

IASCL

International Association for the Study of Child Language



INTERNATIONAL SOCIETY FOR THE STUDY OF CHILD LANGUAGE CONFERENCE

LOCAL ORGANISING COMMITTEE HANDBOOK

HOW TO USE THIS HANDBOOK

Part I GENERAL INFORMATION contains features, mechanisms, agreements and advice that the IASCL board (IB) consider important.

Part II THREE-YEAR WORK PLAN is intended to be used as a flexible guide. If the local organizers (LOC) want to make *major* changes, they should please contact the IB.

PART III OPTIONAL TEMPLATES just contains samples taken from previous years' meetings, to give some ideas. Handy for wording in English etc.

This is a document in development in that experiences from new IASCL conferences will be added by the IB.

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IB – IASCL Board

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This handbook has been put together using the experiences of IASCL organization since 2011 and in particular from IASCL 2014. Particular thanks go to the current IASCL board and to all organizers of subsequent IASCL meetings for their contributions and editing. Any suggestions for its improvement are welcome – to the current president (see website).

IASCL

International Association for the Study of Child Language



I GENERAL INFORMATION

1 Overview

The conference is attended by 500-700 delegates and lasts usually for five days, although this has varied in the past.

With 8 parallel sessions for symposia the conference can accept 64 symposia (2 symposia per day for four days) with 4-5 papers per symposium. This means ca. 200 papers in symposia. With 100 posters on three days 300 posters can be accepted.

In the future IASCL IB would like for the conference to make a small profit and for this to be added to the IASCL limited company, enabling the society to provide support for IASCL activities and future meetings.

The basic requirements for the venue are a plenary room with a seating capacity of at least 500 delegates and 7-8 rooms for the parallel symposia with a capacity of not less than 80, preferably over 120. A poster area is needed that can take 50 double-sided poster boards with room to move between. The Local Organizing Committee (LOC) needs to be able to find reasonably priced accommodation for the delegates for five or six nights in the local area. The LOC is advised to hire a local conference office to support them. A website for the conference should be created as soon as the dates for the conference have been determined with a link to the IASCL website.

2 Finances

- 2.1 **Account** LOC should open their own conference account or through conference office.
- 2.2 **Previous budget** LOC should make sure that they have received a copy of the budget and financial report from the previous conference from the IASCL board (IB).
- 2.3 **Website** Costs for technical assistance need to be budgeted for.
- 2.4 **Sponsors:** LOC should try to find sponsors to contribute about 20% of the budget. LOC sends them a letter of invitation (see Templates (3): sponsorship letter). Finding sponsorship is very important in order to break even, and especially if the LOC is trying to make a surplus (see point 2.9 below). CUP usually sponsors the opening reception for 50%. The following contributions from sponsors need to be determined in respect to the total budget (see template letter and package).
 - i. amount to be named main sponsor (with all the other advantages below free)
 - ii. amount for an exhibition stand in the publishers' room
 - iii. amount for two stands in the publishers' room
 - iv. whether a discount on registration is offered if sponsor wants to attend sessions
 - v. amount for an A4 insert in the delegate packs
 - vi. amount for a half-page advert in the book of abstracts (amount for full page)
 - vii. provides promotional material such as bags and pens, or amount for the company logo to be put on the delegate bag (exhibition space free)
 - viii. finances pre-dinner drinks at reception, usually Cambridge University Press.
 - ix. sponsors a plenary speaker's trip, hotel, meals and fees
- 2.5 **Registration Fees** need to be determined in respect to total budget
 - i. Include the IASCL fees in your final registration fee. All conference attendees are automatically IASCL members since the fees are included in the conference fee. The hosting country has to be able to export these membership fees out of their country to the IASCL account. The current fees for senior and student members are on the IASCL website, but need possibly to be updated by the Treasurer..

- ii. IB members register for the conference but are paid for by the IASCL IB.
 - iii. LOC members register for free.
 - iv. All volunteers register for free.
 - v. Any sign language interpreters do not pay a registration fee, nor do they have to be or become members of IASCL.
 - vi. The proposed fees are presented to the IB for approval, along with the total budget, before being publicly announced.
 - vii. LOC should note that, when determining the final full registration fees, it is advisable to calculate what they need to charge to break even with 500 participants, and then what the surplus would be with 600 and 700.
 - viii. IASCL2014 fees were €400 Early Bird full, €250 Early Bird student.
- 2.6 **Early registration** and ‘serious’ registration can be encouraged by
- i. Early-bird discount (at least 2 months before conference)
 - ii. A deadline for payment
 - iii. A penalty for cancellation - a participant’s canceling
 - over two months before the conference get all the fee back, minus fee for administrative costs.
 - between three weeks and two months before, get 50% of the fee back, minus fee for administrative costs.
 - under three weeks before, get nothing back.
- 2.7 **Plenaries**
- i. All travel costs, accommodation and registration including lunches and conference dinner are covered by the LOC.
 - ii. Negotiate well that the speakers book cheap flights.
 - iii. Advice not to cover costs of family members.
 - iv. Budget a small present for after the lecture and a small attention package in their hotel room if possible.
- 2.8 **Sign Language interpretation**
- i. Budget the costs of interpreting for five days into International Sign.
 - ii. Try to find local IS interpreters to reduce costs.
- 2.9 **Pre-conference tutorials**
- i. Travel costs of tutors are covered and registration fee (if required). They usually do not want a honorarium.
 - ii. Technical assistance for these may be an extra financial burden.
 - iii. Registration costs for the tutorials should be budgeted to cover all the costs if possible.
- 2.10 **Scholarships/Bursaries.**
IASCL IB offers scholarships for participants without funding. The conditions are determined by IB. The call for submissions is **after** the choice of symposia/posters has been made. This information needs to be clear in the first and second announcements and on the website.
- 2.11 **Student poster award** (see also separate section)
Students in first, second and third place get their registration fees refunded (not the IASCL fee).
- 2.12 The IASCL **Roger Brown Award** is all paid for by IB including the registration fee of the awardee and the making of the certificate and present. Since this person may already have registered, this means a reimbursement of the registration fee except for the IASCL fee.
- 2.13 LOC can get a small **advance** from IC (contact the treasurer) if necessary (ca. £2000) for paying a deposit for venue etc. This has to be repaid once the conference is financially closed.

3 Participant numbers

- 3.1 500-700 participants: 65% full registrations, 35% one-day registrations (IASCL2011 650; IASCL2014 700). 650 participants in Lyon IASCL2017.
- 3.2 consider approximately 75% for conference dinner.
- 3.3 Of the participants, usually about 30% are non-presenters.

4 Venue

- 4.1 **Plenary** room with at least 500 seating capacity. It must also be able to have large screen projection of the speaker and room for a sign language interpreter. It should be technically equipped to be able to record the plenary for streaming.
- 4.2 **Symposium** rooms: it is important to decide how many parallel sessions there will be. IASCL 2011 had a maximum of 7; IASCL 2008 had 6; IASCL2014 had 8. The smallest room should not hold less than 80 people and the placing of symposia in specific rooms must consider the expected variance in attendance.
- 4.3 A **poster area** is needed that can take 50 double-sided poster boards with room to move between.
- 4.4 **Sponsors' area**, possibly secure/lockable, with space for about 5 display stalls – in the coffee room or at least very near by the delegate traffic, between rooms or in a hall way. Some publishers feel that accessibility is even more important than security.
- 4.5 **Tea/coffee/water/biscuits/fruit tables for intervals**, preferably in or close to the sponsors' room, with easy access round, to avoid congestion.
- 4.6 **Relaxing space**: Delegates like there to be somewhere to sit and chat.
- 4.7 **Reception areas** for registration and an information desk during the whole conference.
- 4.8 If possible, **luggage room**, secure/lockable, mostly for first day arrivals and last day departures. Volunteer can be on duty here.
- 4.9 **Technical facilities**: PowerPoint/OHP/video. Ensure all presentation rooms are fully equipped, with the technical specification of the computers up-to-date enough to enable PowerPoint and videos to run properly – this is especially important. Some rooms with internet connection is a bonus.
- 4.10 It is a good idea to have a **technical helpdesk** during the conference to which speakers have recourse in case of problems, but this needs to be arranged in conjunction with budget planning, and general good will.
- 4.11 **Accessibility** All rooms should be accessible for people with limited mobility
- 4.12 **Wifi access** should be organized via eduroam or comparable and the participants informed well in advance. Photocopy facilities are desirable, but not essential
- 4.13 **IB transfer meeting room**. This takes place during the conference in a smaller room or at a restaurant close by.
- 4.1.4 **JCL editors meeting** – in a smaller room after the sessions on one of the days.

