



Guidelines for CASCA Networks

Women's Network Reception

1. As stated in the Conference Manual, LOC will provide a room booking for the lunch and catering on a cost-recovery basis if requested. This reception will be advertised on the main CASCA listserv and tickets will be sold via the conference registration forms.
2. If possible, the LOC will schedule the Women's Network Panel either before or after the reception.

Panel at Annual Conference

1. Each Network is invited to submit a panel or a double-panel for the annual meetings. These panels will be subject to the regular regulations and deadlines of registration and submission, and will be subject to peer review.
2. Each Network can have up to two guests (1 for a single panel, 2 for a double panel) subsidized by CASCA to participate in the panel. This will encourage the involvement of non-academic community partners or cover costs of award recipients.
 - a. CASCA will waive membership requirement for up to two invited Network panel guest participants (1 for a single panel, 2 for a double panel). The membership and conference fees for the remainder Network panel participants must be paid in full - either by the participant or a representative of the Network on their behalf.
 - b. CASCA will pay a reduced tier conference fee for up to two guests (1 for a single panel, 2 for a double panel). This way the conference does not carry this cost.
3. In order to take advantage of the subsidized guests, the Network chair/s must:
 - a. email the CASCA manager full registration information on the guest (name, email, institutional affiliation) by the deadline;
 - b. email the CASCA manager complete submission information for the guest (panel, paper title, abstract); and
 - c. ensure that the entire panel be fully submitted/registered by that year's stated submission/registration deadline.
4. CASCA sub-groups are eligible for funding of up to \$400 per year for special projects at the Annual Meeting. Requests for funding must be submitted to the CASCA Executive by September 15th.

Announcements at AGM

1. Network sponsored awards (Women's, Teaching and Linguistics?) be presented by the President at the same time as other CASCA awards (fellowships, Salisbury)
2. At each AGM, each network will be invited to make a report, beginning with the Women's Network. This will appear on the agenda as:
 - a. Women's Network
 - b. Other Networks

Communication

1. Calls for Volunteers or Chairs can be translated and circulated on the CASCA membership list. All requests for translation should go through the CASCA Membership Manager.
2. A description, contact information or links to a social media account will be available on the CASCA website. Additions or changes to these links should be forwarded to the CASCA Membership Manager.
3. Each Network is responsible for the content and maintenance of their listservs, social media accounts or websites.
4. Networks are encouraged to submit an annual report (this can be quite brief) to the executive in time for the AGM
5. Networks are also encouraged to submit an article to Culture through the Members at Large.

Dormant Networks and New Networks

1. A short proposal (200-500 words) should be submitted to the executive for review for the creation of new networks.
2. The link to Networks dormant for more than two years will be removed from the main CASCA website.