ACA Program Team
Responsibility and Activities

Event Context:

The purpose of the annual ACA Conference is to:

- Provide professional development, educational, networking and training opportunities for ACA members and the wider archival and record keeping communities;
- Provide members with opportunities to discuss issues facing the Association and the profession by means of formal sessions, roundtables, panels, member-input sessions, information sessions, etc.;
- Provide a forum for members to speak with the presidents/representatives of provincial / territorial archival councils and associations;
- Build, and/or reinforce relationships between the Association and the archival professionals/practitioners residing in the region in which the conference takes place;
- Transact the business of the Association, its Committees and Special Interest Sections;

Conference Host Team

Responsibilities: The Conference Program Team is responsible for establishing an annual conference theme and program, and for identifying and securing conference sessions, plenaries, posters, and student papers to support this conference theme. This includes, but is not limited to:

- Developing and disseminating a Call for Submissions to the Canadian and international archival communities and adjudicating received submissions;
- Identifying and coordinating the scheduling of all conference sessions including, but not limited to the plenary sessions, concurrent conference sessions, student paper and poster presentations;
- Identifying the technological and logistical supports needed to facilitate all conference sessions, including assisting the Secretariat in buttressing a conference's technological infrastructure when and if required;
- Developing, communicating and promoting the conference program to ACA members and the broader archival community to support conference registration and attendee engagement; and
- Developing a budget for speaker's fees/gifts and honoraria as appropriate.

Composition: The Program Team is made up of a minimum of **six** (6) members and a maximum of **ten** (10), including the Program Chair, who are ACA members in good standing (either individual members or institutional reps). As much as possible, Program Team membership should be balanced and drawn from different archival institutions within the metropolitan or regional area in which the conference is to be held. Consideration should also be given to including a graduate student and/or new professional and must reflect the ACA's Equity Commitments.

Resources Available: The following ACA resources are available to support the Program Team in facilitating their planning work:

- **ACA Email:** The Program Team Chair is assigned an ACA email. This will allow the Chair to keep their conference related emails separate from personal and/or work emails and will also allow this information to be kept on hand as a resource for the future Program Team.

o Program.Team@archivists.ca - this root address will also include the conference year which the Program Team is supporting, so for example the Program team address for the 2023 Conference will be: Program.Team2023@archivists.ca.

- **ACA SharePoint Site:** SharePoint Sites have been created for the Program (and Host Teams) and are available via Office 365/SharePoint. Program team members are asked to upload all Team minutes, agendas, quotes, budgets, correspondence, forms and any other record made or received during the course of their host team activities into this SharePoint site. The ACA Secretariat will also ensure that related documentation such as the results of past surveys and Conference Op Guides are also available on this site. This folder is the primary filing system of the Conference Program Team and as such is intended to serve as the corporate memory for this work. Once the ACA Executive Director sets up individual volunteer access to the Program Team SharePoint site, the following URL can be utilized: https://archivistscanada.sharepoint.com/sites/ACAProgramTeam If Program Team volunteers are unfamiliar with SharePoint, the Program Team Chair can request a tour of SharePoint for team members from the Executive Director.

- **ACA Zoom Support:** The ACA Secretariat is able to assist the Program Team in facilitating virtual meetings via the Zoom platform. The Program Team Chair must simply identify a suitable recurring meeting date/time that works for all team members and ask the Secretariat to set up a recurring Zoom meeting for that identified date/time – *for example*, the third Thursday of the month at 2pm EST, for the next 12 months.

Key Activities and Timelines *(to be updated as necessary):* The following is a list of the *broad* activities required of this Team for all conferences. More detailed activities and deadlines provided in a dedicated Team Workplan.

Year Prior to Conference					
October		**November**		**December**	
Finalize Program Team membership; review questions and upcoming planning process with ACA Secretariat and Conference Planning Committee; review conference survey results from previous conference(s);		Develop and interpret a conference theme into a formal call for papers, poster sessions, and student submissions; issue a formal Call for Submissions to the Canadian and International archival communities; begin development of a matrix for assessing received submissions; research and develop a listing of potential Keynote and Plenary speakers along with their associated speaker fees		Issue a formal Call for Posters and a Call for Student Submissions to the Canadian and International archival communities; request additional communication support for these calls from the Board liaison to Student Chapters	

