

Organisation of a symposium on
The Bohemian Reformation and Religious Practice
Practical matters



Venue

The symposia of *The Bohemian Reformation and Religious Practice* (BRRP) are customarily held in Prague, at the Academic Conference Centre of the Czech Academy of Sciences, located at Husova 4a. Should the organiser wish to hold the symposium in Prague, these facilities will be provided free of charge by the Institute of Philosophy of the Czech Academy of Sciences.

If the organiser prefers an alternative venue—whether within the Czech Republic or abroad—they may do so; however, in such cases, they are responsible for covering the associated venue rental costs.

Language of the Symposium

The primary languages of the symposium are English and French.

Funding

When held in Prague, the symposium venue is made available free of charge, and the Institute of Philosophy of the Czech Academy of Sciences provides a financial contribution to support the organisation of the event. This contribution may be used to partially cover costs such as light refreshments. Charging a reasonable conference fee is permissible. Participants are generally expected to cover their own travel and accommodation expenses unless otherwise arranged by the organiser.

The organiser, in collaboration with the BRRP Scientific Board, may apply for additional funding for both the symposium and the potential publication of proceedings. Possible funding sources include, for example, the Strategy AV21 of the Czech Academy of Sciences. Such funds may be used to cover travel expenses for invited speakers, catering, printing of brochures and posters, or proofreading costs.

Outside of the aforementioned support, the organiser bears responsibility for covering the remaining expenses related to the symposium and any subsequent publication. The BRRP platform does not maintain a permanent budget for conference or publication costs.

Call for Papers

The organiser is required to issue and publish a Call for Papers no later than three months after the conclusion of the selection process. Prior to publication, the draft of the Call for Papers must be submitted to the BRRP Scientific Board for consultation via the platform's Secretary affiliated with the Department for the Study of Ancient and Medieval Thought at the Institute of Philosophy.

Approval of the Programme

The symposium programme is proposed by the organiser and must be submitted for approval to the Scientific Board (again via the platform's Secretary) before publication. The final program should be announced at least three months prior to the symposium—typically in March of the year in which the event is to take place.

Organisational and Logistical Support

The organiser is responsible for all logistical and administrative aspects of the symposium, including accommodation arrangements, catering, printing of programs and circulars, and general communication and coordination with participants.

If the symposium takes place in Prague, administrative support may be provided by the Institute of Philosophy via the platform's Secretary. This assistance can include help with booking accommodation, disseminating logistical information, handling on-site registration, and managing online streaming if applicable.

Should the symposium be held elsewhere, the availability of such support is limited or may not be possible, depending on the location.

Publication of the Proceedings

It is the intention of the BRRP Scientific Board to publish the conference proceedings in a dedicated volume within the Bohemian Reformation and Religious Practice publication platform. However, the Board remains open to alternative proposals from the organiser regarding the form and venue of publication. The Scientific Board offers support with organising peer review for the volume.

Should a publication follow, the organiser acts as the responsible editor. They are accountable for ensuring the scholarly quality of the contributions, as well as for copy editing, adherence to the style guide, proofreading, indexing, and the arrangement of any required translations and language editing. The editor must also ensure that each contribution undergoes a rigorous review process, which may involve members of the BRRP Scientific Board. Upon completion of peer review—and unless otherwise agreed—the editor must submit the final manuscript and the reviewers' reports to the BRRP Secretary, who will forward the materials to the publisher after obtaining final approval from the Scientific Board.

The Scientific Board requests that the final manuscript be submitted within two years of the symposium.