5 Accommodation

- 5.1 Possibly en-suite and other **student halls**. They should be freshly cleaned, especially quiet, with towels and soap supplied, and tea/coffee-making facilities in kitchens
- 5.2 B&Bs and/or **hotels**: your conference organization may have a list of recommended places in different categories.
- 5.3 **Accessibility**
Halls of residence, hotels and B&B should be close to the conference venue – this is important. All must be within easy walking distance; if not, a shuttle bus to the

- venue morning and from the venue in the evening is essential. The times of this shuttle need to be well advertised and the costs covered in the registration fee.
- 5.4 **Block booking** of a hotel or several is possible if you consider it advisable.
- 5.5 **Airbnb** Increasingly delegates are making use of Airbnb.

6 Catering

- 6.1 **Lunch** can be in the registration fee but or optional lunch boxes can be ordered in advance. The choice depends on local conditions.
- 6.2 **Coffee**, tea, water should be provided in the morning and afternoon at break times.
- 6.3 **The poster sessions** profit by having snacks served with a cash bar at the end of the day.
- 6.4 **Conference dinner**
- i. This is optional and delegates register for this separately
 - ii. The venue needs to be carefully chosen so that delegates can reach it easily or with transport provided.
 - iii. Quality and cost should be kept in a realistic balance, so it is not too expensive for the self-financing, low-budget delegates (IASCL2014: 250 attendees)
- 6.5 **Catering venues**
- i. must be easily accessible from the conference venue
 - ii. if the conference dinner is very far, a shuttle bus, paid by LOC, is essential
 - iii. The food itself
 - A good range, to include vegetarian/healthy options (clearly labeled) as well as nice puddings
 - Include food for those with special dietary requirements
 - Supply water and fruit juice, as well as tea (Indian and herbal) and coffee (regular and de-caf)
- 6.6 LOC could possibly think of a way of organizing **social events** such as a lunch to promote academic networking, introducing/socializing, especially for young researchers, people coming from abroad who don't know anyone.

7 Support

- 7.1 A local **conference office** is highly recommended (e.g. university Conference Centre) - LOC should not expect to have the time and energy to run the conference without one. The conference office fees must of course be included in the budget. Modern 'conference organization software' such as ConfTool (www.conftool.net) could also prove to be useful, taking a lot of the administrative work regarding abstract submission and registration out of the LOC's hands.
- 7.2 An on-site easily-contactable **audio-visual support team** is essential
- 7.3 It is essential to have **volunteers** during the days of the conference
- i. These are usually local postgraduate students, at reception, stuffing envelopes, showing people round, putting up signposts, checking AV requirements are in order, and staffing each room closing the door etc. (see template instructions for volunteers).
 - ii. They are offered waived registration fees in return for one full day's work. So ca. 36 are needed. They are identified by sashes with IASCL logo (more practical than T-shirts).

9. Conference language and Sign Language Interpreting

- 8.1 English is the **conference language**.
- 8.2 **Interpreting into International Sign**

The LOC should hire at least two interpreters for the five days who can interpret from English into IS. Their travel and accommodation must be covered as well as work hours. The plenary lectures should all be interpreted into International Sign. Interpreting for individual symposia or poster sessions has to be organized amongst the deaf delegates. The local committee should offer a way to coordinate this. The deadlines for submitting papers for the IS interpreters must be clear for all presenters.

9. Scientific program

- 9.1 It is the task of the **Program Committee** to organize the program and to ensure a good representation of fields, perspectives etc. This should consist of members of the LOC(2-4) but also an international group (4-5) taken from the IASCL International Board (see website). This committee needs to be created at the outset and checked with the IB before they are asked.
- 9.2 There are **restrictions on the number of presentations** that can be submitted: one symposium; one presentation in a symposium as first author, one poster as first author / presenter.
- 9.3 The competition for **symposia** slots is great. Submitters need to be advised that they may submit a symposium contribution and the same thing as a poster in order to double their chances. In the case of the symposium being accepted, they will then be automatically withdrawn as a poster.

9.4 Contact persons

The contact person for symposia is the convener. This proves difficult since some are notoriously bad at communicating with their presenters. This has to be emphasized at every point.

The contact person for posters is the first author.

- 9.5 The **registration of presenters** has to be completed by a fixed date, thus confirming their attendance. If that is not the case, the symposium or poster will be withdrawn. It can be useful to put some presentations on a reserve list.
- 9.6 **Failure to register** If a symposium is not complete, it must be withdrawn unless this means there are four papers instead of five.
- 9.7 **Time planning**
Symposia sessions last two hours with a maximum of 5 papers, preferably four. If there are four papers, there may be a discussant.
Poster sessions last two hours. Posters should be displayed from as early as possible on that day.
- 9.8 **Compiling the program.** The program can only be made with allocation to days, time slots and rooms once all registration is complete. The contact persons need to be informed of their slot in case there are any clashes. The symposium convener must pass this information on to the presenters. A provisional program can be posted on the website.

10 Reviewing

- 10.1 **Reviewer panel** A panel (ca. 120 people) needs to be created to do the job of reviewing. An Excel document contains a list of ca. 300 names and emails of those who have been willing to do this job in the past (in Dropbox). NB The LOC should update this list adding the new reviewers and indicating any that wish to withdraw or do the job badly, e.g. all reviews a maximum score.
- 10.2 **Deadlines** must be set for abstracts that allows for presenters to include results, therefore not more than 9 months in advance is advisable.
- 10.3 **Evaluating symposia** In the review procedure it is important to determine how symposia will be judged. The whole symposium should be judged together with the individual presentations (see Templates (6) criteria reviewing).
- 10.4 **Feedback** Presenters find it useful to get feedback on their abstract submission. Reviewers should be asked to motivate their evaluation. The Program committee edits these comments of course and makes them available to the applicant.

- 10.5 **Number of reviews** It is essential that all abstracts be reviewed by at least two reviewers to avoid conflict of interest. If the grades given to a submission vary widely, then a third review can be sought. Otherwise the main organizing committee considers such cases.
- 10.6 **Allocation of work** Allocate 5 symposia to reviewers OR 20 posters (same amount of work).
- 10.7 **English correction** Presenters should be advised that their English needs to be checked **before** submission.

11. Pre-conference tutorials

- 11.1 **Topics** Select topics for these and tutors. CHILDES introductory and advanced are always well attended. Multilevel modelling is also popular.
- 11.2 **Costs** Because of costs to be covered (see Finances), fix a registration fee for these tutorials.
- 11.3 Check the **technical requirements** for the tutorials – remember to ask about the most simple things that the technical people might assume are there e.g. headphones..
- 11.4 ask for an abstract for the **website**.

12. Liaison

- 12.1 **Liaison** between the LOC and IB is important on many points. This is specified in Part II.
- 12.2 One person will be nominated from the IB as the **main contact person for the LOC**.

13. LOC organization

- 13.1 **Committees** consists of Main committee and Program committee.
- 13.2 **Program committee**: coordinates reviewing of abstracts by Review panel and assembles the program.
- 13.3 **Division of jobs** of Main committee is useful, e.g. one for sponsors, one for pre-conference tutorials, one for website, chair for contact plenaries and everything else!
- 13.4 Take **minutes** of your meetings in English so that these can be shared with the Program committee if necessary.
- 13.5 **Sharing documents** Suggest local Dropbox or equivalent for sharing all documents.

14. Social program

- 14.1 **Dinner location** needs to be selected. It is advisable to try out a number and discuss prices etc. before firmly booking.
- 14.2 **Dinner size**. It need not cater for all delegates: IASCL2014 had 250 places (for 700 delegates).
- 14.3 **Costs**. Dinner is not subsidized from the registration. It covers its own costs.
- 14.4 **Other social activities** are optional.

15. Plenaries

- 15.1 **Topics** LOC with Program committee considers what topics they want to cover in the five plenaries and make a list of names under those topics. Check also on presentation skills and good English through individual knowledge and possibly Youtube clips. Seek advice of IC.
- 15.2 **Inviting** Chair of LOC approaches the first choice in each category. Ask for a reply by a specific date. If no reply, send a reminder. Then if no reply, move on to number two on the list.
- 15.3 Inform the speaker that the lecture will be streamed and interpreted in to **International sign**.
- 15.4 **Organization** Once a firm agreement has been made, send a formal mail or letter confirming the commitment and also setting out the conditions.

