

**To:** 2017 Hurst Fellows  
**From:** Michelle Preston  
**Re:** Logistics Memo  
**Date:** 4/27/2017

Dear Hurst Fellows:

Thank you to those of you who have made their travel arrangements! This note provides more detailed information regarding the program overview of the Hurst Institute. Deadlines are noted at the end of the letter.

**Email Listserv:** As you can see, you have received this email via a listserv. The listserv includes all fellows and the lead scholar. I will use this listserv to send all future emails to the group. You should also be able to send messages to the group via this listserv. To send an email, please use the address: [hurst2017@lists.wisc.edu](mailto:hurst2017@lists.wisc.edu).

**What to Do on Arrival:** Check in and pick up materials at the front desk. All reading materials will be posted online this year, but we will have some other items for you to pick up when you check in. Madison is a great area to enjoy in June. You may want to use your free time to get acquainted with State Street and the lakeshore area of campus. For more information, stop at one of three visitor centers located in the Memorial Union, Union South, or the Wisconsin Institutes for Discovery, or consult the convention bureau website: <http://www.visitmadison.com/>.

**Recommended Attire is Informal/Nice Casual:** The University is informal and we want you to be comfortable. You will want to bring appropriate clothes for the closing banquet and other social events.

**The Plan for Meals:** We will provide about 3/4 of your meals during the two week period of the Institute. A breakfast is provided every morning for guests staying at the Lowell Center, available from 6:30-8:30am on weekdays and 7:30-9:30am on weekends. Lunch and refreshment breaks will be provided during program sessions. Dinners will be provided on at least five evenings—the opening dinner, the closing banquet, plus a few other social events that will be announced later. If you have any dietary restrictions or food allergies, please inform me as soon as possible.

**Your Expenses:** You will be on your own for about seven meals. Inexpensive food is readily available, with multiple venues within a few blocks. You should anticipate needing \$15-20 for meals on those days (beverages are not included in this estimate).

**Program Overview:** In general, sessions for both weeks will run from about 9:00 a.m. until mid-afternoon. You will have some free time in the early morning, late afternoon, and evenings, but the schedule is full.

The program will be chaired by Professor Mitra Sharafi, Associate Professor of Law and Legal Studies (with History affiliation) at the University of Wisconsin-Madison.

**Website:** All materials will be posted on the Hurst Institute webpage. The webpage is available at this link: [http://law.wisc.edu/ils/hurst\\_institute.html](http://law.wisc.edu/ils/hurst_institute.html). We will post readings, copies of relevant program and travel communications, and other information on this page. The page where we post readings will be password protected. The login information for this page will be sent later.

**Distribution of Readings:** An agenda and the materials will be posted on the Hurst website to give you the opportunity to begin reading the materials. Please note that the website where we will be posting readings is secure and password protected; it will only be accessible to those attending the institute. **An important note:** the readings are substantial over the two week period, and we urge you to read the materials for the first few days before you arrive. I will let you know when materials are posted on the website.

**Fellows' Presentations:** Professor Sharafi and the guest scholars will lead sessions during the first week of the institute. All of week two, except for the final day, will be focused on your on-going research/writing. Fellows in the past have shared dissertation/manuscript chapters, dissertation/manuscript introductions, book prospectus, draft articles, etc., including in some cases primary sources with which their work is engaged. If you are sharing a discrete piece of a larger project, it is helpful to provide a brief introduction situating it in the larger work of which it is a part. Each fellow will have the opportunity to give a brief (about 15-minute) informal introduction to contextualize their materials and direct the group's attention to particular questions they'd like the group to address.

**Provide Your Reading Materials by May 19<sup>th</sup>:** Please provide me with a working title for your presentation by May 12<sup>th</sup>, and send materials no later than May 19<sup>th</sup>. As previously mentioned, these materials will also be available online. You should send either a paper or documentary materials that will provide the foundation for your presentation.

A note on length of the materials: keep in mind you will be discussing about three projects per day and presentations must be brief, so keep materials in proportion. Content density and line spacing of course will vary with the materials, **but the maximum should not exceed the equivalent of 25-30 double-spaced pages of 12-point Times New Roman font.** The 25-30 is inclusive of any opening explanation that might be needed to situate the article/paper/chapter in the context of a larger project or to raise specific questions the author would like us to address. If you send materials that exceeds the 30 page limit, the materials will be sent back to you with a note to cut down on your page length.

**WHAT TO DO AND WHEN TO DO IT**

**As soon as possible:** Make your travel arrangements!

**By May 12<sup>th</sup>:** Send me the title of your presentation

**No Later than May 19<sup>th</sup>:** Submit materials to me as attachments. Sending materials as PDFs is helpful but not necessary. *Please don't wait until the last minute to do this!*

I look forward to hearing from you and meeting you in June!

Best,  
Michelle