

# STUDIORUM NOVI TESTAMENTI SOCIETAS

## GUIDELINES FOR ORGANIZING AND LEADING SNTS SEMINARS

(Modified/corrected 31 October 2009)

1. SNTS seminars normally meet for a minimum of three and a maximum of five years. At General Meetings there are usually three seminar sessions, each lasting for just less than two hours.

2. Seminar leaders (conveners) are appointed by the SNTS Committee, normally for a minimum of three and a maximum of five years. They are responsible for planning the three sessions at each conference. Leadership is frequently shared by two, sometimes three, members, often (and preferably) from different countries or backgrounds. If leadership is shared, the seminar can continue even if one of the conveners is unable to attend in one particular year.

4. Those wishing to organize a new seminar must provide the following information to the Secretary by **1 July**:

- (a) the title of the proposed seminar;
- (b) the rationale for the new seminar;
- (c) the name of a willing co-convenor or two (preferably from different countries or backgrounds);
- (d) whether the new seminar is likely to impinge on the agendas of any other current seminars;
- (e) what kind of support from members it is likely to have;
- (f) what the likely programme will be (especially the first year); and
- (g) the desired duration of the seminar (three or five years).

If the proposal is not received on time, there is no guarantee that it will be considered by the Committee when it next meets at the General Meeting.

4. Conveners desiring the continuation of their seminar beyond the originally approved term must submit a written application for continuation to the Committee. The application for continuation must be received by the Secretary **before** the second meeting of the Committee at the General Meeting on Friday afternoon. The application must provide the following information:

- (a) the title of the continuing seminar;
- (b) the rationale for continuing the seminar;
- (c) the name of a willing co-convenor or two (preferably from a different countries or backgrounds);

- (d) whether the continuing seminar is likely to impinge on the agendas of any other current seminars;
- (e) what kind of support it has had from members during the past three or five years;
- (f) what the likely programme will be; and
- (g) the desired duration of the seminar (three or five years).

If the application for continuation is not received on time, there can be no guarantee that the application will be considered by the Committee.

5. At the General Meeting itself, the Secretary reports to the Committee on the current status of the seminars, and so a brief report (on the status and progress of the seminar, and on the numbers attending) may be requested of seminar conveners during the conference if there are indications that the seminar is not going well (e.g., the conveners are not in attendance, there are fewer than three papers, the number of registered participants is very low). Proposed changes in the leadership of a seminar must also be reported to the Secretary and approved by the Committee at the General Meeting.

6. The Committee recognizes that the format of the various seminar groups will differ considerably: conveners are encouraged to develop their own pattern (in consultation with their groups).

7. Seminar conveners are asked to send to the SNTS Secretary by **1 February** each year the names of those giving papers and the titles of their papers, so that these may be included in the general information about the Annual Meeting which is sent out to all SNTS members in the spring mailing, usually in mid-February.

Please do ensure that all this information is sent to the Secretary by 1 February. Delay is likely to hold up the general mailing and to cause considerable difficulties.

8. Guests may attend seminars, but seminar conveners are asked to observe the Society's normal procedures and deadlines for inviting them to the meeting, and they should ensure that SNTS members are the **main** presenters of papers at **two** of the three sessions of each seminar group. (Guidelines and information about inviting guests are given in the newsletters and may also be obtained from the Assistant Secretary).

9. Shortly after the closing date for registrations has passed, the **local organizing committee** will send to each seminar convener a list of the members who will be attending his or her group. If addresses are not included, it may be assumed that the appropriate address is the one listed in the updated SNTS Membership and Address List as available on the website of the Society ([www.surfgroepen.nl/sites/SNTS](http://www.surfgroepen.nl/sites/SNTS)). Queries regarding these seminar lists should be taken up with the local organizers, and not with the Secretary. Conveners should make their own arrangements with the local organizers for sessions requiring special projection or electronic equipment, and should do so well in advance of the meeting.

10. In recent years most seminar conveners have distributed copies of seminar papers to the registered participants in June or early in July so that there can be plenty of time for discussion at the Meeting. The Committee wishes to encourage this practice. Seminar conveners are asked to arrange for the distribution of seminar papers. Please note that it is not possible for the local organizing committee to undertake this task. Please also note the following points:

(a) It is usually **not possible** to photocopy papers at the General Meeting. Printing and photocopying done at the last minute is inevitably more expensive, as well as burdensome to the local organizers.

(b) Many members find that they have little time to read seminar papers distributed only on arrival at the General Meeting.

(c) Papers distributed prior to the General Meeting should not be read in full at the seminar. The extra time should be used for discussion.

10. It is assumed that seminar papers will be distributed to the registered participants by e-mail attachment rather than by post. Should it be necessary to post hard copies of the papers to some participants, reimbursement of the postage costs can be arranged at the conference itself with the Treasurer.

11. The Editor of *New Testament Studies* will be pleased to consider papers for publication in *NTS* though they will have to take their place in the queue for publication. Seminar conveners are invited to identify papers of quality and to encourage authors to submit them for possible publication in *New Testament Studies*. All such papers, will, however, be subject to the normal reviewing process. Please note that the editor cannot promise in advance to publish seminar papers submitted to him.

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Secretary

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