- i. All travel costs, accommodation and registration including lunches and conference dinner are covered by the LOC.
- ii. Recent picture and short biography for the website as quickly as possible and title and abstract by a set date.
- iii. Lecture needs to be sent to the interpreters at least one week ahead.

16. Website and Announcements

16.1 Dissemination All announcements should be sent to information lists and social media that can spread the information, e.g. Info-children, linglist, etc.

16.2 Inform organizers of **other meetings** immediately of the dates so that they can avoid a clash.

16.3 First announcement

- i. It should contain dates, location.
- ii. It should be placed on the IASCL website as well as on mailing lists, Facebook etc. for broad dissemination. Aim for October of the first year after the previous conference.
- iii. Mention should be made of the possibility of student bursaries (see 2.10) and interpretation into International Sign (see 8.2) so that delegates with limited means and deaf signing delegates will be encouraged to submit proposals. Bear these groups in mind when advertising the conference, e.g., Sign Language Linguistics Society.
- iv. The website needs to be already established in a preliminary form.
- v. maps and information on location and places of interest should be given on website

16.4 Second announcement

- i. details of plenary speakers
- ii. outline of program
- iii. information on how to submit an abstract
- iv. This should be prepared for the following July and include the previous information.

16.5 Website

This should be built up as quickly as possible and gradually and continually filled.

17. Student Poster Awards

17.1 **Three prizes** are awarded for the best student posters.

17.2 Content of prize

All prizes include a refund of the registration fee excl. the IASCL membership.

17.3 **Sponsors** A sponsor should be sought for an additional prize for the first prize, e.g. CUP books to the value of £250. Possibly another publisher may offer a prize. This could be for a poster on a particular topic, e.g. Multilingualism from Multilingual Matters.

17.4 **Procedure** The posters have to be submitted as a pdf to the LOC at least two weeks before the conference. This has to be widely publicized, preferably as soon after acceptance of the posters as possible.

17.5 **First author** The student should be the first author of the poster and be able to be present at the relevant poster session.

17.6 **Pre-selection** The LOC members of the Program committee make a pre-selection of the best 10.

17.7 **Visit to poster** The international program committee members (usually three) visit these 10 at the conference and make a selection on the basis of the poster and the answering of questions. If possible, organize the top ten posters on the first three days of the conference so that committee has enough time to reach a decision before the presentation on the last day.

18. Conference materials

- 18.1 **The conference book** contains the full program and practical information. This is also posted on the website (see examples in Dropbox).
 - i. The list of sponsors and adverts with logos.
 - ii. The list of student awardees for the bursaries from IC
 - iii. The advert for the following conference
 - iv. An index of the names of presenters
 - v. The email address of at least the first presenter
 - vi. A map of the location with also the local restaurants indicated.
- 18.2 The **abstracts** are only posted on-line. This must be made clear.
- 18.3 The **conference bag** (can be sponsored) should contain the book, and any advertising material from sponsors, and a notebook.
- 18.4 **Poster boards** should be vertical format 147 cm high x 97 cm wide. Preferably blue or black. Used double-sided.
- 18.5 **Banners** for signposting.
- 18.6 **Sashes for volunteers** – should cost about €15 per sash.
- 18.7 **Conference app**. This is a very useful way to inform participants of the program and other activities. (see 21 Digital media)

19. Opening ceremony

- 19.1 Make a **list of the guests** and people who need to make speeches trying to keep it all into 30 minutes maximum.
- 19.2 **Invitation** Contact the guests and require a firm acceptance.
- 19.3 **Reserve seats** at the front of the auditorium, allowing room for deaf people and sign interpreters in the front.

20. Volunteers

- 20.1 **Search** Start the search for volunteers early since the conference is in the vacation (see template 12).
- 20.2 Aim to get **students** and people who would not otherwise come.
- 20.3 Make the person sign a **contract** about two months before the conference as a firm commitment (see template 13).
- 20.4 Organize a **briefing** for all on the first day of the conference.
- 20.5 Get the volunteers to **check in** on the day they work.
- 20.6 Give the volunteers a **free lunch box** on their working day if you provide them.

21. Digital media

21.1 Conference app

This is usual now in most large conferences and is useful for keeping the conference information up to date during the conference. It should contain a home page with the latest news such as changes to the program and important times. The program should be accessible here with the function to choose the symposia you wish to attend and have these added to your own digital agenda. If possible, the poster blocks should also be listed. A link to digital maps is also useful. NB Not everyone has a smart phone so that the information must also be available elsewhere.

21.2 Facebook

A Facebook page for the conference is also a useful way to distribute information. It should be created early on and announcements done as aspects change.

21.3 Twitter

The users of Twitter will be able to keep others informed of ongoing events etc. This need not be linked to the conference organization per se.

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II THREE-YEAR WORK PLAN

KEY DATES FOR WEBSITE:**Submission of abstracts****October 15th in year before conference****Notification of acceptance****December 15th in year before conference****Opening of registration****December 15th in year before conference****Deadline for registration for presenters****March 1st in conference year****Early Bird registration deadline****April 1st in conference year****Deadline registration pre-conference tutorials****April 12th in conference year**

Year 1	IB	LOC	Conf. Office
Prior to previous conference	Identification of hosting university and posting on IASCL website	Identify conference organizers, site and date. Contact with IB. Hire conference office.	
July	Announcement of hosting university at IASCL Business meeting	Create conference logo based on main IASCL logo and make presentation for the Business meeting	
July		Inform other conference organizers of the dates so that they can avoid a clash	
September	advises and approves	Identify Program Committee – obtain approval IB	
September	advises and approves	Make list plenary speakers and topics.	Book venue and make arrangements for accommodation.
September		Create conference website.	
September-November	advises and approves	Prepare financial plan: costs, registration etc.	Assist
October		Contact plenary speakers	Assist
October		Prepare first announcement for IASCL website & conference website, flyer and possibly poster. Post to as many info lists as possible.	Assist
November	advises and approves	Start discussion on pre-conference tutorials	
November	Presents progress at Board of Trustees meeting	Report progress to IC	
December		Write official letters to plenary speakers	
January		Post plenary speakers with brief CV on website	
January		Start search for sponsors.	Assist
May/June	Visit to site (1 member)	Organizes meeting with LOC and site visit.	Attends meeting
June	Presents progress at Board of Trustees meeting	Report progress to IC	
July	Treasurer informs LOC about exact fees for full and student membership	Prepare second announcement: plenary speakers, deadlines for abstracts, format and rules for symposia and posters, and fees. Post to info lists as before.	Prepare registration, accommodation, student assistance. Sort out Insurance.

Year 2	IB	LOC	Conf. Office
September		Sort out conference dinner locations and costings	Accommodation booking
October/November		Approach reviewers (see list) and confirm agreement once received.	
October		Finalize pre-conference tutorials and tutors. Inventorize technical requirements and ask for short abstract for website.	
October		Take decisions re catering arrangements – e.g. kind of snacks at poster sessions. Adjust budget if necessary.	
October		Make contact with CUP re sponsoring of reception on first day (expect at least 50%)	
November		Liaise with main editor JCL about editorial meeting: timing and the room it will be located in.	
November	Presents progress at Board of Trustees meeting	Report progress to IC	
December		All website texts should now be complete and posted. Including definite registration fees.	
January			Make contact with suppliers of banners, sashes and other advertising material
February		Contact all sponsors and pursue contact until a definite decision is taken	
June	Presents progress at Board of Trustees meeting	Report progress to IC	

Year 3	IB	LOC	Conf. Office
October		Program committee allocates abstracts to reviewers.	Constructs overview of abstracts
October		All abstracts for pre-conference tutorials must be in and posted. All specifications must be clear. Check English.	
October		Abstracts for plenaries must be complete. Check English.	
November	Presents progress at Board of Trustees meeting	Report progress to IC	

