

NCPH After Work Guidelines

NCPH launched the “After Work” program during 2018–2019 in order to offer members additional opportunities to meet outside of the annual meeting that were less formal and more socially-focused than the mini-cons that launched in 2014. These gatherings allow public historians to network and discuss items of common concern in an informal setting. For examples of recent After Work events, visit <https://ncph.org/past-meetings/mini-cons/>. After Work events also promote greater geographical, financial, and scheduling flexibility, as they can be held anywhere and at any time at a lower cost to participants, NCPH, and any planning partners. The NCPH Membership Committee has devised these guidelines to aid you in your planning of an NCPH After Work gathering:

1. When you have an idea for an event that you would like to pitch to NCPH, send a description of your idea, along with the approximate date(s) of the event, to ncph@iupui.edu. NCPH staff need to know in advance about any proposed events that are NCPH-sponsored and will want to provide planning feedback and advice. Staff can also work with you in advertising the event through the NCPH website, member emails, and social media accounts.

Begin planning at least two months in advance to reach out to NCPH, invite people with enough notice, and gather RSVPs/registrations. As part of the RSVP/registration process and as part of the event, share the [NCPH Event Code of Conduct](#) with attendees. The Code of Conduct is accessible via the NCPH website and all registrants and attendees are required to abide by it. It is also possible to work with NCPH to have staff directly manage RSVP/registrations if their capacity allows.

2. Determine if there are any local organizations that are interested in co-sponsoring your After Work event. These could include another professional history organization, a university history department, a historical society, or a local heritage site. A co-sponsor can share the costs associated with the gathering, as well as publicize the event to its members. In terms of costs, determine what your organization will fund and if you will require attendees to purchase their own food and beverages. Events should be structured to break even on costs. There is no NCPH seed money available currently for After Work events.

3. In searching out possible locations, please consider accessibility in all its forms:

- Is the location accessible by public transportation or near major road arteries? Is there plenty of parking?
- Is the space large enough to host everyone who RSVPs, or will you need to restrict the number of attendees to a specified maximum? Is the location all on one floor, including restrooms? Is the venue physically accessible for those with physical disabilities?

- Is it normally loud during the time of the event that might make conversation difficult (a band normally plays or it's a very popular happy hour place)? Is the lighting good enough that people with low vision can safely navigate?
- Does the venue provide food options that will appeal to vegetarians, vegans, and attendees with food allergies?
- If choosing a venue that serves alcohol, is the venue accessible to people under 21 (undergraduate students)? Does the venue serve mocktails or creative non-alcoholic drinks as to avoid excluding non-drinkers?
- Can you consider hosting the event at a local historic site, museum, or library or combining it with a tour or informal talk?

4. Consider the timing of the event that revolves around the above listed accessibility concerns as well as other considerations such as traffic patterns, the institution's scheduled hours, and perhaps class schedules. Also acknowledge that an evening event might pose childcare issues for working parents.

5. At the event, it is helpful to provide self-adhesive tags and pens for attendees to make their own nametags, especially if you do not want to print them in advance. Encourage them to add pronouns to their nametags or, if time allows, request stickers from NCPH in advance. It can also be helpful to have some icebreakers prepared, to be led by the organizer(s).

6. Coordinate with NCPH staff to have organizational membership and programming materials and any available swag items mailed to an organizer ahead of time for distribution at the event.