

Center for Renaissance Studies

Handbook for Participants



Multidisciplinary Graduate Student Conference

January 25–27, 2018

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The 2018 Conference

Guidelines for Presenters and Attendees

After your paper has been accepted and scheduled

- Write or rework your paper in a style suitable for verbal presentation. It should be **no longer** than 3,200 words (about nine double-spaced pages).
- Practice! Your presentation should not be the first time you read your paper aloud.
- Make an effort to engage with your audience. Do not just read your paper (people will fall asleep).
- Time your presentation—your chair will stop you after 20 minutes, finished or not. Remember you will need time to breathe, pause, slow down for emphasis, etc.

As you prepare (a note on audio-visual resources)

- Rooms for all conference sessions have built-in digital projectors, laptop PCs, screens, and wifi. Note that the library's bandwidth is more limited than at most universities—please bring downloads instead of streaming videos, audio, or other large files.
- With visual aids, in general, less is more. Powerpoint can actually distract from a short paper—use it only if you really need it (for instance, art history papers).
- Emphasize images or maps and minimize bullet points and text in presentations.
- Printed handouts usually work best for passages of text you want your audience to refer to. We can make copies of handouts (up to two double-sided pages, black and white only) that are sent to us in advance.
- Bring Powerpoint files on a flash drive (preferred), or bring your own laptop to connect to the projector. The projector has VGA connections and XGA (1024 x 768 pixels) resolution. We encourage you to test your laptop with these specifications before coming to the conference. Mac users, bring an adapter for the VGA connection. We cannot guarantee that programs other than Powerpoint will work properly with our projectors, or that your computer will be compatible.

Giving your paper

- Your session will be held in one of four classrooms on the basement level of the Newberry. Presenters will sit at large seminar tables or, in one room, stand at the front at a tabletop podium. Water will be provided for speakers.
- All rooms are equipped with a screen and a digital projector connected to a PC laptop. We will also make remote presenters with laser pointers available.
- Your session chair will introduce the session and presenters. The chair will also alert you to how many minutes you have left, generally at 5, 3, and 1 minute. Make eye contact and nod slightly so the chair knows you have seen the time.
- Wear a watch or have another timekeeping device handy to monitor your time.
- Make eye contact with the audience—don't just read your paper.
- When you are done, look up at the audience and say “thank you.”

At the conference

- Business casual attire is appropriate: slacks and collared shirts or sweaters, comfortable shoes (very important!).
- Bring business cards if you have them—networking is a major purpose for conferences.
- Talk to people during breaks and before and after sessions. Reach out: ask people to talk about their research; get a group together for lunch or dinner (or drinks!).
- ***Etiquette Rule of Thumb***: Attend as many other sessions as possible. It's discouraging to present to an empty room. Listen carefully to others' papers and join in the discussion afterward.

Question-and-answer session etiquette

As a presenter:

- Have paper and pen or pencil with you to make notes on people's comments and suggestions.
- Be concise and to the point—do answer the actual question asked, if you can.
- It's perfectly okay to say "I don't know" (prefaced perhaps by "What an interesting question!").
- Encourage participation by all presenters in the Q&A; if you are getting a lot of questions—or one persistent questioner—suggest continuing the discussion after the session so others can have a turn.
- Do ask questions of fellow presenters, as well. Help make the Q&A successful for everyone.

As a member of the audience:

- Ask a concise, actual question that pertains to the presenter's paper.
- Find something interesting in the presenters' work and ask for elaboration or clarification.
- If you can, briefly suggest avenues or sources for further research (note that such comments do not require a substantive response from the presenter, since they are not questions).
- Sometimes one presentation sparks more interest than others. Rise to the challenge and ask a question of the presenter(s) being left out of the discussion.
- **AVOID** "attack" questions.
- **AVOID** long, rambling prefaces to your question, or going on at length about your own research.
- **AVOID** monopolizing the Q&A with multiple follow-up questions/comments. Remember you can continue your discussion with an individual presenter during a break after the session, or exchange phone numbers or email addresses.

Accommodations

Conference hotel: Hotel Indigo

We have reserved a block of rooms for conference participants at the Hotel Indigo, 1244 North Dearborn Parkway, about six blocks north of the Newberry.

- The special conference rate is **\$75 a night** for a single or double room.
- Note that **room tax of 17.4%** is charged on top of the quoted rate.

