## Day 1

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| 8.45 - 9.15 | Registration |
| 9.15 - 9.30 | Welcome and opening |
| 9.30 - 11.00 | **Session 1**<br>*Chair:* A<br><br>Paper 1<br><br>Paper 2<br><br>(CRASSH's usual format requires a minimum of 30 minutes for discussion per 90-minute session.) |
| 11.00 - 11.30 | Break |
| 11.30 - 13.00 | **Session 2**<br>*Chair:* B<br><br>Paper 3<br><br>Paper 4 |
| 13.00 - 14.00 | Lunch |
| 14.00 - 15.30 | **Session 3**<br>*Chair:* C<br><br>Paper 5<br><br>Paper 6 |
| 15.30 - 16.00 | Break |
| 16.00 - 17.30 | **Keynote**<br>*Discussant:* D |

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## Day 2

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|---|---|
| 9.30 - 11.00 | **Session 4**<br>*Chair:* E<br><br>Paper 7<br><br>Paper 8 |
| 11.00 - 11.30 | Break |
| 11.30 - 13.00 | **Session 5**<br>*Chair:* F<br><br>Paper 9<br><br>Paper 10 |
| 13.00 - 14.00 | Lunch |
| 14.00 – 15.30 | **Session 6**<br>*Chair:* G<br><br>Paper 11<br><br>Paper 12 |
| 15.30 – 16.00 | Break |
| 16.00 – 17.00 | **Final Discussion** |

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## Notes

- This sample programme is a guide to how CRASSH's conferences tend to be structured and is not intended to be prescriptive.

- In order to allow a high level of discussion, we recommend that the majority of sessions follow a format of two papers per 90-minute session. Ideally, there should be at least 20 minutes for questions and discussion for any paper.

- We are, however, open to conference programmes that do not follow this 'standard' format provided that there is a good rationale for doing so.

- Pre-circulating papers is often a helpful way of promoting discussion, although be aware that this does require more work ahead of the conference in terms of communicating deadlines and collating papers (as well as chasing speakers).

- If you plan to pre-circulate papers and run the event as a workshop, please consider how this will work in practice. For example, pre-circulated papers should be short (5-6,000 words at maximum) so as to allow participants to actually read them in advance. There is also no benefit to pre-circulating papers and then allowing speakers 20 minutes or more to present the same material.

- It is not expected that every conference will include a keynote address and/or a final discussion session.

- A full day's programme does require a lunch break of one hour and two 30 minutes breaks for refreshments; these elements cannot be reduced in order to save time or funds.

- We ask convenors to select speakers, discussants, and session chairs with the idea of gender balance in mind.

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