

# CONFERENCE NOTES

## (from ASFLA 2007 Wollongong)

### **Early decisions:**

Plenary speakers (preferably a year in advance)

Book venue and rooms

Appoint Conference Committee

'Claiming the date' and pre-advertising (eg at prior ASFLA Congress closing session; flyers in satchels of other conferences)

A web presence (even if incomplete)

Decide whether to have Institute before/after conference. Appoint separate Institute organizer/s.

Decide on whether to hire a conference company or to hire an individual organizer (or neither or both). ALAA 2007 went with the university conference company because they were set up to take credit card payments for conference registrations. They looked after registrations (online and on the day of the conference), booking rooms & facilities, morning & afternoon tea and lunch, conference dinner, flyers, setting up the website, keeping of accounts/budget, external signage. (10% of registration fees plus 3.5% for credit card charge.) Whoever takes the registration fees, try to ensure that they can also take the membership fees and credit them to the ASFLA account. For people registering for single days, it is a good idea to have them nominate the day/s for catering purposes.

We also employed a conference manager for a few hours per week for a few months beforehand (even though we had a relatively large committee) who was invaluable in doing all the running around and keeping on track (logging in abstracts, liaise with/support committee members, **Marianne to add in other jobs** etc).

### **Conference Committee Jobs**

#### **Overall coordination (Conference Chair)**

Appoint committee and call committee meetings as needed

Liaise with committee members

Liaise with conference manager

Liaise with ASFLA Committee members (eg Treasurer for \$3000 float; membership secretary; president re organization of Executive meeting and AGM)

Appoint conference manager and allocate jobs.

Work out budget and accounting procedures (including final auditing provisions) and sign contract.

Keep account of incidental costs.

Do Housekeeping, thanking of committees, etc on the day.

### **Speaker organization**

Invite Plenary speakers (offer economy airfare, accommodation and meals)

Invite Colloquium leaders (and ask them to organize their own participants, colloquium program, etc) – ASFLA 07 invited Colloquium Leaders to give the opening colloquium talk as a Featured Speaker presentation in recognition of their efforts. The Featured Speaker slots were programmed for the first 40 minutes of the colloquium so that others not staying for the whole colloquium could at least go to the Featured Speaker presentation.

Organize participants for Forum/Panel.

Invite other types of speakers (eg for Chat Space, Master class, Institute)

Put speakers' names on website when confirmed, along with photo and bio.

Keep list of speakers invited (eg date of invitation sent, date of acceptance/decline, dates of follow-ups, arrangements re travel, accommodation, etc)

Assign people to introduce Featured Speakers and parallel papers, to timekeep, and to thank at end of session. (At Wollongong we had student helpers assigned to each room who took on this job.)

Invite local dignitary to open conference.

Assign people to welcome, introduce, chair and thank Plenaries/dignitary.

If there is a panel, organize for someone to chair the panel (introduce, monitor discussion and thank).

Organize gifts/flowers for Plenaries (and Featured Speakers?) eg bottle of wine.

Organize for ppt slides as conference backdrop/ for housekeeping/ to advertise next ASFLA conference/ etc

Book accommodation for speakers

Organize airport transfers, transport to and from conference venue

Organize reimbursement of airfares

## **Marketing**

Organize design of conference logo/layout of flyers/posters

Provide content for website

Develop schedule for mail-outs, list-serv notices (eg conference alert, abstract invitation, abstract reminder, pre-early bird closure, pre-conference notes for registered participants (eg 'bring handouts, get to the conference early to trial ppt, parking, venue details'))

Determine distribution list (membership list/previous participants list (see Pauline Jones), Sysfling and Sysfunc, other websites (eg Linguist List))

Contact publishers and bookshops with a range of offers (eg exhibitors table/booth, advertising in conference program, flyer in satchel, logo on ppt/banner for major sponsors, provision of food/drink for book launch, provision of satchels with sponsor's name)

Organize exhibitor's display sections with conference manager.

Organize book launch/es, including person to actually do the launch.

Press release (for internal publicity as well as local media).

