

BRITISH ASSOCIATION FOR APPLIED LINGUISTICS
ANNUAL CONFERENCE - LOCAL ORGANISING COMMITTEE
HANDBOOK 2006-2009
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KEY

- LOC* - *Local Organising Committee*
EC - *BAAL Executive Committee*
MS - *BAAL Executive Committee Meetings Secretary*

1 Finances

- LOC should request a copy of the costings of the previous LOC
- LOC should open their own conference account
- EC treasurer
 - gives LOC £5,000 float
 - holds the conference cheque-book and accepts bank transfers
- LOC should find sponsors to contribute about £6,500 (in 2005). Lists of sponsors and publishers can be obtained from the BAAL website and from EC Publications Secretary. LOC sends them a letter of invitation. Associate member sponsors in 2005
 - paid £950 to be named main sponsor (with all the other advantages below free)
 - paid £300 for an exhibition stand in the publishers room
 - paid £500 for two stands in the publishers room
 - got a 10% discount and could attend any conference sessions free if they were Associate Members
 - paid £40 for an A4 insert in the delegate packs
 - paid £40 for a half-page advert in the book of abstracts (£80 full page)
 - provided promotional material such as bags and pens, or paid £950 for the company logo to be put on the delegate bag (exhibition space free)
 - financed pre-dinner drinks after BAAL Book-prize – traditionally Multilingual Matters
 - sponsored a plenary speaker's trip, hotel, meals and fees
- Registration Fees are
 - £145 for BAAL members
 - £185 for non-members wanting membership (paper and poster presenters must become BAAL members)
 - £170 for non-members not wanting membership
 - £84 for students plus £15 for those wanting membership
 - paid by EC and LOC members, like normal BAAL members
- Early/firm registration can be encouraged by
 - Early-bird discount
 - A deadline for payment in July
 - A penalty for cancellation - a participants cancelling
 - over two months before the conference get all the fee back, minus £30
 - between three weeks and two months before, get 50% of the fee back, minus £30
 - under three weeks before, get nothing back.

- The BAAL Book-prize
 - EC Publications Secretary approaches publishers to put forward books.
 - Publishers pay LOC £25 per book (providing four copies)
 - The prize is £200 paid by LOC, using these funds from publishers
- LOC should try to make between £10,000 and £13,000 surplus, as previous BAAL conferences have done

2 Participants

- 250-300 participants: 200 full registrations, 50 one-day registrations,
- 150 for accommodation and conference dinner.
- Thursday 200, Friday 300, Saturday 200

3 Venue

- Plenary room with 300 seating capacity (this is also for AGM)
- 10 paper/break-out rooms
- posters room or space
- publishers' room, secure/lockable, with space for about 14 display stalls – in the coffee room or at least very near by, “in the way of the delegate traffic”, between rooms or in a hall way. Some publishers feel that accessibility is even more important than security.
- tea/coffee/biscuits tables for intervals, preferably in the publishers' room, with ease access round, to avoid congestion of 300 people. Delegates like there to be somewhere to sit and chat.
- reception areas for registration, BAAL Book-prize and pre-dinner drinks
- luggage room, secure/lockable, mostly for Saturday morning
- the plenary room, break-out rooms and the BAAL AGM need Powerpoint/OHP/video. Ensure all presentation rooms are fully equipped, with the technical specification of the computers up-to-date enough to enable Powerpoint and videos to run properly – this is especially important. Some rooms with internet connection is a bonus.
- all rooms should be accessible for people with limited mobility
- email and photocopy facilities are very desirable, but not essential
- EC meeting room the day before the conference, 11am-5pm, with finger buffet paid by LOC, and evening meal in restaurant paid by BAAL. LOC members are invited to the meeting to talk about the conference and have lunch, and a LOC member can come to the evening meal

4 Accommodation

- En-suite and other student halls
- B&Bs and/or hotels
- Student hall rooms should be freshly cleaned, especially quiet, with towels and soap supplied, and tea/coffee-making facilities in kitchens
- Halls of residence should be close to the conference venue – this is important. All must be within easy walking distance; if not, a shuttle bus to the venue morning and from the venue in the evening is essential
- EC needs an extra night before the conference, paid by LOC
- Delegates should be offered the possibility to stay on in hall of residence on Saturday

5 Catering

- 150 breakfasts Friday and Saturday – these should be cooked and in the conference venue, not cold and in the halls of accommodation
- 160 lunches Thursday, Friday and Saturday
 - as cheap as possible – this is appreciated by delegates
 - with chairs and possibly tables
- 150 Thursday evening meals
- 150 Friday conference dinners
 - off-campus with entertainments e.g. a band and dancing
 - quality and cost should be kept in a realistic balance, so it's not too expensive for the self-financing, low-budget delegates
 - pre-dinner drinks could possibly be separate from dinner, so that those not going to the dinner can partake
- Catering venues
 - must be easily accessible from the conference venue;
 - if the Friday conference dinner is very far, a shuttle bus, paid by LOC, is essential
- The food itself
 - A good range, to include vegetarian/healthy options (clearly labelled) as well as nice puddings
 - Include fruit, salad and vegetables
 - Supply water and fruit juice, as well as tea and coffee
- LOC could possibly think of a way of organising social events to promote academic networking, introducing/socialising, esp. for young researchers, people coming from abroad who don't know anyone.

