

## GUIDELINES AND CONSIDERATIONS FOR MEETING ORGANIZATION ACADEMIC PROGRAM CHAIR'S RESPONSIBILITIES

---

See [Guidelines for Meeting Proposals](#)

GENERAL	RELEVANT DETAILS	TIMETABLE
<b>CONFERENCE WEBSITE AND EMAIL</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Once the conference proposal is approved, work with the webmaster to create a page on the SALSA website.</li> <li><input type="checkbox"/> Post information on lodging, food, and other matters generated by the Conference Organizer.</li> <li><input type="checkbox"/> Set up a conference email.</li> </ul>	Finalize 12 months prior to the start of the conference
<b>PLANNING AND SUBMISSION PROCESS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In consultation with the Conference Organizer, the President, and the Secretary-Treasurer, determine the kinds of presentations the conference will feature (papers, panels, workshops, debates);</li> <li><input type="checkbox"/> prepare a brief overview and instructions on the different types of submissions; include time allotments and format details for each.</li> <li><input type="checkbox"/> Ensure that there is plenty of time at all events for questions and discussion. (This has been identified as a core value to respect in planning SALSA events.)</li> <li><input type="checkbox"/> Determine whether individual paper, thematic panel, and other event submissions have the same submission portal.</li> <li><input type="checkbox"/> Determine whether submissions will be received through the conference email or through a submission portal.</li> <li><input type="checkbox"/> Ensure that there is an opportunity for expedited review.</li> <li><input type="checkbox"/> Ensure that there is a mechanism for individuals to indicate their interest in chairing a panel.</li> <li><input type="checkbox"/> Determine the participation limits of members (usually one paper plus one other role per participant) and develop a mechanism for ensuring that this limit is respected.</li> <li><input type="checkbox"/> Determine the criteria for the review of submissions and their acceptance.</li> <li><input type="checkbox"/> Determine how members will be notified of the status of their submissions.</li> <li><input type="checkbox"/> In consultation with the Conference Organizer and the Secretary-Treasurer, determine how registrations are going to be dealt with.</li> <li><input type="checkbox"/> Put in place a mechanism that ensures that participants will receive confirmation of their submission.</li> </ul>	Finalize 10 months prior to the conference
<b>CALL FOR PAPERS AND REGISTRATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send a call to the membership providing all the information listed in the section on 'Submission Process'.</li> <li><input type="checkbox"/> Provide a deadline for the Steven Rubenstein Conference Travel Award</li> </ul>	<p>Finalize 10 months prior to the conference. Typically, the deadline for proposals for thematic panels and workshops is 10 months before the conference, individual submissions 7 months ahead, and the Steven Rubenstein Award 5 months out.</p> <p>The registration fees' due dates have varied in previous SALSA meetings, but minimally should be due by the time of the Steven Rubenstein submission and can be as</p>

GENERAL	RELEVANT DETAILS	TIMETABLE
		early as the individual panel deadline date.
<b>REVIEW AND ACCEPTANCE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the submissions.</li> <li><input type="checkbox"/> Expedite submissions that request it.</li> <li><input type="checkbox"/> Notify members of the acceptance or rejection of their submissions.</li> </ul>	Finalize one month after each due date for submissions
<b>TIMETABLING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Generate the schedule/timetable for the entire conference. A key decision will concern whether and how many parallel sessions will run simultaneously.</li> <li><input type="checkbox"/> Decide on which panels run when. As far as possible, keep panels on similar topics from running coevally.</li> <li><input type="checkbox"/> Ensure there is time for questions and discussion in each event.</li> <li><input type="checkbox"/> Ensure that there are plenty of opportunities for the membership to socialize, e.g., by ensuring that all panels break at the same time for meals and breaks.</li> <li><input type="checkbox"/> Oversee the organization of special events (e.g., debates, the Conversations in the Lobby event, and special lectures.</li> <li><input type="checkbox"/> Schedule at least one event for today that will bring all the attendants together.</li> </ul>	
<b>CONFERENCE PROGRAM</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The program should be clearly organized</li> <li><input type="checkbox"/> Determine whether the program will include program abstracts.</li> <li><input type="checkbox"/> Information about the conference location, lodging, food, safety, and childcare should be included in the program.</li> <li><input type="checkbox"/> Maps should be provided in the program.</li> <li><input type="checkbox"/> Double check that the conference keynote lecture and dinner, Conversations in the Lobby, breaks, panels and other special events are in the program.</li> </ul>	<p>Post and circulate preliminary program 3 months prior to the conference</p> <p>Post most up to date program 1 month prior to the conference</p> <p>Print and post program days before the conference.</p> <p>Note – in the past we have created two programs: a user-friendly printable program and a full color program.</p>
<b>CANCELLATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cancellations have had a serious impact on conference planning in the past. Organizers should make plans for dealing with cancellations in such a way that these will not overly disrupt the structure of the program.</li> <li><input type="checkbox"/> A message should be sent to registered participants asking that they advise the organizers of any cancellations. A volunteer could potentially be asked to confirm cancellations.</li> </ul>	
<b>VOLUNTEERS AND PERSONNEL</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recruit graduate or undergraduate students volunteers.</li> <li><input type="checkbox"/> Determine whether volunteers will be helping with posting materials on the web prior to the conference.</li> <li><input type="checkbox"/> Determine whether volunteers will be taking photos of the event or posting on social media.</li> </ul>	Finalize 3 months prior to the conference
<b>TROUBLESHOOTING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine whether there any issues with accessibility to the venues during weekends and odd hours.</li> <li><input type="checkbox"/> Determine whether there is a need for permission/special keys.</li> <li><input type="checkbox"/> Ensure that there will be technical support on call during the meetings.</li> <li><input type="checkbox"/> Ensure that conference venues have appropriate facilities and materials to show posters and films.</li> <li><input type="checkbox"/> Consider ethics clearance for photography, recording, etc.</li> </ul>	<p>Finalize 1 month prior to the conference</p> <p>Date Completed</p> <p>Contact Information</p>

GENERAL	RELEVANT DETAILS	TIMETABLE
	<input type="checkbox"/> In collaboration with the Conference Organizer, establish mechanisms for informing attendants at the conference of changes to venues, schedules, and the like.	
<b>ON-SITE MATERIALS: CERTIFICATES OF PARTICIPATION, NAME TAGS, AND CHECK-IN</b>	<input type="checkbox"/> Generate e-copies and print certificates of attendance for the attendees (in consultation with the Conference Organizer) . <input type="checkbox"/> Generate conference name tags. <input type="checkbox"/> Determine who will be registering and checking participants in for the conference, and arrange for this. <input type="checkbox"/> Determine what the conference participants will be provided upon check in.	Finalize 2 weeks prior to the conference Date Completed Contact Information