Compile material for insertion in conference satchels (eg publisher ads, flyers from other conferences, university course pamphlets, tourist info). Give to 'Conference Host' to insert in satchels.

Put exhibitor/sponsor information on website.

## **Chair of Abstract Review Committee**

Appoint reviewers and support committee. Liaise with conference manager regarding distribution of workload.

Determine format of abstracts (eg length, font) and place on website (including presenters' IT requirements)

Keep log of abstracts received and a separate list of presenters' email addresses. Notify presenters of receipt of abstract.

Assign abstracts to reviewers. Follow up if necessary. Keep a record of reviewers, assigned abstracts, sent out and returned dates.

Inform submitters of outcome of review. Suggest revisions if necessary.

Deal with those needing early acceptance eg for funding purposes.

Allocate travel scholarships if applicable.

Provide compiled list of abstracts in alphabetical order to Program Chair. Liaise regarding any dropouts/ring-ins.

If conference proceedings are to be published, organize for publication. (eg Invite submission of full papers. These to be sent out to review committee for yes/no decision (no feedback or reworking) and then collated into a hard copy publication (eg as special issue of a journal or as a book) on put onto the ASFLA website (ensuring DEST compliance)).

### **Program Chair**

Identify Program committee members

Determine program schedule (eg number of slots per day, distribution into plenaries, workshops, colloquia, parallel papers, etc, session lengths, other events eg ASFLA Executive meeting, AGM, dinner, welcome reception)

Insert names of presenters, paper titles and rooms when available.

Identify equipment needs of presenters.

Put draft on web and send to presenters when near final so that they know their times.

Constantly adjust slots as participants drop in and out. Keep revising draft on website.

Check conference presenters against list of registered delegates to ensure that presenters are actually registered/attending.

Prepare Program booklet including schedule, abstracts, any sponsor ads, venue maps, etc. Print as late as possible.

Announce any program changes during conference and post on noticeboard.

### **'Conference host' / hospitality**

Identify and supervise student helpers.

Meet with helpers before conference to stuff satchels, wrap gifts, write thankyou cards. Assign duties – registration desk helpers, parallel session rooms, putting up internal signage (including on each presentation room door – speakers, titles and times in each room for each day, as well as stairwells, toilets, conference areas), ushering delegates into plenaries, roving microphone/s during plenary discussions and forum, circulating with plates at morning tea. (Students could be allocated a home room where lunch is supplied (so as not to have to pay the exorbitant lunch costs for delegates), participants belongings can be stored, etc.)

Provide folder containing chairing instruction sheets and time prompts in each room.

Check seating arrangements/layout in each room. Check heating/air conditioning if applicable.

Organize provision of satchels (eg by sponsor).

Organize pens and stationery for satchels

Provide distinctive T-shirts for student helpers (?) and IT person/s (eg bright orange).

Hover near registration desk. Generally be first point of call for people's enquiries, problems, emergencies, etc.

Organize outings for delegates and spouses.

Arrange for discounts at local hotels and advertise accommodation on website.

Arrange for transport to/from hotels to conference venue if necessary.

List of recommended restaurants with addresses (map?) (eg in program or satchel).

Put information on website about venue, childcare, parking, etc.

Bottled water, tumblers and mints for speakers.

Flowers for Plenary sessions, registration desk.

Entertainment for conference dinner.

Liaise with caterers. Decide on menu for lunches and dinner. Cater for special dietary needs.

Organize welcome reception. (If applicable.)

Keep noticeboard up to date.

Maps of venue/rooms on noticeboard.

Liaise with conference manager re provision of nametags (large printing of names!). Different colours for Conference Committee members, student helpers, IT support.

## **IT Support**

Conference Committee member to organize IT support and supervise. (Internal cheaper than commercial external.)

Ensure the availability of computer facilities (eg in each lecture room, and for delegates to access email)

Roving microphone for Plenary audience questions

Lapel mike for plenaries

Organize for delegates to trial ppt presentations well before their session and upload them onto relevant computer.

Liaise re website set-up, maintenance and updating.