Year 3	IB	LOC	Conf. Office
November		Chase up last reviewers who are late and ask members of Program committee to check divergent reviews.	
December		Submit selection to Program Committee	
December		LOC informs selected presenters and rejected abstracts	organization of catering
December		Open registration	Idem
January		Confirm arrangements for plenary speakers re their hotel etc.	Idem
January		Start campaign to get volunteers, approx.. 36 needed.	
March		Check which symposia and posters are still missing registered presenters. Send out a final warning.	Idem
March		Check final details streaming	Idem
April		Deadline registration pre-conference tutorials	
April		Make a draft program with confirmed symposia and posters. Send out this information to the conveners and poster presenters	Idem
April		Put out call to all poster presenters for Student poster awards with guidelines	Idem
April		Provisional conference program on website	Idem
May		Start to prepare conference book of abstracts	
May		Confirm interpreter arrangements on basis of program	
	Informs LOC of winner of Roger Brown Award	If winner is attending, LOC contacts winner and president IB with information on the planning for the Friday morning.	Reimburses registration fee minus IASCL fee if appropriate
May		Check microphones for questions per room	Idem
June	Presents progress at Board of Trustees meeting	Report progress to IC	
	Prepares Agenda Business meeting	Check all arrangements Ok for room	
June		Print program book Gather materials for conference pack	Idem
June		Submission of posters for Student Poster award and selection of top 10 by LOC program committee	
	approves	Certificate for Roger Brown Award to be made (see Dropbox)	
June		Papers/PowerPoint files to interpreters – minimum 2 weeks before conference	
June		Chair does opening. Assign introduction of other four plenary speakers to a LOC member. They make contact re content.	
July at conference		Selection of best Student Posters by international members of Program Committee	Make certificates for the awards
		Keep message board up to date	Idem

Post-conference	IB	LOC	Conf. Office
July		Thank-you letters to speakers and sponsors etc.	
By end August		Send address list of participants to IB	Idem
	Conduct evaluation via internet (e.g. Survey Monkey) and submit report for IASCL website		
asap		Produce accounts.	Idem
	Re-work handbook	Further improve this handbook ☺	

IASCL

International Association for the Study of Child Language



PART III OPTIONAL TEMPLATES

OVERVIEW OF TEMPLATES

Website texts (get from website of the most recent IASCL conference)

- 1. First and second announcements**
- 2. Sponsor letter and packages**
- 3. Invitation letter to Program committee**
- 4. Email invitation letter to reviewers**
- 5. Email invitation letter to plenary speakers**
- 6. Review manual for symposia**
- 7. Review manual for posters**
- 8. Criteria for reviewers**
- 9. Letter of acceptance (symposia, posters)**
- 10. Letter of rejection (symposia/posters)**
- 11. Skeleton program**
- 12. Recruiting letter for volunteers**
- 13. Contract for volunteers**
- 14. Example poster prize certificate**
- 15. Roger Brown award certificate**

TEMPLATE 1: FIRST AND SECOND ANNOUNCEMENTS

First Announcement



13th International Congress for the Study of Child Language Amsterdam, The Netherlands Monday 14 – Friday 18 July 2014

From Monday 14 July - Friday 18 July, the 13th International Congress for the Study of Child Language Amsterdam (IASCL), will be held in Amsterdam hosted by the University of Amsterdam. We would like to invite you to this event.

For further information about IASCL please visit: www.iascl2014.org

Important dates:

Submission of abstracts by

Decision of submissions by ...

For more information on the conference see the website of the conference at

There are **bursaries** provided by IASCL available for attendance at the conference. It is important that the person applying has been accepted for a poster or symposium presentation. Details of this procedure are available on the website.

There will be some **interpretation** into International Sign offered. Details of this provision can be found on the website.

Yours sincerely

On behalf of the organizing committee,

professor

Linguistics, University of Amsterdam

Second Announcement



13th International Congress for the Study of Child Language Amsterdam, The Netherlands Monday 14 – Friday 18 July 2014

From Monday 14 July - Friday 18 July, the 13th International Congress for the Study of Child Language Amsterdam (IASCL), will be held in Amsterdam hosted by the University of Amsterdam. We would like to invite you to this event.

For further information about IASCL please visit: www.iascl2014.org

The plenary speakers will be: (Names and affiliation)

Important dates:

Submission of abstracts by

Decision of submissions by ...

For more information on the conference see the website of the conference at

There are **bursaries** provided by IASCL available for attendance at the conference. It is important that the person applying has been accepted for a poster or symposium presentation. Details of this procedure are available on the website.

There will be some **interpretation** into International Sign offered. Details of this provision can be found on the website.

Yours sincerely

On behalf of the organizing committee,

professor dr.

Linguistics, University of Amsterdam

TEMPLATE 2: LETTER TO SPONSORS AND POSSIBLE PACKAGES



13th International Congress for the Study of Child Language Amsterdam, The Netherlands Monday 14 – Friday 18 July 2014

From Monday 14 July - Friday 18 July, the 13th International Congress for the Study of Child Language Amsterdam (IASCL), will be held in Amsterdam hosted by the University of Amsterdam. We expect about 600 participants from all over the world. To make this event an academic and social success we are looking for sponsors.

If you would like your name to be linked to this event and if you would like to reach out to these participants, you can contribute in the form of some sponsoring.

It is our goal to make the conference affordable for all participants, senior and junior researchers, and all sponsor incomes will be used to this end. We hope that you will consider becoming a sponsor or an exhibitor at IASCL 2014. We rely on the support of sponsoring organizations to make this conference successful for all participants.

Do not hesitate to contact me if you have any questions. We look forward to hearing from you at your earliest convenience.

If you are interested in sponsoring IASCL 2014, then please fill out the attached form and return it to professor _____ (e-mail: _____), preferably no later than 1 April 2014.

We look forward to hearing from you. For further information about IASCL please visit: www.iascl2014.org

Yours sincerely

On behalf of the organizing committee,

professor
Linguistics
University of Amsterdam

Sponsoring options IASCL 2014 (14 – 18 July, Amsterdam)

The sponsorship packages are designed to give you maximum interaction with an influential audience in an intimate setting. Three packages are available: Gold, Silver and Bronze.

1. Gold sponsor-package - €

- Logo displayed at the opening event
- Logo at every keynote
- Logo on the cover of the program book
- Advertisement in program (full page)
- 2 attendees free of charge: tutorials, conference, lunchbox, guided tour and conference dinner
- Book exhibit (table)
- Leaflet company in conference bag

2. Silver sponsor-package - €

- Logo displayed at the opening event
- Advertisement in program (half page)
- 1 attendee free of charge: tutorials, conference, lunchbox, guided tour and conference dinner
- Book exhibit (table)

3. Bronze sponsor-package - €

- Logo displayed at the opening event
- Logo in the program book
- 2 attendees free of charge conference dinner

4. One leaflet company in conference bag - €

All sponsors and exhibitors will be listed in the program and on the IASCL website.

Contact details:

, Chair of organizing committee
Psycholinguistics, Language Pathology and Sign Linguistics
Universiteit van Amsterdam
Spuistraat 210, NL 1012 VT Amsterdam.
Tel.
email: [\[redacted\]](mailto:)
email secr.: [\[redacted\]](mailto:)



SPONSORSHIP AGREEMENT

Organization _____

Contact person _____

Address _____

Postal code/City _____

Country _____

E-mail _____

Telephone _____

The organization named above will sponsor IASCL 2014 in the following way (please tick the applicable box(es) below):

- Gold sponsor-package - € 1400,-**
- Silver sponsor-package - € 1000,-**
- Bronze sponsor-package - € 500,-**
- One leaflet company in conference bag - € 200,-**

For the selected items _____ (name organization) will pay the total amount of € ____.

You will receive an invoice with the bank details. The amount should be transferred within two weeks of receiving the invoice.

Name and date

Signature

TEMPLATE 3: LETTER TO PROGRAM COMMITTEE MEMBERS

Dear Colleague:

As you hopefully are aware, we shall have the pleasure of hosting IASCL 2014 in Amsterdam (July 14th-18th). In order to organize the selection of symposia and poster presentations as well as the structure and content of the final program, a program committee will be formed. This will consist of four members of the local organizing committee, viz.

and myself. We would also like to invite five international members to join this committee.

We would really appreciate if you would be willing to join the Program Committee. Your task will mainly consist of selecting and assigning reviewers for symposia abstracts, assisting with reviewing where there are discrepancies, consultation re. the final planning of the conference program, and judging for the Student Poster Awards. For most (if not all) of the tasks of the Program Committee the use of the electronic highways will largely suffice.

As compensation you will not have to pay the registration fee for the conference.

