

# NWAV44–LVC discussion document

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1. Background
2. Preparation: Planned communication with delegates regarding LVC
  - On the Cambridge end
  - On the Organizers' end
3. Following NWAV44
4. NWAV44 follow up checklist

## 1. Background

- Lack of clear communication with delegates in past years has caused confusion about their subscription to LVC, hence the need for more regular/sustained dialogue with registrants (volume year, journal publication timeline, confirmation).
- We are now facilitating ongoing conversations between Cambridge and NWAV organizers each year; ideally organizers are spared from having to “reinvent the wheel” with each successive conference.
- The LVC editor at Cambridge, Melissa Good, can be considered available as a point of contact leading up to and following the conference.

## 2. Preparation: Planned communication with delegates regarding LVC

- **Cambridge end:**
  - Ad – We typically take out an ad in conference program describing the relationship between LVC and NWAV (and promoting other journals)
  - Poster – We bring an informational poster for display with journal copies at the Cambridge stand
  - Clarify 2016 pricing structure (as follows):
    - 2016 LVC journal charges for NWAV pricing**
      - Regular rate – \$52 (all regular registrations include the journal subscription at this rate)
      - Student rate – \$30 (students may opt in to receive the journal at this rate)
- **Organizers' end:**
  - **Web site additions**

Include prominent wording such as, “Registration for NWAV44 in 2015 entitles delegates to a 2016 subscription to *Language Variation and Change* (LVC volume 28). LVC is the only journal dedicated exclusively to the study of linguistic variation and the capacity to deal with systematic and inherent variation in synchronic and diachronic linguistics. The journal is published tri-annually, in March, July, and October. Delegates should expect to receive their first copy of LVC in Spring 2016. The subscription is optional for student attendees.”
  - **Payment requirements**

Organizers to determine what clearances and materials are necessary to issue the payment to Cambridge (e.g., confirm whether a pro forma invoice will be necessary; confirm which tax documents will be required to make payment, etc.) and to agree on a schedule for delivery of the list of attendees due to receive the journal subscription as well as payment.

## 3. Following NWAV44

1. Primary importance of a timely, complete list with clear breakdown of who gets what subscription—**only registrants getting the journal in some form should be included on the list.** (See list template.)

- Remove registrants who will not receive LVC at all (students who opt out, complementary registrants, anyone who is not entitled to the journal, etc.)
  - The only designations required are **student** or **non-student**. (As opposed to “plenary,” “regular,” “emeritus,” or other pricing categories set for registration.)
2. Payment should closely follow the list:
    - Cambridge can provide a pro forma invoice for payment on the basis of a finalized list; in this case, the registration list and final tally of student- and regular subscriptions is sent, and then the invoice is issued for the stated amount. Payment follows based on that invoice.
    - Customer Services stresses it cannot do anything with NWAV subscriptions until payment is received. Even if the list is in hand, we can put no registrants’ subscriptions in place until the payment is received.
    - Payment must always be in USD.
  3. Ideally, receipt of the list and payment should take place within a target **two to three weeks** of the conference.

#### **4. NWAV44 follow up checklist**

The following is a description of the ideal workflow following the closure of the conference:

1. NWAV organizers provide complete registration list to Cambridge via email following conference closure
2. Cambridge provides organizers with a pro-forma invoice, if required, and—
3. Payment is sent by organizers to Cambridge c/o the Cambridge editor for LVC
4. Upon receipt of payment, Cambridge Customer Services makes arrangements for 2016 LVC subscription for all entitled delegates, and—
5. Cambridge confirms subscriptions with delegates directly via email
6. First LVC issue to which the delegates are entitled is then scheduled for mailing in March 2016