### **CONFERENCE DAY-BEFORE**

- Pre-Registration Desk: set up day before Conference
- Meet with Support Help & run through areas of responsibility. Provide for each: Name lanyard, maps, Program, M'ment Committee List, & other information.
- Signposting – putting external signage up the day before the conference.
- Brief IT support
- Meet guests as they arrive: Provide UOW map, W'gong tourist info, satchel, Name lanyard, etc
- Guests who have arrived: have them pre-register
- Check on Conference Dinner/s and Cocktail Party arrangements

### **CONFERENCE DAY:**

- Room Signs (Workshop Rooms): to be put up each morning of conference.
- Liaise with Support Help & IT Support regarding microphones in auditorium
- Check Plenary theatre for Speakers Chairs, Water table & cups, flowers (?)
- Check Plenary theatre for PowerPoint backdrop
- Have presenters trial their ppt presentations well beforehand (before the day starts or in morning/afternoon tea and lunch breaks)

### **CONFERENCE DINNER/S:**

- Check PowerPoint backdrop (if using one) set up & working
- Check arrangements for guest speakers, etc.
- Welcome, organize and thank any entertainers.
- CD player for background music?

### **AFTER CONFERENCE:**

- Email presenters ONE WEEK after Conference with Deadline for Submission of Papers
- Go through Papers received, for formatting & confirm with Presenter for their approval

## Instructions for Volunteers

### Before going to the Presentation Room:

1. Pack a bag with water bottles, plastic cups for presenters. Take one of each for each presenter in your block of sessions.
2. Take a laptop. Make sure the laptop bag contains the power adaptor. Remember to sign it off.
3. Take this sheet of instructions with you.

### At the Presentation Room:

1. Unpack the laptop. Plug in the power adaptor and turn on the power switch.
2. Plug the data projector lead onto the laptop.
3. Use the Touch Screen on the console to start up the system. Turn it ON. Select Computer. Choose the lights you need and the Audio level of the microphone.
4. Switch on the computer.
5. If you can't see the computer screen on the projector screen press **Shift-F7** (together). Wait a few seconds. Keep repeating this process until you have the same display on the computer screen and on the projector screen.
6. 10 mins before presentations start, ask the presenters to upload their presentation file on the laptop. Provide help with copying the files from the memory stick/CDROM to the desktop. **Make sure each file has the presenter's name on it.**
7. Place a bottle of water and a clean plastic cup next to the laptop at the start of each presentation. If there are two presenters, place two bottles and two cups.

### During the Presentation:

1. Help the presenter(s) distribute any handouts.
2. If the presenter is using the OHP, help them switch it on and put it in place.
3. Sit at a place where the presenter(s) can see you.
4. Each presentation should last for 20 mins plus 5 minutes for Q&A and then 5 mins for change overs.
5. You need to make sure that presentations **do not run overtime**.
6. At **15mins** show the presenter the **5mins** sign at the back of this instruction sheet. Then once the 20 mins are up give the presenter another 5 mins for questions and answers and then ask the Presenter to finish up and give them the gift. You may want to say:

**“I'm afraid we've run out of time. Perhaps you can continue this discussion during the break.**

**Thank you very much for a very interesting presentation.**

### After all the Presentations are over:

1. Switch off the console.
2. Pack up the laptop and the power adapter.
3. Pack any left over bottles of water and plastic cups.
4. Take this instruction sheet.
5. Check for any items left behind and bring them to the Lost and Found box at the ALAA help desk.
6. Go back to the ALAA Registration Room.
7. Sign in the laptop.