We would be grateful if you could let us know if you can accept this invitation by

Kind regards,

Steven Gillis, Chair of the Program Committee

on behalf of the local members of the committee

TEMPLATE 4: EMAIL LETTER TO REVIEWERS

Dear Colleague:

As you hopefully are aware, we shall have the pleasure of hosting IASCL 2014 in Amsterdam (July 14th-18th). In order to organize the selection of symposia and poster presentations we are dependent on a large number of reviewers. We would really appreciate if you would be willing to take on this job. Your task will be to review approximately 5 symposia OR 20 posters. This will have to be done in November 2013.

If you are unable to take on this job this time but would like to be approached in the future, please let us know. If you wish to be taken off the list altogether, then please also let us know.

We would be grateful if you could let us know if you can accept taking on this job by ...

Kind regards,

, Chair

on behalf of the local members of the committee

TEMPLATE 5: EMAIL LETTER TO PLENARY SPEAKERS

Dear Dr. McCandliss,

As you hopefully are aware, we shall the pleasure of hosting IASCL 2014 in Amsterdam (July 14th-18th). There will be 5 plenary lectures in the course of the five conference days. These will cover the topics of bilingual acquisition & SLI, Neurobiology, sign language acquisition & language genesis, pragmatics, and modelling & processing.

We would like to invite you to give one of these lectures on your main focus of research, namely neurobiology wit reference to the acquisition of reading skills. The lecture is for 45 minutes. As plenary speaker, all your costs would be covered, that is your registration fee, travel and accommodation for the days of the conference.

We would be grateful if you could let us know if you can accept this invitation by November 15th.

We look very much forward to hearing from you,

Yours,

on behalf of the organizing committee

TEMPLATE 6: REVIEW MANUAL FOR SYMPOSIA

Taken from the website of IASCL2014



Symposia reviewers manual - IASCL 2014

Thank you for agreeing to be a reviewer for IASCL.

You have been assigned to review symposia. Here is the link to the review page:

<http://www.aanmelder.nl/iasclabstr/reviewer>

Please follow this manual to help you through the reviewing process.

Step 1: creating your reviewer account.

Upon entering the website you will be prompted to submit your name and e-mail address.



Reviewer access


Please fill in your name and email address. We will send you an email to start the reviewing process.

Your name:

Email address:

Click "send me an email with my reviewer account". A message will pop up stating that an e-mail has been sent to the specified address. It might take a few seconds for the e-mail to arrive, please do not click the button again. Sometimes, in case of stringent spam settings, the e-mail will be placed in the spam folder by your e-mail provider. Please double check this before re-applying for an account.

The e-mail will look like this:



Your reviewer account

Dear John Doe,

Thank you for making a reviewer account for 'IASCL - Symposia submission form'.

Start reviewing

The following link gives you direct access to your [reviewer account](#).

In your reviewer account we ask you to fill in your profile. After the completion of your profile the Program Committee will assign abstracts to you for reviewing.

Best regards,

UvA Congresbureau powered by [aanmelder.nl](#) events made easy

Click on the underlined words “reviewer account” to access your account. When arriving at the website again, click “complete your reviewer profile”. You will then be redirected to a page where you can fill in your personal details:



Abstract submission Reviewer access

Reviewer profile

Mr. / Ms.	<input type="text" value="Mr."/>
Title	<input type="text" value="Drs"/>
Name	<input type="text" value="John"/> <input type="text" value="Doe"/>
University/Organization	<input type="text" value="University of Amsterdam"/>
Department	<input type="text" value="Congresbureau"/>
Address	<input type="text" value="Spui 21"/>
Postal code / City	<input type="text" value="1012 WX"/> <input type="text" value="Amsterdam"/>
Country	<input type="text" value="Netherlands"/>
Phone number	<input type="text" value="0612345678"/>
Email address:	<input type="text" value="congres@uva.nl"/>

Settings

Receive e-mail confirmations of your reviews

[Back to your reviewer page](#)

Please make sure that you fill in all the fields. Even if you, for example, are not working in a “department”, just fill in “-”. When finished, click “Back to your reviewer page”.

You have now finished your reviewer profile, and the organizing committee will assign symposia submissions to you for review.

Step 2: review abstracts

When the organizing committee assigns you submissions, you will be notified by e-mail and asked to start work. Again, just as in the first step, click “reviewer account” in your e-mail. You will return to your reviewer account, and the abstracts for you to review will show immediately. In the example below, the abstract is titled “This is an example”.

IASCL 2014
AMSTERDAM

Symposium
Submission page

Abstract submission Reviewer access

tips

Welcome, Drs John Doe [Log out](#)

Show abstracts in overview

Here you can [fill in or edit your personal data](#) in your reviewer profile. This profile is used to effectively assign contributions to you that fit your expertise.

Symposia assigned to you

Below you find the symposia assigned to you. Please click to accept the papers that you can review. Then click "add/edit review" to submit your review scores. We kindly ask you to submit your reviews before 31-Oct-2013.

This is an example

Mary Smith

Submitted by: Mary Smith on 14:36 27 Sep
Keywords: Child bilingual language development

Accepted by you

[Add your review](#)

There is a mismatch/conflict of interest, so I can't review this

Although the committee has made every effort to avoid conflict of interest, this may still be the case. You can notify the committee of this by clicking the corresponding button.

By clicking “I will review this” you only notify the organizing committee that you have *agreed* to review the symposium. After you have done so, the sentence will appear “add your review”. Click this sentence, and you will be forwarded to the review form. Here you can read the full symposium submission, and at the bottom of the page insert your assessment.

**This is an example**

Mary Smith

Submitted by: Mary Smith

Keywords: Child bilingual language development

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duiis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; est usus legentis in iis qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me lius quod ii legunt ssepius. Claritas est etiam processus dynamicus, qui sequitur mutationem consuetudinum lectorum. Mirum est notare quam littera gothica, quam nunc putamus parum claram, anteposuerit litterarum formas humanitatis per seacula quarta decima et quinta decima. Eodem modo typi, qui nunc nobis videntur parum clari, fiant scillemum in futurum.

[View complete contribution in new window >](#)

IASCL 2014 Symposia review form

Please award points for the corresponding abstracts using the form below.

1 = poor, 5 = mediocre, 10 = excellent

The grades for the 6 points above will be combined for the individual abstract and in turn the scores for each abstract combined into an overall score for the symposium as a whole.

Submissions will be ranked on the basis of their total scores and the best selected for the number of symposium slots available (n=56).

NB If the use of English is not clear, and this impacts on the overall clarity of the abstract, this is likely to affect the evaluation.

Symposium abstract

- * 1. Degree of originality
- * 2. Contribution to the field - The symposium promises to make a significant contribution to the field
- * 3. Research questions/objectives/hypotheses - The research questions/objectives/ hypotheses are clearly stated
- * 4. Theoretical background - The content relates well to what has already been written in the field, i.e. the relevant literature is adequately referred to
- * 5. Methodology - The abstract makes clear that research methods applied/used are appropriate and well-motivated
- * 6. Presentation and discussion of results - The findings are clearly presented, and aligned with the stated research questions/objectives. Also for the main submission: coherence of the symposium

On the review page you will see the symposium abstract. Below this you can click on the orange link “view complete contribution in new window”. Through this you can view all submitted abstracts in the symposium in a separate browser window. To start grading the abstracts, scroll down on the review form to find the 6 grading boxes for each corresponding abstract.

Please note: every symposium starts with the “symposium abstract”, followed by 4 or 5 abstracts.

Award a grade from 1-10 for each aspect, and for each abstract. In a separate box (not shown here) you must add your (brief) comments for the authors. Also, there will be an option to leave comments for the organizing committee specifically, which will not be shown in any communication to the abstract authors. Feedback will be given to the authors on request.

After finishing, click “submit” at the bottom of the page. You will be forwarded to the confirmation page, and receive an automatically generated confirmation e-mail, to confirm successful submission of your review. *(You can switch off these e-mails on your personal details page, if you wish)*

If you have to interrupt your reviewing process, the system will save your work to that point. You can also return to submitted reviews at any time. However, all has to be completed by October, 31, 23:59 CET. *Note: it is important NOT to remove your browser history, otherwise your work will be lost!*

Once on the confirmation screen, click “reviewer access” at the top of the page again to return to your reviewer homepage. Here you can continue to review other abstracts, or edit existing reviews.