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Conference Year		
January	**February**	**March**
Deadline for Call for Submissions this month; begin collecting and inputting info from received submissions into assessment matrix for later review; extend call for submissions if required; set meeting(s) for assessment of submissions; Develop conference program budget to include fees for proposed keynote/plenary speakers along and costs of all speaker gifts for submission to the Board for review; create draft Conference@Glance	Deadline for Call for Posters and Student Submissions this month; begin collecting and inputting info from received submissions into assessment matrix for later review; extend call for submissions if required; set meeting(s) for assessment of submissions; finalize selection of conference paper, poster and student submissions; update Conference@Glance with final selections; secure keynote/plenary speakers	Draft conference program; correspond with all presenters to determine support required to facilitate their presentation; work with ACA Secretariat to determine appropriate room locations for sessions; update website conference content; create draft Conference Program; upload draft conference program to Whova app; draft conference communications plan with Host Team and Communications Committee
April	**May**	**June**
Locate/confirm required office and tech support with Secretariat; make changes as necessary to conference program information in Whova; support Communications Cmt in publicizing conference and registration; determine conference shepherds and Chairs and encourage their communication with speakers.	Create text for Program Chair's daily announcements to delegates; update program information as required both in Whova and conference program available on ACA website; session chairs and shepherds to check-in with speakers to confirm attendance and to offer assistance if required	Finalize schedule for session chairs and shepherds; update program information in Whova and on ACA website as required; assist ACA Secretariat with conference logistics and troubleshooting as required
July	**August**	**September**
Contribute to development of conference delegate survey; poll Program Team for critique / recommendations for future improvements	Program Team Chair to meet with Conference Host Team Chair for post-mortem and review of delegate feedback	Relax, it is done!

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Conference Program Team Chair

Role: This individual is the main point person for all Program Team volunteers involved in coordinating the logistics of a conference. They are also the primary contact and working with ACA staff for the effective overall staging of the Conference.

Qualifications and Selection: The Program Team Chair must be an ACA member in good standing, preferably with previous experience on the ACA Board of Directors, a Program Team, a Host Team, or other ACA-related project planning experience. The Chair must be able to attend the conference they are planning either in person when the format is in-person/hybrid, or virtually when the conference is solely online.

Key Responsibilities: The Conference Program Team Chair has the overall responsibility for the following conference planning logistics, including:
- Soliciting / recommending potential Program Team members submit their volunteer forms via the ACA website [https://archivists.ca/Volunteer];
- Requesting the ACA Secretariat review the membership status of prospective volunteers to ensure they are indeed members in good standing, and then submitting their final volunteer list to the Conference Planning Committee (CPC) for review;
- Working with Program Team members to translate the CPC-determined conference theme into a Call for Submissions, a Call for Posters, and a Call for Student Submissions;
- Leading the assessment of all received submissions and ensure a full conference program is developed
- Leading the development of a Conference@Glance and the Conference Program;
- Working with ACA Secretariat on room allocations for in-person conference sessions;
- Submitting a comprehensive conference budget proposal to the CPC/Board for review;
- Regular attendance at all CPC meetings;
- Ensuring Program Team members become familiar with content of the ACA *Conference Operations Guide* and SharePoint site; direct questions and any suggestions for updates to the *Guide* to the CPC;
- Liaising with past and forthcoming Program Chairs, as appropriate;
- In consultation with Program Team members and the Host Team, prepare a Post-Conference Debrief to the CPC.

Conference Program Team Members

Role: The Program Team interprets and develops the identified conference theme into a Call for Proposals which solicits session and plenary speakers for a specific conference year and location. Based upon received and selected submissions, the Program Team then coordinates the logistics for a comprehensive annual conference which aligns with the fundamental purpose of ACA conferences (see "Event Context" on p.1), the ACA's Equity Commitments, and which upholds the ACA's Code of Conduct.

Individual members of the Conference Program Team are responsible for the following broad tasks:
- **Conference program development**, including (but not limited to):
    - Setting the criteria and process for reviewing conference paper and session proposals;

- o Reviewing and ranking submissions;
- o Regular participation in Conference Program Team planning meetings;
- o Preparing the draft program for approval by the CPC;
- o Developing keynote sessions;
- o Identifying Chairs and Shepherds for each session;
- o Recommending to the CPC those submissions *not* included in the Conference Program be considered by the Professional Development Committee as a future educational offering;
- o Proofreading and approving all program related documentation, including forms, website pages, Conference@Glance, and the final (published) program (if applicable);
- o Coordinating the development and population of the online program;
- o Determining whether or not speakers wish to be recorded and working to build sessions where possible where individuals who wish to be recorded are in the same stream;
- o Reviewing session room assignments based on registration (if applicable);

- **Shepherding sessions**, including (but not limited to):
  - o Working with the Secretariat to contact presenters to inform them of their acceptance and confirm their participation;
  - o Recruiting chairs and/or commentators for sessions;
  - o Obtaining relevant content from the speaker(s) towards the development of the Conference Program, the Conference@Glance and the Conference app as applicable;
  - o Determining the presenter's audiovisual and other mobility/accessibility requirements (which need to be confirmed in the Individual Commitment Form) and ensuring these requirements are met;
  - o Coordinating the collection of speaker bios;
  - o Liaising between speakers and the Program Team;
  - o Providing feedback for the post-conference debriefing.

