

Society for International Hockey Research

<http://www.sihrhockey.org/>

GUIDELINES FOR SIHR MEETINGS

DRAFT – Updated October 22, 2018

The first meeting of the Society for International Hockey Research (SIHR) was held in Kingston, Ontario in May 1991 and since then two meetings (spring and fall) have been held every year at numerous locations across Canada and the United States.

The Spring or Annual General Meeting (AGM) is typically held in May, often on the Victoria Day or Memorial Day weekend. (*The SIHR Constitution specifies that the AGM must be held before May 31). The Fall Meeting is usually held in October but has been in September or November as part of special events or celebrations in a community.

Typical Meeting Format

The format or agenda for the SIHR meetings has evolved over the years but it will usually include a Friday evening “Meet and Greet” event, a Saturday business meeting and presentations, and a Saturday evening dinner or hockey game. A Sunday morning road/ball hockey game has been part of several recent weekend meetings. Other activities such as walking tours, arena tours, museums, special exhibits, and baseball games have been popular optional additions for Friday afternoon prior to the meeting or on Sunday.

Meeting Location/Site

Any SIHR member can propose or offer to host a meeting location/site. An offer or proposal may include an invitation letter, information on the community, unique or special events that members would enjoy, proposed dates, possible locations for the meeting and accommodations (hotel; university/college residences have been available for some meetings), and letters of support.

SIHR has held meeting in cities and towns of varying size so virtually any town could be the site for the meeting. There are several factors that should be considered by a potential host but one of the most important is the availability of a suitable meeting venue and lodging. One should also consider other unrelated events in the city/town on the same weekend as they could affect the cost and availability of a meeting venue and accommodations as well as services such as catering and audio-video rentals.

The Executive Committee will review the offer/proposal and announce the location/site ideally one year in advance so that members can plan for attendance and prepare presentations. It will also provide sufficient time for the host and Executive Committee to plan and promote the meeting. The Committee will consider such factors as suitability of the meeting venue and affordable lodging, ease of travel for members, unique opportunities, special events, and costs for members to attend. Among the special events that have been an exciting part of a weekend are hockey games, tournaments, anniversary celebrations, museums, hockey tournaments, and tours. The

Executive Committee may approach a member to host a future meeting in their community.

The Local Host may appoint other members to serve on a local Committee to assist in the planning and organization of the meeting. The Host and Host Committee will work closely with the Executive Committee in developing the meeting program and budgeting. The Vice President will be assigned the responsibility in coordinating the program on behalf of the Executive Committee.

Tips/Guidance for Meeting Events

Friday Evening “Meet and Greet”

This event is planned as an evening affair, after dinner, as a social mixer for members, spouses, and guests. Snacks and a cash bar would be available.

- Ideally the event location should be easy to find
- Past locations have included a room in the recommended meeting hotel/accommodations, a community centre, a museum, or a bar/restaurant within walking distance of hotel/accommodations
- Would like a room/venue that allows for mingling/visiting.
- Attendees are encouraged to wear a favorite hockey sweater
- Special guest speakers (local hockey players or coaches, artists, historians) are often invited to participate in an informal (Question and Answer) format

Saturday Meeting of Presentations

The Saturday event during the day will include a Business Meeting (one hour) and formal research presentations and speakers/panels. Special guest speakers are often invited to participate and these would include current or retired hockey players, coaches, executives, writers, and broadcasters.

- Past locations for Saturday have included a room at the meeting hotel, local community center or arena, local library, banquet hall, and university.
- Registration: 8:30 - 9:00 am
- Business Meeting: 9:00 – 10:00 am
- Research Presentations and Speakers: 10:00 am to 5:00 pm with morning and afternoon refreshment breaks and lunch
- Provide 30 minutes for the refreshment breaks and 60 minutes for the lunch break.
- Coffee, water, and donuts/muffins should be available during the registration and morning refreshment break. Water, juice, soda pop, and cookies should be provided for the afternoon refreshment break
- There are three basic options for lunch – a catered lunch in the meeting room (cost to be included in an attendee’s meeting fee), a group lunch at a restaurant near the meeting site (pay on own or included in an attendee’s meeting fee), or lunch on your own (a food court at a mall close to the meeting site has worked well).

