



Guidelines for Organizing an NCPH Mini-Con

An NCPH Mini-conference is an event that members plan locally, in collaboration with the NCPH (Executive Office, Membership Committee, or other representative of the organization), that builds a sense of community among NCPH members and does any of the following:

- connects NCPH members to local or state networks, organizations, and institutions of history practitioners and their allies
- helps to strengthen the sense of community among local public history organizations, institutions, and practitioners
- provides public history programming and/or professional development, such as a lecture, discussion, presentation, or workshop
- makes the field/profession of public history and the NCPH more visible
- helps to link the NCPH as an organization to local or state networks, organizations, and institutions of history practitioners and their allies

Local organizers should:

- provide the idea for the event
- make arrangements with speakers, workshop leaders, or panelists
- seek institutional and in-kind support (e.g., meeting space, A/V and computer equipment) and sponsorships
- if appropriate, set a registration fee, in consultation with the NCPH office
- promote the mini-con locally
- conduct the mini-con
- provide NCPH with a report and images of the event for promotional purposes afterward
- collect contact information for NCPH, including email addresses of all participants (via registration process before or sign-up sheet at event)

NCPH can:

- offer seed money of up to \$250
- offer organizational, logistical, and programming advice
- help local organizers find speakers/ presenters
- provide mailing lists of NCPH members and other contacts in the local area
- set up a simple online registration form, if participants will be required to register
- design promotional flyers and other marketing assistance
- promote the mini-con nationally/ internationally
- provide NCPH membership materials for distribution at the mini-con

Contact the NCPH office at ncph@iupui.edu for more information, or reach out to the chair of the NCPH Membership Committee at <http://bit.ly/NCPHgovernance>.