To reserve online, use this link: <http://bit.ly/2hjxLD3>. You will need to enter a credit card number to hold the reservation. Or call 312-787-4980, and tell them you are with the “Newberry Graduate Conference.”

Other options

You are not required to stay at the Hotel Indigo. See this web page for a list of other nearby accommodations (with many of which we have negotiated special rates for Newberry guests):

www.newberry.org/accommodations-and-dining. You may also want to check online discounters like **Expedia**, **Hotwire**, and **Travelocity**, and **Airbnb**.

Audiovisual equipment

All the Newberry’s classrooms are equipped with built-in LCD projectors with speakers, connected to PC computers. We will make remote presenters with laser pointers available. If you plan to show slides, we encourage you to use Powerpoint and to bring your files on a flash drive. You may bring your own laptop to connect to the projector, but we cannot guarantee the compatibility of your system or software with our projectors. The projectors have VGA connections and XGA (1024 x 768 pixels) resolution; if you do plan to use your own laptop, we encourage you to test it with these specifications before coming to the conference. Mac users should bring adapters for the VGA connection. The classrooms are equipped with wifi, but bandwidth is limited. Do not count on streaming media; download any video or audio files you will need during your presentation.

Social media

We encourage live-tweeting and posting images during the conference. Our twitter hashtag is **#NLGrad18**. You can connect with and tag the Newberry Library on Twitter, Facebook, and Instagram.

Conference special events in Ruggles Hall (free of charge)

Plenary session

4:30 pm Thursday: A roundtable discussion of the “Global Renaissance” by Ayesha Ramachandran, Assistant Professor of Comparative Literature at Yale University; Christina Normore, Associate Professor of Art History at Northwestern University; and Lia Markey, Director of the Center for Renaissance Studies at the Newberry Library.

Opening reception

All are welcome to attend the opening reception, with wine, beer, soft drinks, and snacks, from 5:30 to 7:00 pm on Thursday.

Conference luncheon

We will host a sandwich and salad lunch buffet for all registered participants, at 1:00 pm on Friday.

The Center for Renaissance Studies

About the Center

Director: Lia Markey

Program Manager: Andrew Epps

Program Assistant: Christopher Fletcher

Phone: 312-255-3514

Fax: 312-255-3502

E-mail: renaissance@newberry.org

Website: www.newberry.org/renaissance (click on Programs on the left navigation bar, then scroll down the chronological list of upcoming programs, to the link to the conference page.)

The Center for Renaissance Studies promotes the use of the Newberry collection by graduate students and postgraduate scholars in the fields of late medieval, Renaissance, and early modern studies (c. 1300 – c. 1750), making available programs that may not be feasible for individual institutions to mount alone. Founded in 1979, the Center works with an international consortium of universities in North America and the United Kingdom. It offers a wide range of scholarly programs and digital and print publications based in the Newberry collection, and it provides a locus for a community of scholars who come from all over the world to use the library's early manuscripts, printed books, and other materials.

Collection areas of special strength in medieval, Renaissance, and early modern studies

(www.newberry.org/medieval-renaissance-and-early-modern-studies) comprise early modern colonialism; history of the book and of printing; humanism, education, and rhetoric; maps, travel, and exploration; music; and religion. Other strong subjects and genres include French political pamphlets; British local history and heraldry; British political pamphlets, broadsides, and prints; eighteenth-century periodicals (especially British and French); historiography; neo-Latin literature; language studies; biographies; women writers in all genres; and archival materials for Italy, Portugal, and the Spanish Empire.

Newberry Renaissance Consortium Travel Funds

Students enrolled at Center for Renaissance Studies consortium member institutions may be eligible to apply for travel stipends or reimbursements. Each member sets its own policies, requirements, deadlines, and amounts for granting funds; some may limit eligibility to specific departments, colleges, or other units within the university. **Contact your consortium faculty representative in advance** for details and authorization.

This website includes a link to a list of consortium schools and faculty representatives, and a downloadable reimbursement form: www.newberry.org/newberry-renaissance-consortium-grants.

Recipients of these funds may include the award on their curriculum vitae as a "Newberry Renaissance Consortium Grant."