- Allocate 30 minute time blocks for research presentations – 20 minutes for the presentation with 10 minutes for an introduction and Q&A; Special guest speakers and panels are usually allocated 45 minute time blocks
- The Vice President will prepare a call for members' presentations and work closely with the Local Host to finalize presentations and speakers
- The Vice President and Local Host will coordinate introductions of speakers
- Provide theatre-style or class room layout seating with a lectern and table at the front of room; seating for up to 60 attendees (more in Toronto, Ottawa, and Montreal). The room should be large enough to accommodate mingling during refreshment breaks (and Lunch if provided on site) and bookseller tables/booths
- Local Host and Vice President will arrange for laptop, computer projector, screen, and microphone/speakers. It would be prudent to have a backup laptop, projector, and additional power cords and power bar on hand
- Check room acoustics and lighting
- Identify the locations of washrooms to attendees at the start of the meeting; should be easy to find and can be used throughout the day
- Provide tables and chairs for booksellers (typically 6-10); restrict book selling opportunities to SIHR members and special guest speakers. Opportunities could be provided for DVDs and memorabilia to display and sale by SIHR members and special guest speakers
- SIHR Annual Awards are presented at the Spring Meeting (AGM) as part of the business meeting
- Presentations should be videotaped and posted on the SIHR website following the meeting
- Panel sessions (with alumni, hockey executives, authors, reporters, etc.) in a question/answer format are popular.
- All speakers and organizers volunteer their time and SIHR does not pay speakers or reimburse speakers for travel, parking, or other expenses. However the local committee may wish to provide some reimbursements (e.g., parking, travel, lunch, etc.) for invited special guest speakers. These reimbursements must be budgeted and approved by the Executive Committee

Saturday Evening

A few options has been organized for meeting attendees – a group dinner at a local restaurant, a banquet, or a hockey game have been part of recent meetings. The Saturday evening event is optional and spouses and guests are invited.

When a group dinner is planned, attendees pay on their own. The Local Host should arrange for a group booking; a separate banquet room in the restaurant has worked well. Attendees can order from the menu or from a limited selection menu at the restaurant's discretion. It does become a challenge to determine the number of attendees.

If a banquet is planned, an advanced payment or fee is required for the meal, and a cash bar is available. This type of event requires advanced planning and early commitments on the number of attendees. Care must also be taken to select the menu and dietary restrictions.

Ideally, the restaurant or banquet facility should be close to the meeting hotel/accommodations. Dinner will usually start at 6:30 or 7 pm.

For some meeting locations there may be an opportunity to attend a hockey game (NHL, AHL, ECHL, Junior A, university/college) or other sports event. When this occurs, the local host can explore a group purchase of tickets for those who would like to attend.

Sunday Road/Ball Hockey Game

A popular optional event that has been part of several SIHR meetings is a road/ball hockey game on Sunday morning (one-hour; typically at 10 am) at a local arena or parking lot. It is an informal game in which two teams compete for the Fittsell Cup. The Local Host will decide whether the event could be part of the weekend and make the necessary arrangements.

Other Events/Activities

Several optional activities have been organized for Friday afternoon or Sunday by the Local Host and these include walking tours, special displays, museum visits, and arena tours. The Local Host may also identify other activities and events such as baseball games, other sporting events, bookstores, and sightseeing tours that attendees would enjoy to make the weekend memorable.

Other Considerations

- Name badges and signage should be provided for the Meet and Greet and Saturday meeting.
- Printed materials such as an introduction to the community and map should be available at the meeting hotel, Meet and Greet, and Saturday registration
- An agenda for the Business Meeting and handouts, and the schedule for presentations should be available at the Saturday registration
- If alcoholic beverages are served at the Meet and Greet, a license may be required (e.g., if an Ontario meeting, license must be obtained from LCBO and a certified bartender must be hired to dispense alcoholic beverages). Generally if the Meet and Greet is held in a hotel banquet room, restaurant, or bar, this provision is covered in the agreement with the facility).
- Insurance may be required for the event
- Online booking/reservations for attendees will be needed; in the past SIHR utilized Ticket Tailor to provide this service
- Included events that are optional or not included in the meeting event (example: a Saturday evening dinner in which attendees pay on their own) is a good idea to get an idea of number of attendees for planning purposes
- A special rate at the recommended meeting hotel or residence should be arranged and attendees should book directly with the facility.
- Information on the meeting and other events must be shared with all members. There are several SIHR tools – Bulletin, SIHR website, SIHR Facebook page, and a MailChimp email blast to members. The Local Host and Vice President should work together to prepare and share this information. The Local Host may

also contact local media and promote as they wish. If local media is planning to attend a portion of the meeting, they should notify the Local Host and as a courtesy the speakers should be notified.

- The Local Host will staff the Saturday registration; the SIHR Treasurer or designee should be available for receipts and registration at the event.
- Book Sales – the Vice President should contact SIHR members and special guest speakers to determine if they wish to sell their books at the meeting. There would be no charge for SIHR members and tables/booth will be provided at the Meet and Greet and in Saturday meeting room.
- A Group Photo should be taken at the event (at the Meet and Greet or during a Saturday refreshment break)
- Local Host should arrive at any meeting room/revue at least 30 minutes (ideally 45-60 minutes) prior to start of any event to allow sufficient time for any changes and room arrangement (seating, tables, etc.) and AV requirements

