

**GUIDELINES AND CONSIDERATIONS FOR MEETING ORGANIZATION
CONFERENCE ORGANIZER'S RESPONSIBILITIES**

GENERAL	RELEVANT DETAILS	BUDGET IMPLICATIONS	TIMETABLE
SPACES AVAILABLE FOR THE MEETING	<ul style="list-style-type: none"> <input type="checkbox"/> Identify the number of classrooms and meeting rooms available and their seating capacity. <input type="checkbox"/> Identify a single venue large enough to accommodate the 100 or more SALSA members. <input type="checkbox"/> Ensure that venues are accessible to the disabled. <input type="checkbox"/> Research the computers and audio-visual presentation equipment and software in meeting spaces and classroom. <input type="checkbox"/> Locate whether and how members can have internet access and printing facilities. <input type="checkbox"/> Identify usable spaces for registration, a welcoming reception, coffee break chats, and book tables. <input type="checkbox"/> Identify a space for the Keynote Lecture and dinner. 	Is the use of spaces free, in exchange for a sponsorship or donation, or supposed to be covered by registration fees?	Finalize 8 months prior to the start of the conference
PROVISIONS AND AMENITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for drinks and other refreshments during the welcoming reception and the breaks will be available. <input type="checkbox"/> Ensure that there are child-care service options for SALSA members. <input type="checkbox"/> Create signage to post around the venue and provide maps of the city and the venue. <input type="checkbox"/> Print copies of the Conference Program generated with the Academic Program Chair. <input type="checkbox"/> Support the Academic Program chair to determine how certificates of attendance will be generated. <input type="checkbox"/> Decide what additional materials attendees will receive upon registration (e.g. bags and writing material) <input type="checkbox"/> Provide information on museum visits, city tours, concerts, and the like. 	What are the estimated costs for each of these? Will the hosting institution provide donations in kind? Will costs be covered by registration fees, or is there some other funding available?	Finalize 6 months prior to the conference
KEYNOTE LECTURE	<ul style="list-style-type: none"> <input type="checkbox"/> Choose the Keynote Speaker, in consultation with the Academic Program Chair and the Board of Directors. <input type="checkbox"/> Organize the Keynote Lecture event and dinner, in consultation with the Academic Program Chair. 		Finalize 10 months prior to the conference. Finalize 3 months prior to the conference
VOLUNTEERS AND PERSONNEL	<ul style="list-style-type: none"> <input type="checkbox"/> Recruit and identify graduate or undergraduate student volunteers. <input type="checkbox"/> Decide whether there will be paid personnel helping with the organization and execution of the conference. 	What expenses will these entail, and how will they be covered?	Finalize 3 months prior to the conference

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LODGING AND MEALS	<ul style="list-style-type: none"> <input type="checkbox"/> Compile a list of affordable lodging options within easy walking distance or accessible through convenient public transportation between hotels and the conference venue. <input type="checkbox"/> Consider blocking a set of rooms (with appropriate guarantees of no punitive costs if not filled). <input type="checkbox"/> Identify volunteers willing to billet students or underemployed professional members of SALSA. <input type="checkbox"/> Provide a list of restaurants or other good and affordable eating venues nearby, ensuring that there are options for vegetarians, carnivores, and others. <input type="checkbox"/> Ensure that information on food and lodging is sent to the membership. This should be done in consultation with the Academic Program Chair. 	It is expected that members will cover the cost of their own meals and lodging.	Finalize 3 months prior to the conference
TIMETABLING	<ul style="list-style-type: none"> <input type="checkbox"/> Support the Academic Program Chair's work on Timetabling/Event scheduling. 		
FEES	<ul style="list-style-type: none"> <input type="checkbox"/> On the basis of as much of the information required in the previous points as can be garnered, and in consultation with the Academic Program Chair, the Secretary-Treasurer, and the President, decide on the amount of the conference registrations fees for the different categories of members. 		12 months prior to the conference.
REGISTRATION	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure there is an adequate venue for registration <input type="checkbox"/> In consultation with the Academic Program chair, and the Secretary-Treasurer, determine how registrations are going to be dealt with. <input type="checkbox"/> In consultation with the Academic Program chair, make sure that programs, nametags and other registration materials are completed and available prior to the conference start date 		Finalize two weeks prior to the conference
TROUBLESHOOTING	<ul style="list-style-type: none"> <input type="checkbox"/> Identify any issues with accessibility to the venues during weekends and odd hours. <input type="checkbox"/> Determine whether there is a need for permission/special keys. <input type="checkbox"/> Make sure to have access to technical support on call during the meetings. <input type="checkbox"/> In collaboration with the Academic Program Chair, establish mechanisms for informing attendants at the conference of changes to venues, schedules, and the like. 	Will the hosting institution provide these, or will this need to be covered out of registration fees?	Finalize 1 month prior to the conference

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) and SALSA Secretary-Treasurer (2017-2020) Laura Zanotti (lzanotti13@gmail.com).