SPCL Guidelines for organizing conferences

Please submit a proposal to spclsociety@gmail.com that includes the following information:
- Time
- Place, Venue
- Organizers, LOT
- Rationale
    o Theme
    o Keynotes
    o Format (sessions, panels, debates, other?)
- Budget (preliminary)
    o Fees (early bird, normal, deadlines for registration and payment dates)
- Accommodation options
- Special features (excursions, visits to local institutions, etc.)
- Are changes needed to the general SPCL deadlines?

LOT: Responsibilities and obligations
- Proposal to the EC at least 9 months before the planned conference and updates every two months (see the proposal guidelines for details)
- Involvement in the reviewing of abstracts (the process will be managed by the SPCL secretariat)
- Draft the program, send it to the EC for approval
    o Reserve 60 minutes for the SPCL business meeting in the program
- Conference website
    o Registration links
    o Program
    o Practical information
    o Information and updates must also be sent to the SPCL so that it can be posted on the SPCL website
- Draft an electronic book of abstracts (short abstracts), ready at least one month before the conference

SPCL: Responsibilities and obligations
- Initial communication with the SPCL membership
    o Sending out the 1st call for papers
    o Sending out the acceptances
- Coordinating and managing the abstract submissions and reviews following the guidelines
- Sends out the business meeting agenda and minutes of the previous meeting

Schedule for proposals

Winter meetings
- First call for papers out: preferably already in July/August
- Submission: First 15 September, if an extension is needed, 30 September at the latest
- Review: 10 days to review, reviewers from the EC, latest by September 30
- Notifications of acceptance: October
- Conference: January

Summer meetings
- First call for papers out: January / early February
- Submission: March 10, some days for extension
- Review: 10 days to review, reviewers from the EC, latest by March 25
- Notifications of acceptance: End of March
- Conference: June/July