Symposia reviewing criteria

Symposia abstracts (main submission plus individual abstracts) will be reviewed as forming one unit. The main abstract and individual abstracts within the symposium will be evaluated on a 10-point scale for **each** of the following criteria:

1. Degree of originality
2. Contribution to the field - The symposium promises to make a significant contribution to the field.
3. Research questions/objectives/hypotheses - The research questions/objectives/ hypotheses are clearly stated.
4. Theoretical background - The content relates well to what has already been written in the field, i.e. the relevant literature is adequately referred to.
5. Methodology - The abstract makes clear that research methods applied/used are appropriate and well-motivated
6. Presentation and discussion of results – The findings are clearly presented, and aligned with the stated research questions/objectives. Also for the main submission: coherence of the symposium

A score of 10 means excellent; 5 means mediocre and 1 is poor.

The grades for the 6 points above will then be combined for the individual abstract and in turn the scores for each abstract combined into an overall score for the symposium as a whole. Submissions will be ranked on the basis of their total scores and the best selected for the number of symposia slots available (n=56).

Contact details

In case you run into any problems, or have any questions regarding the review process, please contact the Conference Office of the University of Amsterdam at:

(Monday – Friday from 9:00 – 17:00)

Mail address:

UvA Conference Office
Spui 21
1012 WX Amsterdam
The Netherlands

TEMPLATE 7. POSTER REVIEW MANUAL



Poster reviewers manual - IASCL 2014

Thank you for agreeing to be a reviewer for IASCL.

You have been assigned to review posters. Here is the link to the review page:

<http://www.aanmelder.nl/iasclposters/reviewer>

Please follow this manual to help you through the reviewing process.

Step 1: creating your reviewer account.

Upon entering the website you will be prompted to submit your name and e-mail address.

The screenshot shows the 'Reviewers access' section of the IASCL 2014 Amsterdam website. At the top, there is a navigation bar with 'Abstract submission' and 'Reviewer access' (the latter is highlighted). The main heading is 'Poster Submission page'. Below this, the 'Reviewers access' section contains the following text and form:

Reviewers access

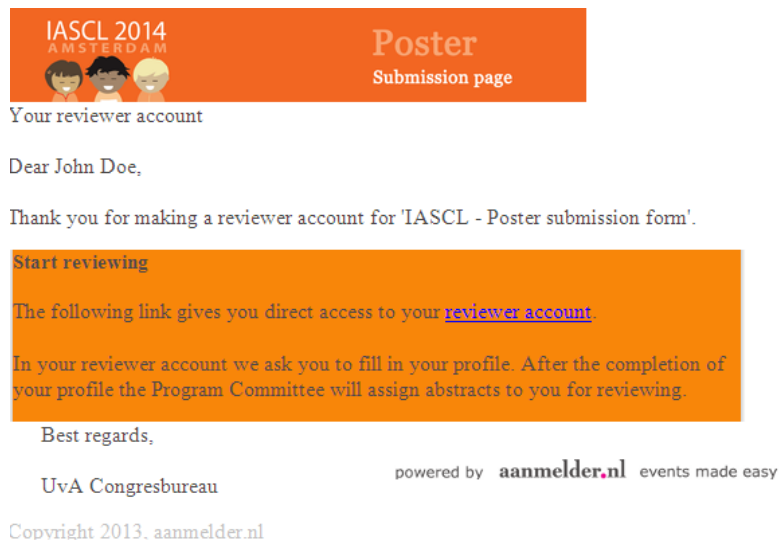
Please fill in your name and email address. We will send you an email to start the reviewing process.

Your name:

Email address:

Click “send me an email with my reviewer account”. A message will pop up stating that an e-mail has been sent to the specified address. It might take a few seconds for the e-mail to arrive, please do not click the button again. Sometimes, in case of stringent spam settings, the e-mail will be placed in the spam folder by your e-mail provider. Please double check this before re-applying for an account.

The e-mail will look like this:



Click on the underlined words “reviewer account” to go directly to your account. When arriving at the website again, click “complete your reviewer profile”. You will then be redirected to a page where you can fill in your personal details:

The screenshot shows the "Reviewer profile" form on the IASCL 2014 Amsterdam website. The header includes the IASCL 2014 Amsterdam logo and the text "Poster Submission page". Below the header are two tabs: "Abstract submission" and "Reviewer access". The form fields are as follows:

Mr. / Ms.	Mr.
Title	
Name	John Doe
University/Organization	University of Amsterdam
Department	Congresbureau
Address	Spui 21
Postal code / City	1012 WX Amsterdam
Country	Netherlands
Phone number	0612345678
Email address:	congres@uva.nl

Below the form is a "Settings" section with a checked checkbox for "Receive e-mail confirmations of your reviews" and a link "Back to your reviewer page".

Please make sure that you fill in all the fields. Even if you, for example, are not working in a “department”, just fill in “-”. When finished, click “Back to your reviewer page”.

You have now finished your reviewer profile, and the organizing committee will assign poster submissions to you for review.

Step 2: review abstracts

When the organizing committee assigns you submissions, you will be notified by e-mail and asked to start work. Again, just as in the first step, click “reviewer account” in your e-mail. You will return to your reviewer account, and the abstracts for you to review will show immediately. In the example below, the abstract is titled “This is an example”.

The screenshot shows the IASCL 2014 Amsterdam Poster Submission page. The header is orange with the text "IASCL 2014 AMSTERDAM" and "Poster Submission page". Below the header, there are three cartoon avatars and the text "Abstract submission" and "Reviewer access". The main content area is white with a blue border. It starts with a "Welcome, John Doe" message and a "Log out" link. Below that, there is a section titled "Poster abstracts assigned to you" with a "tips" link and a checkbox for "Show abstracts in overview". The main abstract shown is titled "This is an example" by Mary Smith, submitted on 14:36 27 Sep, with keywords "Child bilingual language development". At the bottom, there is a blue box with the text "Accepted by you" and a link "Add your review". Below this, it says "There is a mismatch/conflict of interest, so I can't review this".

To start reviewing, click “I will review this”. Although the committee has made every effort to avoid conflict of interest, this may still be the case. You can notify the committee of this by clicking the corresponding button.

By clicking “I will review this” you only notify the organizing committee that you have *agreed* to review the abstract. After you have done so, the sentence will appear “add your review”. Click this sentence, and you will be forwarded to the review form. Here you can read the full abstract, and at the bottom of the page review it.



This is an example

Smith, Mary

Keywords: Language development in atypical populations

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad mirum veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam, est usus legentis in iis qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me lius quod ii legunt saepius. Claritas est etiam processus dynamicus, qui sequitur mutationem consuetudinum lectorum. Mirum est notare quam littera gothica, quam nunc putamus parum claram, anteposuerit litterarum formas humanitatis per seacula quarta decima et quinta decima. Eodem modo typi, qui nunc nobis videntur parum clari, hant sollemnes in futurum.

[View complete contribution in new window >](#)

IASCL 2014 Poster review form

Please award points for the abstract using the form below.

1 = poor, 5 = mediocre, 10 = excellent

The grades will then be combined in an overall score and the best selected for the number of poster slots available (n= 300).

- 1. Degree of originality
- 2. Contribution to the field - The abstract promises to make a significant contribution to the field
- 3. Research questions/objectives/hypotheses - The research questions/objectives/ hypotheses are clearly stated
- 4. Theoretical background - The content relates well to what has already been written in the field, i.e. the relevant literature is adequately referred to
- 5. Methodology - The abstract makes clear that research methods applied/used are appropriate and well-motivated
- 6. Presentation and discussion of results - The findings are clearly presented, and aligned with the stated research questions/objectives. Also for the main submission: coherence of the symposium



On the review page you will see the abstract. Below this you can click on the orange link “view complete contribution in new window”. Through this you can view the total abstract in a separate

browser window. To start grading the abstract, scroll down on the review form to find the 6 grading boxes.

Award a grade from 1-10 for each aspect. In a separate box (not shown here) you must add your (brief) comments for the authors. Also, there will be an option to leave comments for the organizing committee specifically, which will not be shown in any communication to the abstract authors. Feedback will be given to the authors on request.

After finishing, click “submit” at the bottom of the page. You will be forwarded to the confirmation page, and receive an automatically generated confirmation e-mail, to confirm successful submission of your review. *(You can switch off these e-mails on your personal details page, if you wish)*

If you have to interrupt your reviewing process, the system will save your work to that point. You can also return to submitted reviews at any time. However, all has to be completed by October, 31, 23:59 CET. *Note: it is important NOT to remove your browser history, otherwise your work will be lost!*

Once on the confirmation screen, click “reviewer access” at the top of the page again to return to your reviewer homepage. Here you can continue to review other abstracts, or edit existing reviews.

