



Sponsoring a Conference for the Society for Ethics Across the Curriculum

If you and your institution are interested in sponsoring a conference for the Society for Ethics Across the Curriculum (SEAC), we welcome your interest. Below you will find the conference criteria as described in the SEAC constitution. We request you respond in written form to the criteria below. The Executive Committee of SEAC will be the approving body for those selected to host.

1. Specifically, please identify the proposed conference dates, location, and theme. We need assurance that the institution could support hosting the conference, so we ask that you submit a letter from an administrator with signing authority. The spirit of the letter is a memo of understanding that commits funds for the conference. **While responsible for all initial conference-related expenses, such expenses are reimbursed up to the total amount received from conference registration fees; all expenses above this amount are the responsibility of the sponsoring institution.** Conferences are generally held around the first week of October. This date can be moved forward or backward by a week or so. All programs from the past SEAC conferences are on the Society's website: <https://www.seac-online.org/>. Please feel free to contact the President, or Secretary-Treasurer of SEAC. Contact information is found under "Officers" on the website.

Guidelines

- A. For each meeting of the Society there shall be a Program Committee, at least one of whom shall be a member of the Executive Committee. The Program Committee shall have the responsibility of reviewing submitted papers and for identifying persons to be invited. Decisions of the Program Committee shall be made by the majority of its members. In accordance with the Society's commitment to the principle of the blind reviewing of submissions, the Call for Papers shall specify that abstracts or full papers are to be submitted online via the EasyChair platform, with the link provided. The Program Committee is responsible for preparing the platform for submissions.

- B. Meetings will normally be held in association with an institution of higher education, with someone from that institution serving as the site director and, together with a Program Committee, bearing responsibility for ensuring the orderly conduct of the meeting.

- C. The Program Committee chair will serve as co-director of the meeting with the site director. The former is in charge of the program, the latter in charge of local arrangements, but it is presumed that the directors will jointly choose a theme for the meeting, if they desire. The Committee shall also select a keynote speaker, and may, if desired, invite additional guest speakers. The host institution is responsible for generating speaker honorariums.

- D. The Program Committee is responsible for providing food and beverages for a reception, breaks, and an evening banquet.

- E. Conference registration is handled by the Philosophy Documentation Center (PDC). The Program Committee is responsible for communicating all information regarding the conference to the Society's representative at PDC including but not limited to conference dates, location, lodging, travel information, and nearby amenities. Conference information shall also be communicated to the SEAC website manager. The Program Committee will welcome attendees to the conference with a registration desk.

- F. The directors of a conference are not to present papers at that conference without prior approval by the Executive Committee.

- G. Time shall be set aside during each regular meeting of the Society for a Business Meeting. The Program Committee is responsible for reserving a room at the conference site for this purpose. The quorum for such a meeting is ten percent of the members of the Society. At this meeting the President and the Secretary-Treasurer shall give reports on behalf of the Executive Committee, and any business of the Society may be conducted at the Business Meeting which is not in these By-Laws specifically reserved to the members or to the Executive Committee. Motions adopted at a Business Meeting by a majority of fewer than thirty percent of the members of the Society are subject to ratification by the entire membership, such ratification to be conducted by mail or by electronic means.