## Sample Volunteer Schedule

<b>Wednesday 5 July 2006</b>		
13:00 -	All volunteers should come to Room 32-208 at 1:00pm in order to prepare for the registration (Abel Smith Lecture Theatre) and the book launch (Holt Room).	
15:00 – 17:30	Registration Abel Smith Lecture Theatre Lobby (Bldg 23)  <b>Lili, Rod, Fred, Fang, Maryam, Sujitra, Bliss, Ping, Nihta, Ai-Hua</b>	15:00 – 16:30 ALAA Registration Desk <b>Jeffrey</b>
17:30 – 18:45	Plenary 1 Abel Smith Lecture Theatre (Bldg 23)  <b>Chair: Rod</b>  <b>The rest of the volunteers return registration materials (books, bags, forms) to Room 208.</b>	
18:45 – 19:45	Welcome Drinks & Book Launch, Schonell Theatre, Holt Room (Bldg 22)  <b>Drink Tickets: Nihta</b>  <b>Directing participants to the reception area – Holt Room: Lili, Fred, Fang, Maryam, Sujitra, Bliss, Ping, Ai-Hua</b>	16:30 – 18:00 ALAA Help Desk:
After the reception <b>Ping, Fred, Ai-Hua, Sujitra and Bliss</b> will help Christina put up signs for the next day.		

## Thursday 6 July 2006

<b>Thursday 6 July 2006</b>							
7:00 -	All volunteers should come to Room 32-208 at 7:00am in order to prepare for the registration. <b>Ping, Sujitra, Fang, Ai Hua, Nihta, Fred, Rod, Bliss, Lili, Maryam, Obaid</b>						
08:00 –	Registration Desk Opens, Lobby Abel Smith Lecture Theatre (Bldg 23) <b>Ping, Sujitra, Fang, Ai Hua, Nihta, Fred, Rod, Bliss, Lili, Maryam, Obaid</b>						8:00-9:00 ALAA Help Desk:
08:45 – 09:00	Official Welcome Abel Smith Lecture Theatre (Bldg 23) <b>Chair: Obaid</b>						
09:00 – 10:15	Plenary 2 Abel Smith Lecture Theatre (Bldg 23) <b>Chair: Obaid</b>  <b>The rest of the volunteers return registration materials to Room 208.</b>						
10:15 – 10:45	Morning Tea – Cloisters Checking Name tags: <b>Bliss</b>						
Rooms 10:45 – 12:45	01-109 <b>ColloquiumA</b>	01-356 <b>Colloquium B</b>	01-107 <i>Lang Politics I (Naming)</i>	01-215 <b>ColloquiumC</b>	01-219 <i>Pedagogy I (CALL)</i>		10:30-12:30
<ul style="list-style-type: none"> <li>▪ 10:45</li> <li>▪ 11:15</li> <li>▪ 11:45</li> <li>▪ 12:15</li> </ul>	<b>Maryam</b>	<b>Fred</b>	<b>Obaid</b> Nihta	<b>Rod</b>	<b>Lili</b> Fang		
12:45 – 13:45	Lunch – Cloisters Checking Name tags: <b>Laura</b>						12:30-13:45

Rooms 13:45 – 16:15 <ul style="list-style-type: none"> <li>▪ 13:45</li> <li>▪ 14:15</li> <li>▪ 14:45</li> <li>▪ 15:15</li> <li>▪ 15:45</li> </ul>	01-109 <i>Assessment 1          (High Stakes)</i>  <b>Ai-Hua</b>  Obaid	01-356 <i>Discourse          An1          (Professional)</i>  • <b>Maryam</b>	01-107 <i>Lang          Politics2          (Other)</i>  • <b>Bliss</b>	01-215 <i>Other 1          (Other)</i>  • <b>Fang</b>	01-219 <i>Pedagogy          2          (Teachers)</i>  • <b>Ping</b>  Sujitra	13:45-16:15
16:15 – 16:45	Afternoon Tea – Cloisters Checking Name tags: <b>Rod</b>					16:15-17:00
17:00 – 18:00	ALAA AGM Abel Smith Lecture Theatre (Bldg 23) Chair: <b>Bliss</b>					

