

BAAL LLT SIG Conferences Organiser Guidelines

<i>previous year</i>	April	<ul style="list-style-type: none"> • Circulate conference proposal, theme, plenary speakers and preliminary budget to SIG committee members for discussion and approval
	May	<ul style="list-style-type: none"> • Invitations to plenary speakers
	October	<ul style="list-style-type: none"> • Approval of budget by BAAL EC • Conference announcement and first call for papers
<i>conference year</i>	February	<ul style="list-style-type: none"> • Second call for papers • Finalise plenarists' travel arrangements
	March	<ul style="list-style-type: none"> • Final call for papers • Registration form and accommodation reservations posted on website • Call for posters • Circulate publishers for support
	April/May	<ul style="list-style-type: none"> • Abstracts reviewed and selected; presenters notified • Preliminary programme posted on website • Reminder about registration and accommodation posted • Enlist student volunteers • Check on plenarists' transportation and accommodation needs
	First week June	<ul style="list-style-type: none"> • Abstracts and bio-data from plenarists • Invitations to session chairs • Final reminder about registration and accommodation posted • Joining instructions posted • Finalise menu and catering arrangements • Finalise accommodation needs • Check on presenter AV needs • Order display boards for poster presentations
End June	<ul style="list-style-type: none"> • Packs for participants assembled: <ul style="list-style-type: none"> - Badge/name tag - Programme and abstracts - Campus information and maps - List of delegates and email addresses - Publisher publicity material - Certificate of attendance; receipt • Brief student volunteers and set up roster of duties (set up; registration desk; session doors; 'at large'; technical support; clean up) • Make laminated conference signs • Packs for session chairs: 10, 5 and 1 min warning laminated signs • Schedules of presentations for session room doors 	

