Guidelines for prospective hosts of an LCR conference

The Learner Corpus Association (LCA) welcomes proposals to host one of its biannual conferences. The conference will normally be held in September or early October from Thursday morning to Saturday lunchtime. Its location should alternate between different countries and/or institutions. The conference should be organized by a Local Organizing Committee (LOC) led by a member of the LCA, and will be expected to further the aims of the LCA as laid out in its constitution. In order to be held under the auspices of the LCA, the organizers must have their proposals accepted by the LCA Board. LCR conferences typically gather between 100 and 130 delegates. The conference is a physical event, although we welcome suggestions for an additional hybrid component. We also encourage the LOC to consider the possibility of streaming and/or recording selected sessions to a digital public.

Proposals to host a conference must be submitted usually two years before the event is to take place. You will find the application form, entitled 'Proposal for Hosting an LCR Conference' on the LCA website. Deadlines for submitting proposals are advertised on the website, and proposals must be received by the Conference Secretary on or before this date. The document asks prospective local organizers of a conference to provide an outline of the purpose and aims of the conference and its relationship with the aims of the LCA, together with details regarding the proposed plenary speakers, the composition of the scientific committee, webpages, registration procedures and social program, etc.

In negotiation with the LCA Board, the local organizers can shape the character of the conference, including plenary speakers. However, the conference should remain wide in scope, covering all the aspects of Learner Corpus Research, and the plenary speakers should reflect this variety. The LCA Conference Officer shall be made a member of the LOC and be included in all major decisions, as well as consulted before information on the conference is made publicly available. The LCA President shall be kept informed on a regular basis.

Questions? Ask LCA Conference Officer Susan Nacey (susan.nacey@inn.no).

Please note the following:

1. The LOC will be responsible for financial management of the conference. The LCA will not be held responsible for any financial loss incurred by the organizers.

   - The conference fee should be kept as low as possible.
   - Participants should be provided with a list of accommodation options at affordable prices.

- LCA members who register for the conference are entitled to a reduced registration fee which should at least cover the price of a 1-year membership fee to the LCA.

2. All submitted abstracts must be anonymized by the LOC and blind peer-reviewed by at least two members of a scientific committee that has been set up by the LOC. There should be clear guidelines and criteria as to how abstracts are to be evaluated and accepted or rejected. The LOC is responsible for releasing the Call for Papers (and any reminders) and for informing applicants of the decisions.

3. There will be a competition for best paper presentation. Only full papers that are single-authored by a PhD student who is a registered member of the LCA will be considered. Members interested in entering the competition must indicate so when submitting their abstracts, so the LOC must include an option in the online paper submission form where PhD students can indicate whether they want to be considered. The LOC will select the six PhD candidates whose paper abstracts have received the highest evaluation from the scientific committee in the review of submissions. The LOC will notify all candidates of the decision, adding that all finalists must register by the set deadline (see point 10). The LOC must schedule the presentations in competition for this prize early in the program, i.e. before lunchtime on the day of the conference dinner (without too much overlap). The Board will provide two judges for the competition, as well as prizes for the winner and runner-up. The winner will be announced at a suitable event at the conference (e.g. during the conference dinner, at the General Assembly or before/after a plenary). The competition will not be held if there are fewer than five competitors.

4. There will be a competition for best poster. All posters that are single-authored by a PhD student who is a registered LCA member will be considered. There should be a dedicated poster session with ample time for presenters. This session should not coincide with paper sessions. The LOC must schedule the poster session early in the program, i.e. before lunchtime on the day of the conference dinner. The Board will provide two judges for the competition, as well as prizes for the winner and runner-up. Note that this prize is often sponsored by John Benjamins; the Board will arrange this and inform the LOC. The winner will be announced at a suitable event at the conference (e.g. during the conference dinner, at the General Assembly or before/after a plenary). The competition will not be held if there are fewer than five competitors.

5. The Annual General Meeting (AGM) of the LCA, chaired by the LCA President, will be held during the conference (approx. 1 hour). The LOC needs to provide a slot for this meeting, ideally at the end of Day 2 before the conference dinner. The AGM must not coincide with any other sessions, giving all members the opportunity to participate.

6. A meeting of the LCA Board will take place at the conference venue before the conference starts. The LOC will also be asked to provide a room and other facilities (e.g., internet, printer/copying facilities) requested by the LCA General Secretary. The LOC will also be requested to supply facilities for a Board meeting on Day 2 of the conference to allocate the best paper and poster prizes.

7. The LOC will be asked to submit a written report on the event to the LCA Conference Secretary within two months after the end of the conference. This report should include feedback retrieved from delegates via a questionnaire.

8. The LOC is responsible for recruiting volunteers for conferences (e.g., student assistants as needed).

9. For planning purposes, there should be a set deadline for registration and payment for all paper and poster presenters with accepted abstracts in order for them to be included in the program. This date should also apply to anyone competing in the paper or poster competitions. We recommend that the Organizers also have a later deadline for non-presenters.

10. The LCA does not work directly with vulnerable groups as part of its core activities. However, bidders for seminars and conferences are asked to consider facilities and services available and to summarize these in their bids.

11. The LCA requires the inclusion of the LCA Diversity and Inclusion Statement and Code of Conduct Statement for LCA-endorsed conferences. If the LOC's university has similar statements they are required to use, these must receive prior approved by the LCA Board.

12. Organizers of conferences are encouraged to consider publishing conference proceedings, a special issue in a relevant journal, or an edited volume.