Other Tips

- Secure the meeting space and a block of rooms at a hotel as soon as possible as venues are happy to work with the host well in advance. Some hotels will provide a free meeting room and other facilities with an advanced block booking of rooms.
- Arrange for special guest speakers and presentations as early as possible to help in development of the program and attract attendees, and share with SIHR members
- Prepare a press release and notify local media of the meeting a couple of months ahead and follow up as the dates approach.
- Work closely with the Vice President and Executive Committee to provide information on the budget, changes, and other news
- Ask for help as needed (from the Executive Committee, past Local Hosts, local members, and others). It is a special opportunity to share your community with SIHR members

Budget

The financial objective of the meeting is to cover the cost of hosting the meeting with a fee that is assessed to attendees. The SIHR meeting should be a user-pay event. Based on the costs and estimated number of attendees, the Local Host should prepare a budget and suggested fee for approval by the Executive Committee. The budget should be prepared, reviewed, and finalized four months prior to the meeting. Recent fees for attendees have been in the \$40-\$60 range and the Saturday meeting fee is usually the largest expense. There are several items that will affect a budget to host the conference:

Friday Meet and Greet Event

- Fee for Room or Venue
- Liability Insurance if required by venue
- Snacks

- Beverages – Bartender, License Requirements

Saturday Meeting

- Fee for Room or Venue
- Liability Insurance if required by venue
- Registration Materials – Name Tags, Signage, markers, etc.
- Refreshments during registration period (arrangements)
- Morning Refreshments (arrangements)
- Afternoon Refreshments (arrangements)
- Lunch Fee (group lunch – catered on-site; off-site) or on-own
- Rental of AV equipment
- Any reimbursement expenses for special invited guest speakers

Saturday Evening

- If Banquet - Fee for Room or Venue, meal, cash bar (bartender)
- In local restaurant – attendees pay on-own

Sunday Road/Ball Hockey Game

- Fee for Venue

Other

- Transaction fees for PayPal and online booking application, Ticket Tailor

Past Meetings

1991	Spring (May 18)	Kingston, Ontario
	Fall (October 26)	Kingston, Ontario
1992	Spring (May 23)	Toronto, Ontario
	Fall (October 24)	Kingston, Ontario
1993	Spring (May 22)	Montreal, Quebec
	Fall (September 25)	Colborne, Ontario
1994	Spring (May 21)	Toronto, Ontario
	Fall (September 24)	Kingston, Ontario
1995	Spring (May 20)	Ottawa, Ontario
	Fall (October 28)	Cooperstown, New York
1996	Spring (May 18)	Toronto, Ontario
	Fall (September 28)	Montreal, Quebec
1997	Spring (May 17)	Fredericton, New Brunswick
	Fall (October 25)	Kingston, Ontario
1998	Spring (May 16)	Montreal, Quebec
	Fall (October 31)	Cambridge, Ontario
1999	Spring (May 22)	Toronto, Ontario
	Fall (October 16)	Kingston, Ontario
2000	Spring (May 20)	Ottawa, Ontario

	Fall (October 28)	Hamilton, Ontario
2001	Spring (May 19)	Montreal, Quebec
	Fall (October 27)	Colborne, Ontario
2002	Spring (May 18)	Peterborough, Ontario
	Fall (October 19)	St. Paul, Minnesota
2003	Spring (May 17)	Richmond Hill, Ontario
	Fall (November 1)	Burlington, Ontario
2004	Spring (May 22)	Kingston, Ontario
	Fall (September 25)	Houghton, Michigan
2005	Spring (May 21)	Montreal, Quebec
	Fall (October 29)	Cambridge, Ontario
2006	Spring (May 20)	Moncton, New Brunswick
	Fall (October 28)	Whitby, Ontario
2007	Spring (May 19)	Ottawa, Ontario
	Fall (October 27)	Springfield, Massachusetts
2008	Spring (May 17)	Quebec City, Quebec
	Fall (October 18)	Warwick, Rhode Island
2009	Spring (May 16)	Montreal, Quebec
	Fall (October 17)	Belleville, Ontario
2010	Spring (May 15)	Brandon, Manitoba
	Fall (October 30)	Toronto, Ontario
2011	Spring (May 28)	Kingston, Ontario
	Fall (October 22)	Saguenay, Quebec
2012	Spring (May 19)	Halifax, Nova Scotia
	Fall (October 20)	Orillia, Ontario
2013	Spring (May 25)	Utica, New York
	Fall (October 26)	Renfrew, Ontario
2014	Spring (May 24)	Midland/Penetanguishene, Ontario
	Fall (October 25)	Sherbrooke, Quebec
2015	Spring (May 16)	Fredericton, New Brunswick
	Fall (October 7)	St. Paul, Minnesota
2016	Spring (May 28)	Kingston, Ontario
	Fall (October 29)	Toronto, Ontario
2017	Spring (May 20)	Gatineau, Quebec
	Fall (November 25)	Montreal, Quebec
2018	Spring (May 26)	Parry Sound, Ontario
	Fall (October 19)	Dallas, Texas
2019	Spring (May 18)	Windsor, Ontario
	Fall	Quebec City, Quebec
2020	Spring	TBD
	Fall	TBD – Lake Placid Oct. 17 proposed