

Sample Eurosla planner

Start (year before conference)	deadline	Description	Responsibility of...	Completed
January	February	Confirm conf. dates and budget (with EC)		
January	April	Select and confirm invited speakers		
January	April	Select and book conf. venue and reception venue		
June	August	Set up the website and conf. email		
October	October/Nov	Decide on the key dates; book abstract submission platform (e.g. SoftConf) or set other policy		
October	Nov/Dec	Prepare and send Call for papers		
June	December	General design of the programme; opening reception, dignitaries' invitations		
June	Dec	LL roundtable (speakers; application to LL)		
November	Dec	Select and invite reviewers; doctoral discussants		
Dec	Mid Jan	Second call for papers + reminder to reviewers; abstract evaluation form (papers/posters; colloquia; doctoral workshops)		
Jan	Mid Feb	Final call for papers (if needed)		
Oct	Feb	Collating practical information (e.g. travel, accommodation) for website; other marketing?		
Dec	Feb	Book accommodation and travel for plenaries (main conf + LL roundtable)		
January	Feb	Dealing with doctoral stipend applications		
Feb	March/April	Turnaround of reviews; doctoral stipend winners		
March	Early May	Catering, including conference dinner plans (place, menu)		
March	April	Notification of acceptance / rejections; doctoral stipend winners		
April	June	Preparing the programme		
April	June	Recruit student volunteers		
Feb	June	Doctoral workshops (match students to discussants)		
May	Aug	Put the programme booklet, abstracts and other information together (+ printing); T-shirts for helpers; book poster boards		
June	August	List of participants; status (student / full member) with their choices / options selected; dietary requirements, etc.		
June	Week before conference	Instruct student volunteers; prepare name-tags, receipts, certificates		
		Finalise numbers for all venues, catering		
General		Prepare poster-boards, pins / velcros etc		
		Manning email/registration over the summer		
		Website updates over the summer		