Nov. 16, 2017

**NOTES from NWAV46**

We essentially built or calqued things from earlier NWAVs, e.g. using the calls for abstracts and workshops with changes, taking the Vancouver program template for scheduling and tweaking it to fit our needs, building our booklet on their model, etc. That worked really well, by and large.

PLEASE email us with any and all questions.

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Some notes:

* We went online only and paperless to the extent possible and updated the program constantly. We advise using a **conference program app** if possible to ease that.
* We increased the amount and number of **student travel awards** and were very happy about that. We expect to be able to contribute funds for this purpose to NWAV47 and hope people can keep literally paying it forward.
* As we stressed at the Business Meeting and to various people, we think the best student **oral presentation and poster awards** should be judged differently. It was suggested that a set of people be assigned to attend a small set of talks or posters and write up evaluations, something that various conferences already do. It’s $250 cash from the University of Pennsylvania (Sherry Ash is the contact there) and $150 in books from Cambridge, so less than a travel award, but people are keenly interested in these.
* We put real focus on the value of **posters** and consciously increased the number of posters. Again, we were really happy with how it worked, but we needed more space.
* We followed tradition in **charging for workshops**, and it helped the budget some, but we recommend making them free for students, at least. These are really a free-for-all and people clearly show up who haven’t paid.
* Before doing much of anything else, we suggest setting up **EasyChair** to handle abstracts and making sure that the various settings are right, e.g. that other people can’t see a given review of an abstract except for the organizers. We can pass along setting from our set-up if that's helpful.
* We have lists of people who reviewed and people who were asked and didn’t respond or didn’t agree to review.
* The folks from Pennsylvania Working Papers in Linguistics have done selected papers from NWAVs and are planning that for 46. Keep in mind any themes or areas of particular strength.
* Make sure that you get postal addresses for all attendees, since they are needed for the LVC subscription, even if somebody selects online access only.

Related files elsewhere on the wiki or available from us:

* Budget with application for internal funds. (We’re happy to share the actual budget once it’s worked out and settled.)
* List of reviewers

Available in the program booklet online)

* List of registered people
* List of exhibitor and outside sponsors