Lecture Theatre (MHLT) |
| 9.15 – 9.30 | Welcome address (LITU Representative) | MHLT |
| 9.30 – 10.30 | <p>Illustrated Talk 2 Ali Bodley (Senior Curator of History, York Museums Trust) <i>Ali will be talking about women's material culture in relation to the exhibition 'Shaping the Body' at the York Castle Museum, accompanied with handling objects.</i></p> | MHLT |
| 10.30 – 11.00 | Mid-morning refreshments (Hot drinks and pastries) | South Room (AG21) |
| 11.00 – 12.20 | <p>Panel 9: Women's Material Cultures and Environments: Indian Perspective</p> <p>Chair:</p> | Eriederike Voigt "Led by my love of science": Margaret Tyler's collection of Indian models' |
| | | Animesh Chatterjee 'Women and Domestic Electrification in Urban Colonial India' |
| | | Gemma Scott 'Mapping Sites of Resistance: Women in prison under India's emergency 1975 – 1977' |
| | | Ruth Watts 'Marianne North's Legacy at Kew Gardens: Science, the environment and painting from nature' |
| | | Anna Reeve 'The Legacy of Frances Louisa Stott: Discovering a forgotten Leeds collector' |
| Panels 9 – 12 | <p>Panel 10: Women Collectors and Collected Women</p> <p>Chair:</p> | Teresa Doherty '100 Years' [Royal College of Nursing 1916 – 2016] |
| | | Letterio Todaro 'Strengthening Modernization: The young woman teacher in primary schools as an agent of transformation within the material life of social communities. A survey in Sicily of the post second world war period across |
| | | Kate James 'One Woman's Archive' – The Mary Dawson Collection at Newton Park' |
| Panels 9 – 12 | <p>Panel 11: Educators and Educational Environments</p> <p>Chair:</p> | Zoe Millsom & Stephanie Spencer 'An international clubhouse': The significance of place and space for university women in the long 1950s' |
| | | AF36 |

| | | | | | |
|---------------|--|---|--|--|------|
| 11.00 – 12.20 | Panel Session 4: Panels 9 – 12 | Panel 12: Women's Material Culture as Film and Art Chair: Kuang Vivien Sheng | Cathy Greenhalgh | 'Cotton Mill Women: Identifying "agentic threads" during film research' | AF37 |
| | | | Joan Ashworth | 'Suffragette Prison Experience': Accessing archive texts, artefacts and objects and representing and re-enacting through film and animation' | |
| 12.20 – 1.20 | Lunch (sandwich buffet) | | South Room (AG21) | | |
| 1.20 – 2.20 | Keynote 2 Professor Yosanne Vella (University of Malta) Title TBC | Panel 13: Women's Material Cultures and Environments: Irish Perspective Chair: Donna Gilligan | John Black | 'Hidden Faces': Irish Women and War Work during the Great War | AF34 |
| | | | Anne Mallery | 'Crossing the Line: Women, railway and religion in the late Victorian period' | |
| | | | Olii Betts | 'For Ladies Only': Locating women's history in the a technological muse um' | |
| | | | Marta Kargol | 'There are no women who can't do needlework, except those who do not believe in their own abilities' – The practice of knitting in Communist Poland' | |
| | | | David Hopkin & Nicolette Makovicky | 'Tools of the Trade, Vectors of Emotion: The material culture of Midlands lacemakers ' | |
| 2.20 – 3.30 | Panel 14: Off the Rails: Materiality of Women's Railway History Chair: Olii Betts | Panel 15: Pins and Needles: The Social Lives of Textile Tools and Practice Chair: Teresa Barnard | | 'Letters to Emma: Epistolary material culture' | AF37 |
| | | Panel 16: Epistolary Material Culture I Chair: Gillian Beattie-Smith | | 'Peas, poems, lanes and journals: Dorothy Wordsworth's "inhabited solitudes"' | |
| 3.30 – 4.00 | Mid-afternoon refreshments (Hot drinks and biscuits) | | South Room | | |

| | | | | |
|---|--|--|--|--------|
| | | | | (AG21) |
| 4.00 – 5.00/5.20 Panel Session 6: Panels 17 – 19 | Panel 17: 16 th Century Women's Material Culture | Eva-Maria <u>Lauenstein</u> | "The wise man and the fool . . . death cowed like in the grave": Katherine Willoughby and the continuities and changes of the Visual language of <u>Spilsby Chapel</u> " | AF34 |
| | | Louise Horton | "Thou which didst me <u>forme</u> & make": Print, politics and gender in the making of a Tudor mother's prayer book' | |
| | Chair: Cheryl Butler | 'Invisible / Visible: Women hiding in documents. The life of Mary <u>Janverin</u> , 15-39 – 1608, wife, mother, innkeeper 'a woman of good & honest conversation' but also <u>witchfinder</u> , scold, recusant, harbourer of thieves & pirates and 'a common whore'. Reconstructing forgotten lives from the surviving wills, court records, inventories and buildings of Tudor Southampton.' | AF35 | |
| | Panel 18: Political Objectfionjs II | Rosanne <u>Waine</u> | | |
| Chair : | Jo Darnley | 'Co-operative Women and the Materiality of Political Activism in Interwar Britain' | AF36 | |
| Panel 19: Epistolary Material Culture II | Ai Flint | 'To the Ladies <u>Turbutt</u> : Three Women, Three Wills and Three Legacies' | | |
| | Chair: Madelaine <u>Schurch</u> | 'The Portland Museum: Materiality, letter-writing and female scientific endeavour' | | |