



Hosting a WorldCALL Conference

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Appendix A

Proposal Form

1. Introduction

This document contains information for those wishing to apply to host the 4th WorldCALL conference in 2013. The applicant should submit a proposal form (see Appendix A) and a budget (see Section 4) by the date specified in the website.

The Conference Planning Committee (CPC) will make the decision on the conference venue and final decisions relating to the following:

- conference theme
- selection of invited speakers
- arrangements for selection of papers
- arrangements for publication of proceedings (see below)
- price payable by participants

A representative of the host institution will be invited onto the WorldCALL Conference Planning Committee, either as a co-opted member or as an observer, for at least two years prior to the conference and one year afterwards.

The conference organiser will then set up a local organising/steering committee. This should include at least one additional member of the CPC (or a nominated representative), and at least 70% membership from local or regional institutions.

Conference organisers will be expected to work to the arrangements outlined in this document concerning the organisation, Academic Program, Scholarship Program and financial arrangements, and any subsequent instructions issued from time to time by the Conference Planning Committee.

Full details are available on the Conference website [<www.worldcall.org/>](http://www.worldcall.org/).

2. Academic Program

The Academic Program Committee will be responsible for the Academic Program. This committee will comprise of two program subcommittees, one at the local level and one international. The **Local Program Committee** will act for the members of the sponsoring organization and the local geographical region; the **International Program Committee** will receive, referee and accept proposals from all participants outside the local geographical region. The principles outlined below apply equally to both program committees. The scope of the “local geographic region” shall be determined once the site application has been accepted.

In order to ensure, maintain and further develop the academic standing of WorldCALL conferences, conference organisers are requested to work to the following procedures:

1. A clear thematic framework for the conference must be established well in advance. This framework, and the choice of plenary speakers, will be drafted by the organisers, through discussion with the Conference Planning Committee, although the final decision lies with the Conference Planning Committee.
2. Members of the Conference Planning Committee will serve on the International and Local Program Committees, sharing responsibilities to tie in with the thematic framework and the selection of abstracts. Additional members of the Program Committee may be drawn from elsewhere, by arrangement with the Conference Planning Committee.
3. A clear distinction must be made between types of presentation, e.g. plenary sessions, academic papers, ‘show and tell’ presentations, software demonstrations, poster sessions, postgraduate poster sessions.
4. Submissions for academic papers for the parallel sessions will be sought under various ‘strands’ (four or five) of the conference theme. Appropriate members of the Program Committee will be designated to:
 - referee the papers in a particular strand and select those which are suitable for inclusion, making appropriate recommendations to the organiser;
 - take part in chairing sessions in the appropriate strand, and recommend suitable colleagues to chair other sessions;
 - referee papers submitted for publication and make recommendations to the editors on whether they should be included in the selected papers.

5. Academic papers presented and published must maintain a sound balance between theoretical aspects, examples of good practice, research, and didactic reflection.
6. Conference organisers should encourage the submission of papers in languages other than English. In such cases, extended abstracts translated into English should be provided. A pre- or post-conference workshop in another language should also be encouraged.
7. Organisers are required to make provision for pre-conference workshops.

3. Scholarship Program

In order to further develop the support offered by WorldCALL to participants from underserved countries through the Scholarship Program, conference organisers are requested to work to the following procedures:

1. A financial framework for the provision of a minimum of 6 scholarships for participants from underserved countries should be provided. (see Budget - 4.1)
2. Members of the Conference Planning Committee will serve on the Conference Scholarship Committee sharing responsibilities for the acquisition of sponsorship support to tie in with the framework provided in (1) above.
3. The chair of the Scholarship Committee will be selected by the CPC.

4. Financial Arrangements

4.1 General Arrangements

1. The whole of the conference budget is managed by the local organiser.
2. A two-level standard may be established for conference fees, a “local fee structure” for members of the sponsoring organization and for cases where the average income of teachers is considerably below the expected average income of those travelling from abroad, and a “standard fee structure” for those outside the local geographical region. The standard fees may be quoted and paid for in an International currency such as Euros or U.S. dollars.
3. The surplus is generated through numbers attending. In other words, the Conference budget should be established (including all costs), and the minimum number of attendees should be identified so that, with that number of conference fees, the conference will break even. It is expected that the conference will over recruit. So it would be sensible to set the conference budget and fees at a level where say, 300 paying attendees would produce a break-even situation. The intention would be to recruit, say, 400 participants, which would produce a profit. Variations are, of course, possible as far as the numbers are concerned.
4. Arrangements for conferences will vary according to local circumstances: WorldCALL will advise on budgeting in general terms and will recommend an appropriate 'break even' figure. However, organisers are strongly encouraged to consult financial experts within their own host institution when preparing budgets. It is the responsibility of the named conference organiser to present a proposed budget to the WorldCALL Conference Planning Committee for approval.
5. Income generated from the pre-conference workshops is managed by the Local Organising Committee (LOC).
6. WorldCALL cannot underwrite expenses in the event of under-recruitment or cancellation.
7. WorldCALL Conference organisers are expected to seek sponsorship from their host institution and elsewhere. Kindly advise the WorldCALL Conference Planning Committee whether: (1) There are government funding possibilities available in your country (2) Is funding available for research activities such as research events and workshops? Please note that any projected sponsorship funding must not be calculated into the ‘break even’ budget figure.