The Newberry Library

About the Newberry

A world-renowned independent research library in Chicago, the Newberry offers readers an extensive non-circulating collection of rare books, maps, music, manuscripts, and other materials spanning six centuries. Its staff provides award-winning service and supports a rich array of programmatic opportunities. From free exhibitions and speaker events open to the public to fellowships, undergraduate seminars, teacher professional development programs, and genealogy orientations, the Newberry's activities involve thousands of people—including five hundred volunteers.

In addition to programs for a more general public, the Newberry Library houses four research/program centers: the Center for Renaissance Studies, the D'Arcy McNickle Center for American Indian and Indigenous Studies, the Dr. William M. Scholl Center for American History and Culture, and the Hermon Dunlap Smith Center for the History of Cartography.

The community of scholars at the Newberry includes long- and short-term fellows; scholars-in-residence; participants in summer seminars and institutes; visiting postdoctoral, graduate, and undergraduate scholars; and staff. This diverse intellectual community makes the library a place where scholars learn not only from their own research but also from each other. Ideally, the intellectual environment at the library dissolves the normal hierarchies of the academic world and fosters discussion and debate among learners engaged in research, reflection, and writing.

Reader cards

Before using the collections, all researchers must register for a Newberry Online Account and obtain a reader card. Create your account at <https://requests.newberry.org>; you may do so ahead of time or at the library. Once at the library, you will need valid photo ID and proof of your current address; see this web page for details about acceptable identification: <https://www.newberry.org/obtaining-readers-card>. You will also be asked about the nature of your research: the answer can be as broad as “medieval literature” or “early modern Europe,” for example. Reader cards are issued in the Reference Center on the third floor.

Library security

The library reading rooms are located within the security perimeter of the library. Before going above the ground floor, you must leave large coats downstairs (though you may be glad to have a sweater in some of the temperature- and humidity-controlled reading rooms); coat racks will be available in Ruggles Hall. You must also check backpacks, briefcases, large handbags, umbrellas, food, beverages (including water), and any other items the security officer deems necessary. Lockers are available on the ground floor; they require a quarter, which is returned when you reopen the locker. You may take with you books, papers, laptops, writing implements (pencils only in Special Collections), small purses, and digital devices or cameras; the attendant at the kiosk can give you a sturdy plastic bag to hold your materials. A security officer will inspect bags, papers, books, and laptops when you leave.

Using the Newberry collection

The Newberry is a closed-stack, non-circulating research library. Upon request, staff members will retrieve specific items from the stacks building and deliver them to the reading rooms. In order to access the reading rooms, you must present a valid reader's card and sign in at the desk. To find items in the collections, search the Catalogs and Guides (see below).

To request materials, click the "Request" link at the bottom of the record. After logging into your Newberry Online Account, you will land on a "New Request" page for the item, where you may either "Schedule Retrieval" (immediately or for a future date) or "Keep for My Review" (saving the item to your account without requesting it). The latter is handy for planning ahead and maximizing your research time while at the library. Note the item's location—either General or Special Collections—as this will determine which reading room to use. For more information, see: www.newberry.org/reading-room-policies.

Library catalogs and other guides

The Newberry's online catalog is the primary tool for identifying and locating resources relevant to your research. For quick search access, there is a "Search Catalogs" dialog box at the top of the right sidebar on the library's homepage and on all the pages under Research.

The primary online catalog has two different interfaces—Classic Catalog and VuFind—each of which favors particular search strategies. For links and a full description, see Catalogs and Guides (also linked on "Search Catalogs"): <http://www.newberry.org/catalogs-and-guides>. There you will also find information on the separate cartography catalog for historical maps (www.biblioserver.com/newberry), as well as other resources. Learn more about the Newberry's medieval, Renaissance, and early modern collections here: www.newberry.org/medieval-renaissance-and-early-modern-studies.

A variety of important resources are located on the third floor. Computer terminals found near the reference desk offer catalog access along with access to a number of searchable subscription databases. Don't overlook the old card catalogs. Although they do not include post-1978 acquisitions, they can still be worth a look, especially the shelflist section, which allows you to virtually "browse" the shelves, and the chronological and geographical sections.

