



## **The International Conference on Lao Studies Planning Guidelines for Host Institution**

### **I. Name**

The official English name of the conference shall be *The (sequence number) International Conference on Lao Studies*. The official Lao name shall be *ກາງປະຊຸມບາງຊາດ ລາວສິກສາ ຄັ້ງທີ* (*Lao numeral indicating the sequence*). The word “ເຮື້ອງ” has been deleted after the first conference. Acronym: ICLS; Short versions: Lao Studies or ລາວສິກສາ, followed by a sequence number in both languages.

### **II. Conference Frequency**

The conference shall convene every three years after 2007 (e.g., 2010, 2013, etc.).

### **III. Research Topics**

In all ICLS, research topics should focus on the following four broad geographical groupings: 1) All ethnic groups of Lao PDR; 2) Lao Isan; 3) Cross border ethnic groups; and 4) Overseas heritage peoples.

### **IV. Official Languages**

The official languages of the ICLS shall be Lao, English, French, and the official language of the host country. Efforts need to be made to inform participants of the language that will be spoken in each session. When possible, translators will be provided.

### **V. Conference Theme**

The host committee members shall choose an overall theme they deem appropriate. All topics and disciplines should be included. The host committee has the right to emphasize specific topics or disciplines.

### **VI. Conference Logo**

The ICLS logo, the *Naga*, shall be used in all official printings and publishing, in both electronic and paper format. The logo shall remain unaltered, except for the addition of a Lao numeral at the top to indicate the current sequence of the conference. No other individual, groups, or organizations are permitted to use the logo without written consent from a representative of the Planning Committee.



Example: *Second International Conference on Lao Studies*

## **VII. Publications**

Selected papers should be published. It is the responsibility of the host institution to publish them before the next conference. The Center for Lao Studies may facilitate and collaborate with the host institution to meet this goal.

## **VIII. Choosing a New Host**

To ensure that the ICLS continues, the current conference committee shall choose a new host. A business meeting shall be conducted and a new host chosen and announced to the public by the end of the conference.

### **A. Procedures in Choosing a New Host:**

#### **1. Business Meeting Board**

- a. A group of people, known as the *Business Meeting Board (BMB)*, shall be chosen from the current committee members. The chair(s) or main coordinator(s) shall be the person(s) who has/have the authority to select the BMB. No more than 11 BMB members shall be chosen.
- b. Each BMB member shall have one vote.
- c. The institution that receives the most number of votes becomes the new host.
- d. Potential hosts shall have ten minutes (time varies, depending on the number of prospective hosts) each to present their cases. The representative(s) shall then be asked to leave the room so that the BMB can discuss the pertinent merits of the potential host institutions.
- e. Private paper ballots will be cast by the BMB members.
- f. Current Planning Committee member(s) who are affiliated with a competing institution are not permitted to vote.
- g. In an event of a tie, a second vote shall be taken. Only institutes that are in the tie are included in the ballot for the second vote. In an event of a

second tie, the chair or co-chairs will choose the new host, thus serving as the tie breaker(s).

g. All decisions are final.

**B. Prospective Host:**

A prospective host shall be an institution of higher learning, such as a college or university of any country or territory.

**C. Vacancy:**

In the event no institution is interested in hosting the ICLS, the current BMB must find a site within a year after the last conference has ended. The new host shall be approved by the current BMB by a majority vote.

**IV. Conference Committee Members**

The Conference Committee can consist of as many people in addition to the BMB as necessary to plan and run the conference. The host institution has the right to choose whomever they deem suitable to help with the planning and operation of the ICLS. However, the host must include at least six members of the former BMB, including the immediate past conference chair(s), as part of the new Conference Committee. At least three former BMB members must be part of the new Business Meeting Board. If a former BMB member cannot attend the business meeting, he or she can designate his/her representative.

**X. Finances**

The host institution shall be responsible for all financial obligations incurred during its planning and hosting of the conference. It is recommended that if funds remain, the host institution use it to support a future ICLS.

**XI. Center for Lao Studies**

The Center for Lao Studies will facilitate and collaborate with the host institution to meet the goals of the conference.

**XII. Amendments**

Any amendments to these guidelines must be discussed and approved by the current BMB with a 2/3 majority vote.

Approved by the Business Meeting Board on May 21, 2005.

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Amended Section VII. *Publications* and Section XI. *Center for Lao Studies* by the Business Meeting Board on May 3, 2007.

Karen Adams, Jackie Butler-Diaz, Carol Compton, John F. Hartmann, Thomas Hudak, Hjorleifur Jonsson, Khammany Mathavongsy, Christopher Miller, Bill Sage, Phoumy Sayavong, Bob Sookvong, Vinya Sysamouth