



Women and the Silent Screen (WSS) Information Sheet for Potential Hosts

Women and the Silent Screen (WSS) is a biennial international conference sponsored by Women and Film History International (WFHI) in collaboration with host universities, archives, and cultural institutions throughout the world. For over two decades, WSS has brought together researchers focused on women's pivotal roles in the first decades of motion picture history. The conference has supported the creation of a new view of the film industries that demonstrates the centrality of women in economic and labor history, criticism, aesthetics, narrative development, film culture, and film production in a globalized world. For past conferences, please visit: <https://www.wfhi.org/>.

We invite all interested hosts to apply by completing the WSS Host Application form, available on the WFHI website (<https://www.wfhi.org/about-wss>). To be officially considered for a particular edition, please submit your application by the specific deadline listed on the WFHI website.

For any questions, please contact the WFHI Steering Committee at wfhinetwork@gmail.com.

WSS Host Responsibilities

Theme and CFP

- Propose a theme for the conference and work with members of the WFHI conference subcommittee to finalize it for the CFP.
- Join WFHI conference subcommittee and participate in periodic online meetings until the conference.
- Take the lead on drafting the CFP and programming/developing the conference schedule while working closely with the WFHI team.

Funding and Costs

- Handle all local logistics and event organization, including venue booking, catering, on-site coordination, technical and staffing hiring, programming and scheduling, and organizing social activities as necessary. WFHI **does not** handle invoices for organizational expenses by the local host and cannot set up a bank account for host's needs.
- Maintain an internal budget, track expenses, and handle all purchasing and invoice payments (e.g., for musical accompaniment, catering, etc.) at the local level with a

local bank account. (For your convenience, WFHI provides a standard budget template that selected hosts can adapt for the particularities of their specific edition of WSS; local hosts are, in turn, encouraged to share their final budget with WFHI, to assist future hosts.)

- Secure local funding and sponsorships as necessary.

Conference Website and Registration

- Create and maintain conference website or webpage.
- Oversee conference registration. The registration format will be discussed with the subcommittee, and WFHI can provide useful historical information regarding registration fees.
- Compile and provide information on local hotel accommodations (ideally with a discounted rate) and transportation information.

Conference Submissions and Communications

- Read submitted abstracts and select conference participants in collaboration with the members of the WFHI conference subcommittee
- Oversee and handle conference acceptance and rejection emails and communications with participants.
- Handle the creation and dissemination of conference badges, swag, and other attendance materials.

What WSS Hosts Can Expect From WFHI

- A small seed grant to go toward local conference expenses.
- Support and feedback throughout the planning process (i.e., finalizing the theme and ensuring its broad relevancy for our global membership, drafting the CFP and schedule, aiding in other programming and organizational issues) and help with publicity and promotion.
- Collaboration on submissions review and participant selection and rejection.
- Useful information for reference relating to WFHI member interests and past WSS conferences - including conference themes, past CFPs, helpful planning timelines, and past budgets.
- Complementary WFHI membership (for two years, beginning the term after conference) for every member of the WSS local host organizing team.

WSS Event Overview

Formats

WSS typically offers a mix of presentation types, from short “show-and-tells” to traditional paper presentations, artist-filmmaker screening sessions, plenary roundtables, and archival screenings.

WSS has accommodated both single stream sessions and parallel panels, and we have found that a mix of the two works well. It is not required to have a keynote speaker, or speakers, but some past WSS conferences have followed this model. Conversely, we welcome creative and innovative alternatives to keynotes, such as having two expert scholars in conversation on topics related to the WSS theme.

Hybrid Capabilities

A hybrid or remote component for people who are unable to travel is highly desired and can be discussed further with the WFHI subcommittee.

Social Events

We encourage social events, such as opening cocktail receptions and dinners. We encourage hosts to set places and times for participants to congregate and meet others since this is an especially meaningful opportunity for attendees that are new to the scholarship or to WFHI/WSS.

Local Activities

We encourage hosts to set up local tours, excursions, or special activities so that attendees can experience the host city or town. These can even be built into the schedule.

Typical Planning Timeline

The planning timeline will vary depending on the specific conference edition.

Local hosts can expect regular meetings, a theme announced ideally a year beforehand, and a CFP launched well in advance (e.g., if the conference is in the spring or early summer, the CFP will come out that preceding summer or fall).