On the left as you enter the third-floor reading room, you will find the checklist section with a number of special-interest guides and finding aids to the library's collections. Multi-volume sets catalog the Ayer, Wing, Graff, and Greenlee collections, and single-volume checklists detail the library's medieval, early modern, and modern manuscripts and numerous other topics. *Guide to the Collections in the Newberry Library* represents an extensive, though dated, description of Newberry holdings. Many online finding aids of interest to medieval and early modern scholars are available here: www.newberry.org/research-guides. Another web page with more detailed descriptions of various collections is: www.newberry.org/core-collections.

Parts of the Newberry collection, however, remain un- or under-catalogued. Thus the most valuable resources in the reference room are the reference librarians themselves. Members of the Newberry staff are accomplished scholars and many have years of experience working with the library collection. Because of the complexity of our collection, not all staff members are knowledgeable about all holdings, but a few inquiries will locate the person with the necessary expertise to help you. You may also write to the reference department in advance at reference@newberry.org (allow two or three weeks for replies).

See the page "The Newberry and the collection" on the participants' wiki for links to many of the catalogs and research guides of special interest for medieval and early modern studies.

Library hours

Public hours for the library reading rooms:

9:00 am – 5:00 pm Tuesday through Friday

9:00 am – 1:00 pm Saturday

Closed Sunday and Monday

Materials may be paged during the following hours:

9:00 am – 4:00 pm Tuesday through Friday

9:00 – noon Saturday.

In the special collections reading room, vault items must be returned to the service desk by half an hour before closing time; all other books must be returned to the service desk by ten minutes before.

Photography and photocopies

You may use personal digital cameras or mobile devices, without flash, to photograph Newberry materials. Inform Reading Room staff if you plan to use your camera. We have no self-service copiers; photocopies of library materials are made by Newberry staff on special machines that reduce stress on bindings, and requests are approved only if photocopying will not damage the materials. For detailed information on photocopies, high-resolution images for publication, and permissions, see www.newberry.org/rights-and-reproductions.

Computers

Personal laptops and other digital devices are permitted, and a free public wifi network is available throughout most of the library, no password required.

Fire alarm

Should you hear a fire alarm, evacuate the building immediately. The primary exit is the main central staircase. If you need assistance, ask a reading room attendant or the nearest staff member.

The Newberry neighborhood and Chicago

Getting to and from the airports

O'Hare International is located in northwest Chicago at the end of the north branch of the Chicago Transit Authority (CTA) Blue Line light-rail train. Depending on where you are staying, you may need to transfer to another train line or a bus. If you will be bringing a great deal of luggage you may prefer to take a cab or shuttle service from the airport. **Midway Airport** is located southwest of the city, at the last stop on the CTA Orange Line. Again, depending on where you are staying, you may need to transfer to another train line or a bus or may opt for a cab or shuttle.

The CTA ride from either airport to downtown Chicago takes about an hour. See the section below on Transportation for more information on public transport. Both airports have taxi stands just outside; cab fare runs about \$35 to \$50 from either airport, depending on distance to your destination and severity of the

traffic, and takes 45 to 75 minutes (sometimes more). Uber is also available and may be cheaper than normal cab fare. Limousine and van services also are available at both airports. Information counters for these services are located in the lower level of O'Hare near the baggage claim area and in the main lobby area of Midway. To review airport terminal layouts and ground transportation, visit the city's airport web pages: www.flychicago.com.

When you have made your travel and housing arrangements, feel free to contact Center staff for more specific advice on transportation, both from the airport and during your stay in Chicago.

Weather

Chicago weather in January is usually on the frigid side, with average daily high temperatures around 30 degrees and snow a distinct possibility. Warm coats and boots are a must. Check the forecast at www.weather.com/weather/tenday/Chicago+IL+60610:4:US. You may also wish to bring a sweater or light jacket to wear in the Newberry, which can be chilly year-round due to humidity and temperature controls.

The Near North Side

The Newberry Library is located in the "Near North Side" neighborhood of Chicago, just north of the Loop, south of Lincoln Park and Old Town, and east of the Gold Coast and Lake Michigan. It is within walking distance of many of Chicago's best-known attractions. While the area immediately surrounding the library is generally safe, like many big-city neighborhoods the streets change from block to block. Exercise prudence until you know your way around, and don't hesitate to ask questions of the library staff.

