

## Appendix A

### Indicative RECE Conference Guidelines

The RECE Conference follows the key principles, that are listed in the section 2A of the RECE Charter. These additional guidelines elaborate on them:

- The RECE Conference Host Site needs to budget for supporting RECE members with diverse needs. In the past, this included for example our members requiring ASL assistance. Many of these diverse needs become known during the registration process.
- The RECE Conference Host site needs to make the conference affordable for graduate students and other communities as listed in 2A. It is expected that there will be different tiers of registration.
- The RECE Conference takes place in different countries, including locations outside of the Global North
- The RECE Conference is traditionally held in the fall, and may include a weekend. The dates are negotiated but it is good to discuss in advance with the RECE Steering Committee any diversion from the tradition
- The RECE Host Site budgets for a surplus of at least US\$10,000, that is returned to RECE. All surplus from the conference is returned to RECE.
- The RECE conference does not include any paid keynotes, unless there is approval from the Steering Committee. It is expected that the all RECE members will appear on the programme only once (are part of only one session). However, it is possible with the agreement of the RECE Steering Committee to run a pre-conference session(s), which may include the presenters from the main programme
- The RECE Conference follows the established structure - opening ceremony with (local) panel and reception; 3 full days of a conference finishing with a conference banquet where awards are presented and other programme items, including a cultural performance may take place. The RECE conference has a history of offering excursions before, during or after the conference (educational, historical, cultural, nature)
- The RECE host site is responsible for purchasing gifts for the award winners and plaques. Traditionally, these have local significance.
- The RECE Conference Host Site and Programme Chairs are encouraged to communicate and check-in regularly with the RECE Steering Committee
- Below are a suggested timeframes, tasks, and those responsible for them:

<b>Time prior to conference</b>	<b>Task</b>	<b>Responsibility</b>
2 -3 years	Proposal for hosting conference	Potential host in dialogue with Steering Committee
2 years	Decision on Host site	BM on the basis of SC recommendation

2 years	Appointment of Program Chair	BM on the basis of HC recommendation
1 year	Decision on exact dates	BM on the basis of HC recommendation
+ 45 weeks	Draft for Call for Proposals sent to Program committee members Call for reviewers	Program Chair
+ 42 wks	Deadline for Program committee to return Draft for Call for Proposals	Program Chair
+41 wks	Call for Proposals (includes 2nd call for reviewers; (Website, email, FB, listsers)	Program Chair
+33 wks	Close submission of proposals Host Conference WebPage Posted	Program Chair Host Committee
+ 31 wks	Ultimate deadline for proposal	Program Chair
+ 30 wks	Send files to reviewers (two for each proposal)	Program Chair
+ 27 wks	Reviewer Deadline to return reviews	Program Chair
+25-26 wks	Notification of Acceptance	Program Chair
+ 19 wks	Deadline for award nominations/ Reply Required by Accepted Authors about attendance at conference	Host Committee
+ 11 wks	Deadline for Early Bird registration	Host Committee
+ 11 wks	Deadline for travel fund applications	Treasurer + SC Committee
+ 9 wks	Deadline for registration - presenters	Host Committee
+ 9 wks	Reminder sent to non-registered presenters	Program Chair
+ 8 wks	Ultimate deadline for presenters' registration	Program Chair
+ 5-6 wks	Program on web-page + mailed to registered participants	Program Chair/ Host Committee
+ 4 wks	Deadline for refund	Host committee
+ 2 wks	Deadline for final registration	Host Committee
+ 1 wk	Deadline for printing of "at a glance" program	Host Committee

## APPENDIX B

### New Mexico and New Zealand Proposals

## APPENDIX C.

- Many responsibilities of the Programme Chair(s) are outlined in Appendix A
- It is the responsibility of the Programme Chair to lead the Programme committee; issue the call for submissions; organise reviewers, and build the conference programme
- It is the responsibility of the Programme Chair to call for and utilise volunteers to work closely on the programme and to review submissions