Poster reviewing criteria

Poster abstracts will be evaluated on a 10-point scale for **each** of the following criteria:

1. Degree of originality
2. Contribution to the field - The abstract promises to make a significant contribution to the field.
3. Research questions/objectives/hypotheses - The research questions/objectives/ hypotheses are clearly stated.
4. Theoretical background - The content relates well to what has already been written in the field, i.e. the relevant literature is adequately referred to.
5. Methodology - The abstract makes clear that research methods applied/used are appropriate and well-motivated
6. Presentation and discussion of results – The findings are clearly presented, and aligned with the stated research questions/objectives.

A score of 10 means excellent; 5 means mediocre and 1 is poor.

The grades will then be combined in an overall score and the best selected for the number of poster slots available (n= 300).

Contact details

In case you run into any problems, or have any questions regarding the review process, please contact the Conference Office of the University of Amsterdam at:

(Monday – Friday from 9:00 – 17:00)

Mail address:

UvA Conference Office
Spui 21
1012 WX Amsterdam
The Netherlands

TEMPLATE 8: CRITERIA FOR REVIEWERS

Symposia reviewing criteria

Symposia abstracts (main submission plus individual abstracts) will undergo a review. In the review process the main abstract and individual abstracts within the symposium will be evaluated on a 5-point scale for each of the following criteria:

- a) Degree of originality
- b) Contribution to the field - The symposium promises to make a significant contribution to the field.
- c) Research questions/objectives/hypotheses - The research questions/objectives/ hypotheses are clearly stated.
- d) Theoretical background - The content relates well to what has already been written in the field, i.e. the relevant literature is adequately referred to.
- e) Methodology - The abstract makes clear that research methods applied/used are appropriate and well-motivated
- f) Presentation and discussion of results – The findings are clearly presented, and aligned with the stated research questions/objectives.

The grades will then be combined in an overall score for the symposium as a whole; submissions will be ranked on the basis of their total scores and the best selected for the number of symposia slots available.

NB If the use of English is not clear, and this impacts on the overall clarity of the abstract, this is likely to affect the evaluation.

Poster reviewing criteria

Poster abstracts will undergo a review. In the review process the abstract will be evaluated on a 5-point scale for each of the following criteria:

- a) Degree of originality
- b) Contribution to the field - The symposium promises to make a significant contribution to the field.
- c) Research questions/objectives/hypotheses - The research questions/objectives/ hypotheses are clearly stated.
- d) Theoretical background - The content relates well to what has already been written in the field, i.e. the relevant literature is adequately referred to.
- e) Methodology - The abstract makes clear that research methods applied/used are appropriate and well-motivated
- f) Presentation and discussion of results – The findings are clearly presented, and aligned with the stated research questions/objectives.

The grades will then be combined in an overall score and the best selected for the number of poster slots available.

NB If the use of English is not clear, and this impacts on the overall clarity of the abstract, this is likely to affect the evaluation.

TEMPLATE 9 LETTER OF ACCEPTANCE

Concerns : IASCL 2014 conference July 19th-24th in Amsterdam
Abstr. no. : ???
Title submission : Title symposium

Dear Mr/Ms ...

We are pleased to inform you that your submission for the symposium has been accepted. We received over 200 submissions covering the wide variety of topics the conference focuses on and were able to only accept some of these due to program restrictions..

Review procedure

At least two reviewers independently assessed your abstract according to the criteria listed on the website.

The comments from the reviewers (if any) are quoted here:

XXXX

As the symposium convener, we ask you to notify all the presenters of this acceptance. This letter is only being sent to you.

Registration for the conference

Registration opens on **December 15th, 2013** : see the conference website for full information on the organisation, social events, bursaries etc.

One presenter for each paper in your symposium must register **by March 1st 2014** at the latest. If this does not happen, your symposium will unfortunately have to be withdrawn from the program and the place offered to another. Please note that it is your task as convener to check that all registrations are done on time.

If you have any questions, please do not hesitate to contact the Conference Office at . It promises to be an interesting and stimulating program.

We look forward to seeing you in Amsterdam in July next year,

Yours sincerely,

(chair) on behalf of the program committee

Concerns : IASCL 2014 conference July 19th-24th in Amsterdam
Abstr. no. : ???
Title submission : Title poster

Dear Mr/Ms ...

We are pleased to inform you that your submission for the poster has been accepted. We received over 470 submissions covering the wide variety of topics the conference focuses on and were able to only accept 300 of these due to program restrictions..

Review procedure

At least two reviewers independently assessed your abstract according to the criteria listed on the website.

The comments from the reviewers (if any) are quoted here:

XXXX

As the main poster presenter, we ask you to notify your co-authors (if any) of this acceptance. This letter is only being sent to you.

Registration for the conference

Registration opens on **December 15th, 2013** : see the conference website for full information on the organisation, social events, bursaries etc.

You must register **by March 1st 2014** at the latest. If this does not happen, your poster will unfortunately have to be withdrawn from the program and the place offered to another.

If you have any questions, please do not hesitate to contact the Conference Office at

It promises to be an interesting and stimulating program.

We look forward to seeing you in Amsterdam in July next year,

Yours sincerely,

(chair) on behalf of the program committee

TEMPLATE 10 LETTER OF REJECTION

Concerns : IASCL 2014 conference July 19th-24th in Amsterdam
Abstr. no. : ???
Title submission : Title symposium

Dear Mr/Ms ...

Thank you for submitting a symposium proposal to the conference. Unfortunately it has not been possible to accept it.
We received over 200 submissions covering the wide variety of topics the conference focuses on and were able to only accept some of these due to program restrictions..

Review procedure

At least two reviewers independently assessed your abstract according to the criteria listed on the website.

The comments from the reviewers (if any) are quoted here:

XXXX

As the symposium convener, we ask you to notify all the presenters of this decision. This letter is only being sent to you.

We hope that you will decide to attend the conference nevertheless. It promises to be an interesting and stimulating program.

Registration for the conference

Registration opens on December 15th, 2013 : see the conference website for full information on the organisation, social events, bursaries etc.

If you have any questions, please do not hesitate to contact the Conference Office at

We look forward to seeing you in Amsterdam in July next year,

Yours sincerely,

(chair) on behalf of the programcommittee

Concerns : IASCL 2014 conference July 19th-24th in Amsterdam
Abstr. no. : ???
Title submission : Title poster

Dear Mr/Ms ...

Thank you for submitting a poster proposal to the conference. Unfortunately it has not been possible to accept it.

We received over 470 submissions covering the wide variety of topics the conference focuses on and were able to only accept 300 of these due to program restrictions..

Review procedure

At least two reviewers independently assessed your abstract according to the criteria listed on the website.

The comments from the reviewers (if any) are quoted here:

XXXX

As the main poster presenter, we ask you to notify your co-authors (if any) of this decision. This letter is only being sent to you.

We hope that you will decide to attend the conference nevertheless. It promises to be an interesting and stimulating program.

Registration for the conference

Registration opens on December 15th, 2013: see the conference website for full information on the organisation, social events, bursaries etc.

If you have any questions, please do not hesitate to contact the Conference Office at

We look forward to seeing you in Amsterdam in July next year,

Yours sincerely,

(chair) on behalf of the program committee.