East of the library are the upscale restaurants and bars of Rush and Division Streets, the elegant shops of Michigan Avenue, the famed Hancock Building, the Oak Street Beach, and the beautiful Victorian brownstones of the Gold Coast. Due north is Lincoln Park, home of the Chicago History Museum and Chicago's free public zoo, as well as a pleasant place for walking (weather permitting). South of the Newberry is the downtown Loop. Now primarily a business district, it is also an architectural gold mine, with the contrasting edifices of Louis Sullivan's Carson Pirie Scott Building and the Auditorium Theatre, to name only two nineteenth-century marvels, and impressive steel and glass skyscrapers such as the Sears (now called Willis) Tower and the Trump Tower.

Transportation

Public transportation is available from the library to most areas of the city. The two nearest CTA train stops, both serving the underground Red Line, are located at Chicago Avenue and State Street and at Clark and Division Streets, respectively. The closest elevated Brown and Purple Line train stop is several blocks away at Franklin and Chicago. Both underground and elevated CTA trains are known colloquially as "the El."

Bus lines 22 (northbound) and 70 stop at the front entrance to the library, with several other bus routes on nearby streets, including Michigan, State, Clark, and LaSalle. Buses stop only where marked by signs. During rush hours and for destinations farther than downtown, a train often gets you there faster than a bus.

CTA has recently switched to the new Ventra system. Depending on how frequently you plan to use CTA trains or buses, you may purchase single-ride tickets or a Ventra card that can be loaded with a sum of your choosing, with fares deducted from the balance with each ride. Tickets and cards are available from machines at the airports and at many train stations, or in advance online.

A single-ride train ticket from O'Hare is \$5.00. Single-ride tickets originating elsewhere are \$3.00 and include one transfer. With a rechargeable Ventra card (\$5.00 minimum), bus fare is \$2.00, train fare is \$2.25, and transfers cost 25 cents. Only buses accept cash; the cash fare is \$2.25 (exact change only) and no transfers are issued. Unlimited-ride visitor passes also are available for one, three, and seven days. For more information, visit www.transitchicago.com. You can tell when the next bus or train will reach your stop on your computer or smartphone at www.transitchicago.com/tracker.

Participants who plan to travel from outside the city of Chicago but within the region should consult the suburban commuter rail system, Metra, at www.metrarail.com, with a dozen lines that connect one of five stations in downtown Chicago with suburban areas in all directions, including lines that go to Wisconsin and Indiana. Chicago is also served by Amtrak: www.amtrak.com. Amtrak trains arrive at Union Station, about two miles south of the Newberry.

Parking and directions

The Newberry Library has no visitor parking lot, and only limited metered parking is available on area streets. Daytime and evening parking restrictions apply, so be sure to read the posted signs carefully. Preview the electronic parking meters here: <http://chicagometers.com>.

Garage parking is available in the neighborhood. The garage at 100 West Chestnut Street (enter on Clark Street) offers discounted parking to Newberry patrons; bring your parking ticket with you to be validated at the Newberry front desk. Directions and parking details are available here: www.newberry.org/directions.

Entertainment and recreation

One of the best resources for entertainment information is *The Reader*, a free weekly newspaper published Thursdays, found in cafés, convenience stores, bookstores, and at www.chicagoreader.com. It features listings and reviews for films, performing arts, museums, galleries, and restaurants. The weekly magazine *Time Out Chicago*, available at bookstores and newsstands as well as online, also includes complete entertainment listings and restaurant reviews: <http://www.timeout.com/chicago>. A good online-only source of information is <http://chicago.metromix.com>. For general information about events and institutions in the city, check out the city's website: <http://www.choosechicago.com/>.

Food

Your conference booklet will include a list of lunch spots near the Newberry, as well as a more extensive list of restaurants. The periodicals *The Reader*, *Chicago Magazine*, and *Time Out Chicago* feature restaurant listings and reviews. See www.yelp.com/chicago for comments by diners.

Museums and galleries

Major museums include the Art Institute, Chicago's world-class art collection; the Chicago History Museum; the Museum of Contemporary Art; the Terra Museum, which showcases American art; the Field Museum of Natural History; the Shedd Aquarium; the Adler Planetarium; and the Museum of Science and Industry. All are accessible by public transit from the Newberry, and many have regular free days or evenings. This website has links to several museums, zoos, and botanical gardens in and around downtown Chicago:

<http://www.museumsworkeforchicago.org/museums.htm#>