6 Support

- a local conference office is essential - LOC should not expect to have the time and energy to run the conference without one. If LOC cannot locate one, they could try In Any Event, who have experience of running a BAAL conference. LOC must pay the conference office fees themselves. EC can provide a letter confirming BAAL's liability for losses.
- an on-site easily-contactable audio-visual support team is essential
- signers should be available for plenaries and papers.
 - book them in February, require presenters to request them on their registration form by a deadline (pointing to the papers that they would like to see),
 - employ them in August if necessary. Ask plenary speakers and the presenters of the papers that they are seeing to supply notes, and if not, overheads, well in advance, for signers to prepare
- It is essential to have volunteers during the days of the conference – usually local postgraduate students, at reception, stuffing envelopes, showing people round, putting up signposts, and even staffing each room closing the door and giving out hand-outs (possibly charring sessions?). They are offered waived registration fees.

7 Two-year Programme (read in conjunction with Timetable for Planning grid)

- **Two years** before the conference,
 - LOC suggests conference theme and two possible speakers for the plenaries, outlining the criteria for their selection, and submits the names to EC for consideration, before contacting them. EC proposes the Pit Corder plenary speaker to fit the theme.
 - MS visits LOC, to assess suitability of site and facilities
- **September** the year before the conference, LOC meets to establish roles and functions of its members, with a clear list of who does what.
- **October**, LOC
 - prepares publicity
 - a flyer, maps, the programme, local points of interest on the BAAL web-page
 - 500 copies of the flyer, paid by LOC, of which 200 to EC, 100 to Ex-EC, and the rest to universities, AAAL, AILA
 - obtains the BAAL membership list from Dovetail and EC Membership Secretary, with addresses and other contact details
 - gets a second visit from the MS from the Executive, to check what support LOC needs
- **November**, LOC puts on the BAAL web-page
 - Call for papers, explaining that
 - abstracts must indicate a first preference for ONE type - an individual paper, SIG track paper (this is submitted on its own), colloquium paper (this is submitted along with the other papers in the colloquium), or a poster, and then a second preference for one type
 - There will be one invited colloquium (LOC to propose and ensure that its topic is in line with the conference theme), up to four proposed colloquia (on the conference theme or a multi/cross-cultural issue; SIG colloquia not allowed), and six SIG tracks (this number to be kept under review by EC).
 - SIG tracks and colloquia can only run for one half day and have a minimum of four papers possible. Leaders should plan their half day in four slots, in step with the individual paper slots, to facilitate movement between panels. If they wish to have a larger number of papers, they can fit two papers into what would normally be a single slot. They could have three speakers and a discussion slot, or six speakers (two per slot) and a discussion slot, or four speakers with a discussion after each in each slot. All papers should be relevant and the sessions cohere, and the order of the papers should not change after the programme's gone live
 - both electronic and paper copies must be submitted to MS's administrative helper
 - for the paper copies, the author's name only features on one
 - authors must label their attachment with their name e.g. BAAL2006_A.N.Other
 - all abstracts will be anonymously rated by four people
 - delegates wanting a scholarship should apply for it at the same time as they submit the abstract

- Registration forms. It should be possible to download the on-line registration form. Delegates should be reminded that
 - Meals are to be booked separately (if this is indeed the case)
 - Conference fee and BAAL membership fee are separate things
 - A/V requirements should be stated
 - They should indicate if they need a signer, by the deadline
 - There will be a publication of proceedings after the event
- Accommodation forms
- BAAL membership forms
- Scholarship forms –
 - There are 10 UK student scholarships, to cover registration and accommodation, paid by LOC, but not meals and travel.
 - There is one International hardship scholarship of £1,000, to cover registration, accommodation, meals and travel, paid by BAAL. The forms should include an option to say a) country of origin, and b) whether they are permanently affiliated in the country where they are applying from or on secondment.
- Information about the Postgraduate Forum
- **February** – LOC books signers provisionally
- **31 March** – abstracts submission deadline. These are to be sent to MS's administrative helper. MS allows two weeks' for late submissions (this not announced publicly, but explained to those requesting late submission)
- **April** - MS's administrative helper, paid by BAAL (£1,000)
 - liaises with presenters about submissions – ensures all contact details are clear, that they have stated what sort of paper they are offering (e.g. individual, for a SIG track, a poster)
 - sets up a database for presenters details, abstracts and collated rating.
 - anonymises and numbers abstracts, prints them, liaises with readers, sending them the abstracts and the raters guide
 - needs fast broadband, printing facilities, space to stack/store print-outs, copy of the spreadsheet of the conference programme, a database of the abstracts and author's contact details (even for all papers within a colloquium)
- **April** – Abstracts are rated (using MS guidelines)
 - individual papers, colloquia papers and posters are rated by four readers: two from LOC, an EC member and MS
 - SIG track papers are rated by three readers: two from the SIG, one from LOC or MS
 - Papers should be rated 1 – 5, and raters should, whenever possible use the *full range* of these five rates (each author will get a rate out of 20; 15 = minimum to accept paper, 13 = minimum to accept poster)
 - The UK student scholarships are selected by the usual raters and are rated at the same level as all other presenters. One scholarship is for the EC Postgraduate Liaison and Development Officer
 - The International hardship scholarship abstract is selected by MS and two EC members
 - LOC raters should be aware that late submissions usually come two weeks later than the official deadline, and keep an eye out for them
- **May** – MS's administrative helper
 - collates their ratings

