

## **LACUS Local Host Guide (Updated 25-Oct-14)**

These notes are intended as a helpful guide to those making local arrangements for a LACUS conference. Every campus is different, and there may therefore be reasons for some deviation from tradition or template. Please check with the Executive Director (Chair of the Board), currently Sheila Embleton ([embleton@yorku.ca](mailto:embleton@yorku.ca)), if you have any doubts or need any questions answered!

### **1) Reserving Rooms for the LACUS Conference**

#### **a) Goal: Rooms / Areas / Times for:**

- i) 50-80 presentations*
- ii) 1-3 plenary invited speakers*
- iii) Administrative meetings at beginning and end of conference*

#### **b) The Rooms / Areas**

##### *i) If it saves money, time or effort:*

- (1) One Presentation Room can be the Auditorium
- (2) The Skype Room can be a Presentation Room or the Auditorium
- (3) The Conference Room can be a Presentation Room or the Auditorium

##### *ii) Presentation Rooms: 3 class-size rooms for parallel presentations on all 4 days (must have a computer with PowerPoint and an LCD projector and screen)*

- (1) Tue: 3:30pm-5:30pm
- (2) Wed & Thu: 8:30am-6pm
- (3) Fri: 9:00am-10:30am

##### *iii) The Skype Room (presumably one of the Presentation Rooms): Must have a second computer (with Skype and a good microphone (wireless mike or very long cord)) and a second LCD projector and screen)*

##### *iv) Break Area: A nearby (lobby / hall / room / area) for registration / reception / refreshments and breaks throughout the conference*

##### *v) Auditorium: A nearby larger, auditorium-ish room for invited plenary speakers on Tue Evening and other times TBD (Typically Wednesday or Thursday from 11-12 or after 3:30)*

##### *vi) Conference Room: For administrative meetings at the beginning and end of the conference*

- (1) Tue 11:30am-4:00pm: Board of Directors Meeting
- (2) Fri 11:00am-12:00pm: Publications Meeting to Decide Referees
- (3) Fri 12:00pm-1:30pm: Past Presidents Lunch to Decide Awards

##### *vii) It would be nice if:*

- (1) All the rooms were close to each other
- (2) It were easy to get to the rooms from where attendees are staying (hotel, dorm, whatever)
- (3) Lunch could be served / eaten in the conference room (for the Past Presidents' Lunch)

#### **c) The Schedule for Room / Area Usage (Note: This is 3½ days)**

##### *i) Day/Time TBD: Auditorium: 1-1½ Hour Plenary Invited Speakers #2 and #3 Presentations*

##### *ii) Tuesday (½ Day)*

- (1) 11:30am - 4:00pm: Conference Room (Directors Meeting)
- (2) 3:30pm - 5:30pm: Presentation Rooms (we may not need this)
- (3) 2:30pm - 6:30pm: Break Area (Registration / Reception / Refreshments)
- (4) 6:30pm - 9:00pm: Auditorium (Plenary Invited Speaker #1)

*iii) Wed, Thu (Note: This is 2 days)*

*(1) 8:30am - 6pm: Presentation Rooms*

*(2) 8:30am - 6pm: Break Area (Registration / Refreshments)*

*iv) Friday*

*(1) 9:00am - 10:30am: Presentation Rooms*

*(2) 9:00am - 11:00am: Break Area (Refreshments)*

*(3) 11:00am - 12:30am: Conference Room:*

*(a) 11:00am-12:00pm: Publications Meeting to Decide Referees*

*(b) 12:00pm-1:30pm: Past Presidents' Lunch to Decide Awards*

*2) Timely Notifications for a Smooth Conference*

*a) By mid-May (For budgeting purposes), please apprise the Treasurer and Board Chair of specific details of cost and availability of the meeting rooms; if costs are significant, this may involve some discussion*

*b) By mid-June (to ensure sufficient time for program printing), please apprise the Program Chair and Website Editor:*

*i) Invited Speakers: Headshot Photo, Short Bio, Presentation (Title, Abstract, Day, Time)*

*ii) Meeting Room Designations / Locations*

*iii) Excursion Details: Location / Description / Cost / Transportation Arrangements*

*iv) Banquet Details: Location / Description / Cost / Transportation Arrangements*

*3) Other Important Information*

*a) Note: Scheduling invited speakers on Wednesday or Thursday from 11-12 or after 3:30 maximizes post plenary presentation palaver opportunities*

*b) To Prevent Skype Problems: About a month before the conference, test the conference Skype connection with the Program Chair*

*c) The Past Presidents' Lunch is when the LACUS Past Presidents discuss prize-eligible papers and vote on them. The Past Presidents' lunch therefore needs to be in an area with some privacy. They do not need to be locked away in a secret chamber, but should be well removed from the rest of the LACUS attendees.*

*d) The Banquet may be arranged on the campus hosting the conference, or may be off-site. If off-site and not very close, transportation needs to be arranged, and the costs budgeted into the ticket price for the banquet.*

*4) Other Notes*

*a) It is often a good idea to enlist some student help (registration, technology, etc.); students who contribute significantly should be offered a complimentary registration to the conference.*

*b) Whether or not to include wine or beer in the banquet price is a perennial debate. This is probably best discussed with the Executive Director and/or Treasurer, as each situation seems to be different.*

*c) It is usual to have some campus academic administrator welcome the group on the first evening, before the opening plenary. Often this needs to be booked well in advance.*

*d) Suitable on-campus and off-campus housing needs to be identified, prices negotiated, deadlines set, and block bookings made typically 9-12 months in advance. Cost information can then go onto the web-site early.*

- e) *Choice of a conference theme (even though we will remain open to papers on all aspects of linguistics) is guided by the suggestions of the local host, in discussion with the Executive Director. Similarly the plenary speakers are invited by the local host, after consultation with the Executive Director and possibly the Board. No honoraria are paid; we pay accommodation at the conference hotel/dorm, economy airfare, registration, taxis to/from home to departure airport, taxis to/from arrival airport to conference venue.*
- f) *Any appropriate sponsorships or subsidies, e.g. from local businesses, host campus, or government would be very welcome. This is the responsibility of the local host, both to assess the possibilities and then make any necessary requests.*
- g) *Coffee breaks. Local costs and restrictions vary enormously here. Best to discuss with the Executive Director how to organize this, dependent on costs.*
- h) *The Meeting Handbook is prepared (and brought/shipped) by the Program Chair. The local host and the Program Chair will need to be in close communication about expectations, deadlines, etc.*
- i) *Information about the local area, local restaurants, city maps, campus maps, transit information, etc. can be available on the registration desk. There is no need to spend money on folders, pens, paper, other mementos, etc.*
- j) *Nametags are the responsibility of the local host, generally in close contact with the Program Chair, due to updates. Nametag which hang around the neck, rather than require a pin or clasp, are generally preferred. Tip: print the label on both sides, in case the nametag turns around, so that no blank side is displayed.*
- k) *Participants will want access to e-mail. Most bring their own laptops, so this generally means obtaining temporary IDs and passwords from your network administrators. Process around this varies widely from campus to campus.*
- l) *It is useful to get venue confirmation in writing from campus housing administrators!*