8. The host institution is expected to work closely with the conference organiser in ensuring that the conference is profitable. Any charges towards the conference made by the host institution must be clearly specified and included, in advance, in the conference budget.

4.2 Advice on budget

EXPENDITURE

Fixed costs (remain the same regardless of numbers participating)

- Hire of technical equipment
- Website
- Virtual Strand
- Poster boards
- Contingency
- Signage
- Promotion (incl. organiser attendance at WorldCALL Exec meetings, 2011 and 2012)
- Hire of rooms
- Technical support staff
- Student helpers
- Plenary Speakers' expenses (travel and accommodation)
- Conference organiser costs (e.g. assistance with Program)
- Registration fee for members of WorldCALL Conference Planning Committee (approx 10 persons)
- Other?

Total fixed costs

Variable costs (per person)

- Production of conference handbook
- Coffee breaks
- Lunches
- Conference badges
- Conference pack (bag, pen, etc)
- Welcome reception
- Banquet
- Conference organiser's fee per participant (if applicable)
- Bank charges
- Other?

Total variable costs per person

TOTAL EXPENDITURE = Total Fixed costs + (total variable costs per person X 300)

COST PER DELEGATE = Total expenditure divided by 300

INCOME

Registration fee x 300

Total expenditure should equal income.

- WorldCALL recommends calculating 300 participants as a break-even number.
- Ideally sponsorship will be acquired, but this should not be assumed in the initial budget.
- As many more than 300 participants generally attend WorldCALL, the budget should generate a surplus.

Registration fees

An Early Bird fee is available for those registering before four months prior to the conference, and about \$80 is added for later registrations.

Pre-conference Workshop income

The conference organiser decides on a fee and agrees it with the organisers of the workshops. Typically, it may be \$80 for a one-day workshop, including \$20 for coffees and lunch, but these do not necessarily need to be included. Half went to the presenters as a fee. The people in charge of registration thus need to agree also to collect this and to pass it on to the caterers, and workshop organisers.

5. Timetable of activities (X = start date of conference)

X minus 3 years:	Prepare proposal and budget and submit to CPC
X minus 3 years:	Start approaching sponsors
X minus 2 years:	First Announcement and Call for Papers (theme to be agreed by Conference Planning Committee) posted on conference website and announced by conference organiser at closing ceremony of preceding conference
X minus 2 years:	Invite Keynote Speakers
X minus 1 year:	Registration forms/further information available/posters
X minus 1 year: Committee	Deadline for submission of abstracts to the Program
X minus 1 year:	Participants to be informed by conference organiser whether presentations/papers are accepted
X minus 1 year:	Draft Program available
X minus 3 months:	Deadline for reduced-rate registration
X minus 2 months:	Full conference information to registered participants (See section 5. Communication with Participants)
X	Items to include in conference pack: <ul style="list-style-type: none">○ Final Program○ Abstracts○ List of participants (include email addresses if possible)○ Evaluation sheet (sample from WorldCALL office)
X plus 1 month:	Send feedback to WorldCALL office
	Submission of papers for consideration as selected chapters in a WorldCALL book, or special issue of a journal.

6. Communication with Participants

Delegates who have registered for the conference should receive acknowledgement of their registration within 1 week.

At least 3 months before the conference they should receive by mail or email:

- an outline of the Program, stating venues (especially the events on the first day), and a campus map;
- the name and location of their accommodation;
- precise details (with map) of how to get to their accommodation from the airport/railway station, etc.;
- details of car parking arrangements
- details of what they have already paid for, and what they will need to pay for (approximate costs)

If they are giving a paper, presentation or workshop:

- details of what equipment has been reserved for them;
- name, room number and telephone/email address of the person in charge of technical support;
- details of any arrangements for installation of software and setting up equipment;
- details of storage/security arrangements for equipment belonging to presenters

7. Promotion of commercial products

1. In the case where a presenter wishes to run a workshop on generic commercial software, such as html etc, participants pay the normal workshop fee and the net profit is shared 50/50 between the presenter and the LOC.
2. Commercial companies are charged at a rate set by the LOC to run a workshop on commercial software. Participants pay the normal workshop fee, but it must be made clear that this is a commercial workshop. Net profit is shared 50/50 as above.
3. For all other conference events such as paper presentations, Show and Tell and poster sessions, it must be made clear if there is a commercial element and the stress should always be on value-added and training.

Appendix A

WorldCALL 2013

A Proposal to Host the WorldCALL Conference in 2013

Document Notes

Author
Date
Version
Document Name
Document Title

The Proposer(s): [name of institution(s)]

The Rationale:

About our institution(s)

Commitment to WorldCALL Objectives

Conference Theme

Venue and Date

Conference site(s) and date

Residential Accommodation

Transport Access

Social Program

Conference Dinner

Conference Format

Staffing

Management

Registration (pre-conference)

Registration (during conference)

Technical support

Helpers during conference

Accommodation

Catering

Space and Facilities

Conference rooms

Commercial exhibition space

Meeting rooms (for SIGs etc.)

Presentation equipment

Computer equipment

Internet connectivity

Other facilities (e.g. videoconferencing)

Budget

Financial Management

Commercial Exhibition

Sponsorship