- liaises with MS and LOC about numbers of papers
- notifies authors about
 - outcome of selection
 - deadline for submitting powerpoint presentations of papers to be burnt onto CDs by LOC technicians for use in the conference (this only happens if LOC says they have the time and facilities to put them on the computers)
 - number of handouts needed – minimum of 30
 - check-list of suggestions (written by LOC) about timing, size of font on overheads, audibility and pacing of delivery, e.g. “try not to read from your notes”, “make sure your overheads/powerpoint slides are at least font 18”, etc.
- **May** - LOC draws up conference programme for about 150 papers, and puts it on the BAAL web-site, noting that
 - There are usually 90-100 individual papers (the people who won scholarships should be highlighted)
 - There is a maximum of 6 SIG tracks with a minimum of 4 papers and maximum of 8 papers in each, giving possible total of 4-36 papers,
 - There is a maximum of 4 proposed colloquia of 4 or 8 papers each
 - The LOC can organise an invited colloquium
 - 30 posters are usually accepted
 - SIG tracks and colloquia should
 - only run for half a day each, with breaks between papers to coincide with breaks between individual papers.
 - possibly be bunched up together, so that individual papers don't suffer from competing with them, in terms of audience numbers. e.g. just papers on Thursday afternoon, nine routes with SIG tracks and Colloquia on Friday morning, just papers on Friday afternoon, and two routes with SIG tracks and Colloquia and the rest papers on Saturday morning.
 - The EC Postgraduate Liaison and Development Officer organises a postgraduate forum, and is responsible for giving the speakers full instructions as to what is expected of them
 - The programme should allow enough time between sessions for movement (5 mins was not enough; would 10 be too much?)
 - LOC should keep a reserve list, with which to fill gaps in the programme, should anyone drop out
 - The BAAL web-page should state the time of starting and the time of finishing
- **June** – LOC
 - draws up the final draft of programme
 - updating the version on the BAAL web-page
 - ensuring the day is printed on each page
 - adding the complete abstract booklet, on a separate page
 - making sure that the big rooms are set aside for SIGs and Colloquia, and big names
 - prepares materials for the conference packs
 - guidelines and deadline for publishing of Conference proceedings
 - a feedback form for delegates to evaluate conference

- a flyer advertising the BAAL Conference of the following year
 - CUP seminar advertisement
 - city map, university campus map and conference venue room map
 - name badges (red spot for EC, yellow spot for LOC?)
 - attendance certificates
- **July** - MS's administrative helper puts together the basic form of the abstract booklet, with contents page, abstracts formatted consistently, and pages numbered, and then emails/posts it to LOC to put the finishing touches on
- **August** – LOC
 - takes over abstracts booklet, adding final editing and artwork, and participant list and sponsor ads, and gives to printers (local publishing department), getting 350 copies, paid by EC treasurer (£300)
 - ensures that mechanisms are in place to set in motion the publishing of proceedings straight after the conference
 - employs signers according to demand from delegates
 - sends out joining instructions to delegates at least a month before the conference (and certainly no less than two weeks before). The instructions include
 - Paper version of city map showing university and station, university campus map showing conference venue and accommodation, and conference venue map showing rooms
 - If no paper version of maps, then links to internet maps, not the maps themselves, as the latter are cumbersome to download
 - Very clear instructions directions for getting to registration point, all venues and to all accommodation (halls and hotels/BBs alike)
- **September** – for the Conference days themselves, LOC members
 - organise chairs of sessions (for individual papers, SIG tracks, Colloquia, and also Plenary Papers). These can be local students. LOC
 - provides them signs indicating '10 more minutes', '5 more minutes', 'stop please'.
 - briefs them about the importance of ending the session on time, questions included, and being strict about time-keeping
 - make sure the signage is clear, prominent and abundant – with arrows and maps
 - join the EC meeting the day before the conference to give a final update and have lunch with EC
 - go out to dinner with EC the night before the conference, and invite one member of the next year's LOC to join that dinner
- **October** - LOC
 - arranges for publication of proceedings, paid by EC treasurer
 - sends accounts to EC treasurer