

JOURNAL OF INTERIOR DESIGN



Theory/Research/Education/Practice

JID Symposium: Request for Proposals

The *Journal of Interior Design* seeks to encourage new knowledge by sponsoring symposiums, conferences, and other organized events. To this end, the JID Board is soliciting proposals for symposiums to be held in conjunction with the 2012 IDEC Annual Conference.

Symposiums, intended to foster an interchange of ideas on a particular topic, advance understanding about a particular issue or subject, facilitate collaboration, and generate momentum. Symposium topics may include, but are not limited to, emerging trends, focused research or pedagogical topics, and/or foster the development of particular aspect of the Interior Design Body of Knowledge. Outcomes should include the development of new knowledge, foster collaboration among scholars, and result in a collection of papers from which the *Journal* may solicit contributions for a Special Topics issue.

IDEC Networks, Working Groups, Task Forces, or other formally or informally organized groups may submit proposals for consideration. The organizers of the selected symposium will be responsible for: developing the symposium's topic and budget, creating an appropriately scholarly structure and review process, communicating with relevant entities (e.g., presenters, participants, funding agencies), and organizing the event in conjunction with the IDEC staff. The *Journal of Interior Design* will award up to \$2000 for underwriting a portion of the symposium expenses. Funds could be used to sponsor a keynote speaker or underwrite a portion of the symposium not covered by registration fees or other funding.

Responsibilities of the symposium organizers include:

- developing the symposium's topic relative to the IDEC audience and other design professionals or groups,
- organizing the event in conjunction with the IDEC staff,
- communicating with relevant entities (e.g., presenters, participants, funding agencies),
- developing a budget that anticipates the expenses relative to the host site, administrative oversight, and necessary marketing and dissemination,
- identifying and securing appropriate keynote speakers,
- advertising event appropriately within and outside of IDEC,
- scheduling the event in tandem with the IDEC pre-conference and conference events

- organizing paper submissions and creating an appropriately scholarly structure for double-blind review process,
- creating an event schedule including coordination of paper presentations, speakers, and external events (e.g., site visits or receptions),
- compiling and disseminating proceedings, etc.

The selection process will occur in two phases. In Phase 1, proposals should provide a rationale for the topic, potential audiences and keynote speakers. Additional funding sources and brief bios of the symposium organizers would be helpful in evaluating the proposals. Proposals should be 2 – 3 pages in length. From these initial submittals, the JID Board of Directors will create a short list of proposals selected for additional development.

In Phase 2, organizers will submit a full rationale, budget, speaker credentials, and preliminary schedule. In addition to participant outcomes, the symposium organizers should consider the presentation of scholarly papers a top priority; the schedule should allow for a minimum of fifteen paper presentations in addition to other speakers or activities. The submitted budget should indicate the number of anticipated attendees and registration fees, overhead costs for speakers, materials, and communications as well as expenses for administration, food, and facilities. The JID Board encourages funding from multiple sources to ensure a successful event. A timeline and budget template are provided to facilitate the planning process.

Calendar

Phase 1

Call for Proposals	Spring 2010 Conference
Submittal Deadline	September 15, 2010
Short List Announced	October 29, 2010

Phase 2

Full Proposal Deadline	March 1, 2011
Announcement of Selected Proposal	April 15, 2011
Symposium	Spring 2012 Conference

Please complete and submit your initial proposal to: clemons@cahs.colostate.edu via e-mail attachment by September 15, 2010 for consideration by the JID Board. If you have questions, please contact Stephanie Clemons, Chair of the JID Board, at clemons@cahs.colostate.edu.