TEMPLATE 11 SKELETON PROGRAM

Monday 14 July

9.00 - 16.00	Pre-conference workshops	OMPH & PCH
16.00 – 17.00:	Registration opens	Atrium
17.00 – 18.30:	Opening, plenary session Invited speaker (1)	Aula
18.30 – 20.00:	Welcome reception (sponsored by CUP) & registration	Atrium (& garden)

Tuesday 15 July

09.00 – 10.15:	Plenary session Invited speaker (2)	Aula
10.15 – 11.00:	Break	OMHP
11.00 – 13.00:	Parallel sessions (block 1)	OMHP
13.00 – 14.30:	Lunch	Atrium
14.30 – 16.30:	Parallel sessions (block 2)	OMHP
16.30 – 18.30:	Poster session (1) incl. drinks & snacks	Atrium
18.30 – 20.00:	<i>JCL editors board meeting</i>	OMPH

Wednesday 16 July

09.00 – 10.15:	Plenary session: Invited speaker (3)	Aula
10.15 – 11.00:	Break	OMHP
11.00 – 13.00:	Parallel sessions (block 3)	OMHP
13.00 – 14.30:	Lunch	Atrium
14.30 – 16.30:	Parallel sessions (block 4)	OMHP
16.30 – 18.30:	Poster session (2) incl. drinks & snacks	Atrium
<i>Evening programme: IJ-kantine (max.250 seated)</i>		
19.00 – 19.45:	boat trip to dinner location	
19.45 – 22.00:	Dinner	

Thursday 17 July

09.00 – 10.15:	Plenary session: invited speaker (4)	Aula
10.15 – 11.00:	Break	OMHP
11.00 – 13.00:	Parallel sessions (block 5)	OMHP*
13.00 – 14.30:	Lunch & IASCL AGM	Atrium/OMPH
14.30 – 16.30:	Parallel sessions (block 6)	OMHP
16.30 – 18.30:	Poster session (3) incl. drinks & snacks	Atrium

Friday 18 July

09.00 – 10.30:	Plenary session: invited speaker (5)	Aula
	Presentation Roger Brown distinguished scholar award	
	Presentation best student poster award	
	General thanks	
10.30 – 11.15:	Break	OMHP
11.15 – 13.15:	Parallel sessions (block 7)	OMHP
13.15 – 14.30:	Lunch	Atrium
14.30 – 16.30:	Parallel sessions (block 8)	OMHP

* IASCL transfer of duties meeting 12-13 in Faculty room

TEMPLATE 12 LETTER TO VOLUNTEERS

If you wish to apply for such a position, then send your details (name, postal address, mobile phone number and email) by March 15th 2014 to one of the IASCL organizers listed below.

There will be a compulsory briefing meeting for all volunteers on Monday July 14th at 3pm.

Contents

1. Contact details
2. General
3. Tasks
4. Specific instructions

1. Contact details

Work Address

University of Amsterdam (UvA)
Oudemanhuispoort 4 – 6
1012 CN Amsterdam

Or

Aula,
Singel

Contacts

IASCL organization	Function / task	Phone	email
	Chair IASCL conference Coordination assistant		
Conference office	Function / task	Phone	email
t.b.d.	Coordination IASCL		
Technical assistance	Function / task	Phone	
t.b.d.			

2. General

- You are expected to work one whole day, that is 9am till 6.30pm, as a volunteer during the conference. On the other days you have free access to the conference.
- You are thus invited to the welcome reception on Monday 14 July. Coffee/tea and snacks at the poster sessions during the conference days are free of charge for you.
- Lunch boxes and the conference dinner are at your own expense.
- You will be allocated to various tasks during your work hours. Your shifts during the conference will be indicated in the program overview that will be sent to you in the second week of June.
- At the start of each day, you must be present 30 minutes before your shift starts, either at the Registration Desk in the Atrium or in the Aula.

3. Tasks

There are three types of task.

A. Room attendants

There will be an attendant in each conference room. The technical support team is spread across the various rooms. If you have questions about audiovisual equipment, it is your job to contact a technician. You will be given their names and phone numbers at the conference.

The personal conference name badge serves as an admission ticket for the conference rooms for all delegates. This holds also for the social program (the canal cruise and the conference dinner at IJkantine). Refer delegates who do not have a badge to the Registration Desk in the Atrium.

Tasks:

- Welcome the convener and speakers and help them to set up their presentations. If you have questions, ask the technician who is in charge of your room to help you. Should the speaker have any questions or requests you cannot answer (to), call the IASCL coordinator;
- If any of the speakers are not present in the conference room 10 minutes prior to the start of the session, call the IASCL coordinator immediately using your mobile phone.
- Make sure there is water and clean glasses available for the speakers. Glasses and jugs are available at the food and beverage desk in the hall Oudemanshuispoort. Fill the jugs with water;
- Welcome the conference participants. When people come in, ask them to fill the rows and not leave seats open.
- Check that all delegates are wearing their name badge.
- Close the door at the start of the session. Ask convener in advance whether it is ok to let late-comers join the sessions, and act accordingly.
- The convener, not you, is expected to keep track of time and indicate to the speakers how much time they have left using the sheets provided.
- In the larger rooms there will be a portable microphone for questions. You are responsible for bringing the microphone to a delegate that wishes to ask a question.
- At the end of the day, you will tidy the room (see Lost and found), the technicians will lock the doors.

B. Poster session assistance

The poster sessions will be held in the Atrium from 16.30 to 18.30. There will be two attendants per session. One person will be on duty at the beginning of the day to assist with hanging up the posters. Material is supplied by the conference organization.

Tasks:

- Welcome the poster presenter and help them to set up their presentations. If you have questions, ask the technician who is in charge of your room to help you. Should the speaker have any questions or requests you cannot answer (to), call the IASCL coordinator;
- Assist with hanging up posters.
- Tidy the room at the end of the day.

C. Cloak room supervision

The cloak room is located in the basement of the Oudemanhuispoort.

Tasks:

- You are expected to stay at the desk at all times during your shift. We recommend that you take a book or laptop with you for quiet times.
- Hang up coats, etc. and take in cases, bags. Issue a ticket for each.

3. Specific instructions

Clothing

You are expected to be dressed smartly and neatly.

You will receive a name badge and a IASCL-sash, thus ensuring that you will be easily recognized by the conference participants.

Showing the way to visitors

You are expected to be familiar with the location, in other words you know where the various service desks, conference rooms and toilets are located. This will be explained at the meeting on Monday July 14th.

Being service oriented and proactive

What we expect from you is a service oriented and proactive attitude. Please ask visitors if they need help, for example when people seem to be lost. Refer them to the Information desk or the Registration desk, if necessary. Report any sort of problems to the IASCL coordinator.

Lost and found

There will be a lost and found service at the Registration Desk in the Atrium where you can hand in any objects that have been left in the conference venue.

Conference rooms

It is your job to ensure that the conference rooms is in a neat and tidy state after each session.

Problems and questions?

You will be the contact person between the conference organization and the conference participants. When you encounter questions or issues you cannot answer or solve by yourself, please go to the Registration desk for any help.

TEMPLATE 13 CONTRACT FOR VOLUNTEERS

**13th International Congress for the Study of Child Language
Amsterdam, The Netherlands
Monday 14 – Friday 18 July 2014**

May 16th, 2014

Dear volunteer,

From Monday 14 July - Friday 18 July, the 13th International Congress for the Study of Child Language Amsterdam (IASCL), will be held in Amsterdam hosted by the University of Amsterdam. You have indicated that you are willing to work as a volunteer.

Please fill out the attached form and return it signed to professor _____ by post or e-mail with a digital signature by return of post and not later than June 1st, 2014. This signed form functions as confirmation of your status as volunteer. You will then be sent the information on how to register for the conference by the conference office.

We look forward to hearing from you. For further information about IASCL please visit:
www.iascl2014.org

Yours sincerely

On behalf of the organizing committee,

professor

Linguistics

University of Amsterdam

Spuistraat 210

1012VT Amsterdam

Email:

I,(name) hereby agree to work one full day (8 hours) for the IASCL conference in the period July 14th-18th in Amsterdam. The precise time and duties will be agreed between the organizers and myself as specified in the information sheet. As part of my work I will have my mobile phone available.

In return for these working hours I will be registered as a volunteer for the conference giving me full access to all sessions.

Signed,

Date..... Place

Name.....

Address.....

TEMPLATE 14: CERTIFICATE TEXT FOR STUDENT POSTER AWARDS

Example text for 1st prize



The IASCL organisation is pleased to present the

1st Place Student Poster Award

To

Imme Lammertink

For the presentation of poster:

Adult-like of lexicosyntactic and intonational cues in turn-protection by Dutch and English toddlers

during the 13th International Congress for the Study of Child Language
Amsterdam, The Netherlands, 14 - 18 July, 2014

Signature

Name

TEMPLATE 15 ROGER BROWN AWARD CERTIFICATE

The certificate should include the following text and be written preferably on velum in a handwritten script.

For ease of transport the certificate should not be framed but presented in a small protective holder.

Logo of IASCL conference

Title: Roger Brown Award 2017

The IASCL organization is pleased to make this award to
(Name and title of person)

for outstanding service over many years to the research community in the field of child language
during the 14th International Congress for the Study of Child Language, Lyon, France, July 2017.