Information for Hosts

1. Finance and Fees

CADAAD is an informal academic community, not an association or society. This means it does not collect membership fees or generate income in any other way. It therefore cannot underwrite conferences and cannot provide any float. By the same token, it also means there is no levy to be paid by local organisers to CADAAD.

CADAAD conferences are therefore independent projects and local organisers should obtain the financial backing of their own institution. CADAAD conferences are not intended to be profit generating. However, budgets should be planned to ensure financial losses are not incurred. Any small amount of profit made is retained by the hosts.

Registration fees are calculated by the local organisers and should be kept as low as possible within the constraints set out above. CADAAD recognises that fees will vary depending on local economies.

Registration fees should be set at five levels: (i) early bird, full fee; (ii) early bird, reduced fee; (iii) standard, full fee; (iv) standard, reduced fee; (v) late fee.

Reduced fees apply to postgraduate students and independent/retired/unemployed researchers. In addition, at least five fee-waiver bursaries should be made available to support outstanding postgraduate students or young post docs who are not in receipt of other financial support or only benefiting from very limited financial support.

Budgets also need to take into account fee-waivers for the CADAAD Journal editor and copy-editor as well as the Chair of the Executive Committee.

2. Venue and Catering

CADAAD conferences may be held either on a university campus or in a quality hotel. The conference venue must provide the following:

- A plenary room with capacity for at least 250 people
- A minimum of 8 breakout rooms
- Audio-visual technology (computers, projectors, speakers) in all rooms
- Registration space and space for publisher displays
- Technical support

The venue must also offer some onsite catering facilities. At minimum, these must provide tea and coffee at registration/arrival and during morning and afternoon breaks. Lunch should

also be provided at the venue with the cost included in the registration fee. Otherwise, there must be a sufficient number of cafes/restaurants within short walking distance of the venue.

A venue is also required for a reception event usually held on the first evening and a conference dinner on the middle night.

3. Transport and Accommodation

The conference venue should be accessible by local bus/taxi/train from an international airport. Otherwise, good intercity train connections linking the venue with a major international airport are required.

A range of accommodation types and prices should be available to delegates. If possible, discounted rates should be negotiated with local hotels. There should be at least one budget option. It is also important that sufficient local accommodation will be available if the destination is popular with tourists or if the conference coincides with any major local festivals/events.

4. Call for Papers and Academic Programme

CADAAD has a standard Call for Papers which local organisers should adopt. This may, of course, be updated to take account of new developments in the field or topics of particular significance at the time.

CADAAD operates a strict peer-review process in selecting abstracts for inclusion in the programme. Local organisers are expected to implement this faithfully.

The academic programme will usually consist of:

- The general session organised, as far as is possible, into themed blocks
- A number of panel sessions dedicated to specific themes[1]
- 5 Plenary lectures
- A general assembly (in plenary format)

The choice of plenary speakers should be made in consultation with the CADAAD Executive Committee and should strive for balance and diversity in gender, disciplinary approach and stage of career.

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[1] Panel sessions are proposed by panel organisers as part of the submission of abstracts.

5. Committees, Local Support and Administration

The local organisers will need to establish a Local Organising Committee. This will need to include a Chair and a Conference Secretary. The conference Chair is the person ultimately responsible for organising the event and communicating with the CADAAD Executive Committee.

The local organisers will also need to establish a Scientific Committee who can assist with the review of abstracts.

The CADAAD Executive Committee is there to support and advise local organisers. The Outgoing Conference Liaison Officer is particularly important in this regard.

It is important that the local organisers will receive administrative support from their institution. For example, in the collection and processing of registration fee payments, setting up and maintaining a conference website, etc.

Local organisers will also need practical support during the conference. For example, in maintaining the registration desk, 'running' microphones during plenary lectures, etc. This form of support often comes from student volunteers.

6. Social Programme and Tourism

It is expected that in addition to the academic program there will also be a social program. The social program should include a reception event at the end of the first day and a conference dinner on the middle night. These may be held at alternative venues to the main conference. Different dietary requirements must be accommodated.

In our experience, organised excursions to visit local tourist sites are not widely taken up. However, excursions may be organised if the venue is near a major tourist attraction. Otherwise, local organisers should be able to provide recommendations for local attractions and information on how to access them. This should be included on the conference website.

7. Sponsors and Publishers

In some cases, sponsorship from local organisations may be available. This very much depends on the local context.

Traditionally, the publisher John Benjamins has sponsored CADAAD conferences by providing conference bags, pens and lanyards.

A number of publishers typically have manned and unmanned stands at CADAAD conferences. The Executive Committee will be able to provide contact details for different publishers and discuss the different arrangements hosts might make with them.

8. Proceedings

Selected proceedings of CADAAD conferences are published in a special issue of the CADAAD Journal. Local organisers are expected to assist in the collation of proceedings.