This note provides more detailed information regarding the program overview of the Hurst Institute. Deadlines are noted at the end of the letter.

**What to Do on Arrival:** Check in and pick up materials at the front desk. We hope to post all reading materials online this year, but we will have some hard copies 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, consult the city website: [http://www.ci.madison.wi.us/](http://www.ci.madison.wi.us/), or consult the convention bureau website: [http://www.visitmadison.com/](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 reception, the closing banquet, plus a few other social events that will be announced later.

**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, and there may be special sessions on the weekend. 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 Barbara Young Welke, Professor of History and Professor of Law, McKnight Distinguished University Professor, Co-Director, Program in Law and History, University of Minnesota.

**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. We would like a largely laptop free seminar environment, as it is more conducive to discussion. Because of this, you may want to print out the readings in advance so you can bring them to the discussion. If you need me to print out the Week 1 readings and send them to you, I am happy to do that. If you would like me to send you a hard copy of the Week 1 readings in advance, please let me know. **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 Welke 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’re 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 June 1st:** Please provide me with a working title for your presentation by May 15th, and send materials no later than June 1st. This deadline is important so we can ensure we have time to print these materials. The printouts of the readings for Week 2 of the institute will be available for you to pick up when you arrive on June 14th. 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.

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

**By May 15th:** (1) Send me the title of your presentation; (2) Notify me if you would like hard copies of the Week 1 materials to be sent to you

**No Later than June 1st:** 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!*