## Friday 7 July 2006

**All volunteers for the morning sessions come to Room 208 at 7:45am.**

Rooms 08:30 – 10:30	32-207 <i>Assessment 2 (Teachers)</i> <b>Fang</b>	32-211 <i>Discourse An2 (Academic)</i> <b>Sujitra</b>	32-213 <i>Lang Politics3 (Cultures)</i> <b>Nihta</b>  Rod	32-214 <i>Other 2 (CALL)</i> • <b>Fred</b>	32-215 <i>Pedagogy 3 (Writing)</i> • <b>Lili</b>	8:30-10:30
10:30 – 11:00	Morning Tea – Cloisters  Checking Name tags: <b>Rod</b>					10:30-12:15
11:00 – 12:15	Plenary 3 Abel Smith Lecture Theatre (Bldg 23) <b>Chair: Sujitra</b>					12:15-13:30
12:15 – 13:30	Lunch – Cloisters Checking Name tags: <b>Ping</b>					13:30-15:30
Rooms 13:30 – 15:30	32-207 <b>ColloquiumD</b>  <b>Christina</b>	32-211 <b>Colloquium E</b>  <b>Obaid</b> Ping Laura	32-213 <b>Colloquium F</b>  <b>Lili</b>	32-214 <i>LangAcq1 (Oral)</i> <b>Nihta</b>	32-215 <i>Pedagogy 4 (Listening)</i> • <b>Fred</b>	15:30-16:30
15:30 – 16:00	Afternoon Tea – Cloisters  Checking Name tags: <b>Fang</b>					16:30-18:00
Rooms 16:00 – 18:00	32-207 <i>Assessment 3 (Testing)</i> <b>Bliss</b>	32-211 <i>Discourse An3 (News)</i> • <b>Laura</b>	32-213 <i>Lang Politics4 (NS-NNS)</i> • <b>Rod</b>	32-214 <i>LangAcq2 (Other)</i> <b>Nihta</b>	32-215 <i>Pedagogy 5 (Identity)</i> • <b>Sujitra</b>  Maryam	16:30-18:00

## Saturday 8 July 2006

**All Volunteers For The Morning Sessions Come To Room 208 At 8:15am.**

Rooms 09:00 – 11:00 <ul style="list-style-type: none"> <li>▪ 09:00</li> <li>▪ 09:30</li> <li>▪ 10:00</li> <li>▪ 10:30</li> </ul>	32-207 <i>Pedagogy 6</i> <i>(Grammar)</i> • <b>Fred</b>  Fang	32-211 <i>Discourse</i> <i>An4</i> <i>(Pragmatics)</i> • <b>Laura</b>	32-213 <i>Lang</i> <i>Politics5</i> <i>(Schools)</i> • <b>Bliss</b>  Obaid	32-214 <i>LangAcq3</i> <i>(Other)</i> • <b>Nihta</b>	32-215 <i>Pedagogy</i> <i>7</i> <i>(Groups)</i> • <b>Ping</b>	9:00 – 11:00  11:00 – 12:45  12:45-13:45  13:45-15:45  15:45-16:15
11:00 – 11:30	Morning Tea – Cloisters Checking Name tags: <b>Justin</b>					
11:30 – 12:45 (Shared with ALS)	Plenary 4 Abel Smith Lecture Theatre (Bldg 23) Chair: <b>Maryam</b>					
12:45 – 13:45	Lunch – Cloisters Checking Name tags: <b>Justin</b>					
12:45 – 13:45	Poster Sessions <b>2 Volunteers to look after the Poster Sessions Area:</b> <b>Ping, Laura</b>					
Rooms 13:45 – 15:45 <ul style="list-style-type: none"> <li>▪ 13:45</li> <li>▪ 14:15</li> <li>▪ 14:45</li> <li>▪ 15:15</li> </ul>	32-207 <i>Pedagogy 8</i> <i>(Bilingualism)</i> • <b>Lili</b>	32-211 <i>Other 3</i> <i>(Other)</i> •• <b>Obaid</b>  Laura	32-213 <i>Lang</i> <i>Politics6</i> <i>(Lang</i> <i>Maint)</i> •• <b>Rod</b>	32-214 <i>LangAcq4</i> <i>(Other)</i> • <b>Nihta</b>	32-215 <i>Pedagogy</i> <i>9</i> <i>(Other)</i> • <b>Fang</b>	
15:45 – 16:15	Conference Summing Up and Close Abel Smith Lecture Theatre (Bldg 23) • <b>Chair: Maryam</b>					
16:15 – 18:00	Packing Up • <b>Fred, Nihta, Maryam, Ping, Lili, Obaid, Fang, Laura</b>					

