

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

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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

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<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.</p> <p>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 early as the individual panel deadline date.</p>
<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>	<p>Finalize one month after each due date for submissions</p>
<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>

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<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> <li><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.</li> </ul>	Finalize 1 month prior to the conference Date Completed Contact Information
<b>ON-SITE MATERIALS: CERTIFICATES OF PARTICIPATION, NAME TAGS, AND CHECK-IN</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Generate e-copies and print certificates of attendance for the attendees (in consultation with the Conference Organizer) .</li> <li><input type="checkbox"/> Generate conference name tags.</li> <li><input type="checkbox"/> Determine who will be registering and checking participants in for the conference, and arrange for this.</li> <li><input type="checkbox"/> Determine what the conference participants will be provided upon check in.</li> </ul>	Finalize 2 weeks prior to the conference Date Completed Contact Information

This is a working document that may be updated at any time. It was last updated in April of 2018. For further information, contact SALSA President (2017-2020) Carlos D. Londoño Sulkin ([carlos.londono@uregina.ca](mailto:carlos.londono@uregina.ca)) and SALSA Secretary-Treasurer (2017-2020) Laura Zanotti ([izanotti13@gmail.com](mailto:izanotti13@gmail.com)).