Qualifications and Selection: Program Team volunteers must be ACA members in good standing (either Individual or Institutional reps), who can commit to attending regular meetings of the Host Team, and who have the capacity to undertake the active conference planning work required of this position. Program Team members are also encouraged, *but not required*, to attend the conference they are planning either in person when the format is in-person/hybrid, or virtually when the conference is solely online.

Except for any ex-officio members of the Team, the Program Team Chair selects prospective members of their Team from the volunteer forms submitted via the ACA's website [https://archivists.ca/Volunteer]. The Chair must then review this list with the Secretariat to ensure all prospective volunteers are indeed ACA members in good standing. *That being said*, if and where appropriate, a non-ACA member may be suggested for appointment to this Team if the prospective member's involvement will support the ACA's ongoing work to diversify its membership base and support the work of marginalized archivists and information professionals in Canada.

Once vetted for membership, the Chair submits candidate names to the Board of Directors for approval *ideally* fourteen (14) months *prior* to the conference. The selection process must align with the ACA's Equity Commitments.

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Past Conference Themes
A quick summary of ACA Conference Themes developed over the past few years follows:

ACA 2019, Toronto - **LET'S START AT THE BEGINNING: ARCHIVAL ORIGINS** (June 5-8, 2019)
In June 2019, let's talk about origins: origins of the profession, origins of the theories and practices we follow, but also the origins of records themselves. Bringing a new record into the world creates a manifestation that encodes responsibility – on the part of the creator as well as the archivist/records manager. We need to ensure that at the moments they are created and shared, records are endowed with the qualities essential to their survival.

ACA 2020, Online - 20/20 VISION: SEEING ARCHIVES DIFFERENTLY (June 11-13, 2020)
To have vision is to have the ability to think about or plan the future with imagination or wisdom. What does the future have in store for the archival profession? How will we as practitioners, academics, records creators, researchers, students, other users, and supporters define the role of archives in the years to come? Join us next year in Vancouver, where the mountains meet the sea, to envision the future of the archival profession.

ACA 2021, Online - HOME IMPROVEMENT: BUILDING ARCHIVES THROUGH CHANGE (June 8-11, 2021)
The keepers of memory have many homes. Whether your role is as an archivist, community organizer, records manager, researcher, storykeeper, or data curator, we live in many layered places at once. There are the institutional homes where we work as stewards and preservers, where we teach and learn, and where we provide services and consult and collaborate with our communities. We have professional homes embodied by associations, academic programs, collaborative networks, and informal meetups. And this year, much of our work is taking place in our physical homes at kitchen tables, in home offices, and backyards. Homes require maintenance if they are to last and continue to meet the needs of those who live in them. They need more than a welcome mat if they are to be truly open to new members. And the idea of home itself needs flexibility when home is not a safe or stable place for everyone. Since this year's ACA conference will take place virtually from wherever your home may be in June 2021, we ask you to reflect on the improvements we must make to our many homes.

ACA 2022, Vancouver / Hybrid - UNSETTLED: REDEFINING ARCHIVAL POWER (June 15-18, 2022)
Archives are changing and transforming! Archives are repositories that help shape public and community memory. Traditional archival theory has upheld control of the historical record by colonial institutions, western perspectives, and whiteness. This power has been used to marginalize, other, undervalue, and erase diversity within the archive and public memory. As a result, colonial institutions have perpetuated their own biases against non-western worldviews to mobilize public memory in support of ongoing colonization. Today, archives are used to empower, fill gaps, educate, and celebrate the voices and perspectives of those traditionally barred from this work. Transformative practice allows us to rethink traditional western theory, forge a path of solidarity, and uphold our work based on collective values in regards to archival work. The power of archives and memory keeping is evolving into something new. UnSettled hopes to shine a spotlight on the many ways the profession is redefining archives and archival work.

ACA 2023, Charlottetown – BELONGING- CONSIDERING ARCHIVAL BONDS AND DISCONNECTS (June 28-July 1, 2023) A sense of belonging is a fundamental human need – as the story of Anne of Green Gables, PEI's most famous (fictional) daughter, so vividly demonstrates. As peoples of many regions,

ages, faiths, genders, abilities, sexualities, racialized or ethnic backgrounds, we want to see ourselves, our stories, and our experiences reflected in the historical memory of the many environments to which we feel we belong. Archivists and archival practitioners now realize how many aspects of archival work contribute to peoples' experiences of inclusion and exclusion in a community. Through our actions towards historical memory, people may or may not see their stories and experiences reflected, leaving them with feelings of belonging or disconnection, or at worst exclusion.