**Committees**

**Executive** -- Greg, Renee, Laurel, Naomi

* make all final decisions

**Abstract & call for papers** -- Maddie, Dan, Zack

* draft the call (ask LM for previous ones)
* distribute the call to LinguistList and VAR-L
* choose & set up reviewing software
* update reviewer list
* assign abstracts to referees
* chase after referees
* receive & compile referees’ decisions
* (with **program** & **exec**): accept/reject abstracts
* draft notifications of acceptance/rejection (ask LM for previous ones)
* send notifications of acceptance/rejection w/request for deanonymized abstracts & presenter/poster info
* receive & compile deanonymized abstracts
* chase after authors to send deanonymized abstracts

**Program** -- Maddie, Sarah, Alicia P, (Dan, Zack)

* invite/solicit workshops
* decide on workshops
* look into possibility of free/cheap conference program app
* (with **abstract** & **exec**) accept/reject abstracts
* assemble accepted talks into a program
* assemble poster session
* tweak program to account for withdrawals/poster requests
* adjust program for preferred timeslots
* decide on session chairs
* invite session chairs
* incorporate session chair info into program
* (w/**website**) put together program booklet (abstracts, program, info on restaurants & printers, publisher ads, etc.)

**Registration** -- Ildi, Natalie, Ernesto, Kate, Alicia C

* investigate best methods of payment & registration (see if what AMP did is feasible for us; look at conference registration freeware, PayPal...)
* (w/**website**) create online registration site
* receive & compile attendee (email) list
* watch workshop sign-ups and remove ones that sell out (40 ppl)
* register free registrants
* liaise with attendees re ASL interpreting needs
* book ASL interpreters
* (w/**website, space**) communicate presenter needs (AV requirements, poster dimensions) to presenters
* prepare receipts & certificates of attendance for people who need them
* prepare invitations for people who need US visas
* Get money box (for keeping money at regdesk)
* Get laptop for regdesk
* prepare name tags
* prepare registration packets
* print programs for people who want them
* deal with the LVC subscription
* organize registration desk volunteering shifts & volunteers

**Finance** -- Renee, Hannah

* budget
* bank account
* keep all receipts

**Publishers** -- Sarah

* hit up publishers for money and book displays
* (w/**space**) liaise with publishers concerning display space and needs
* (w/**space**) ensure publishers can access & set up book displays
* (w/**space**) ensure book displays are locked up each evening
* (w/**space**) ensure breakdown of book displays at end of conference

**Merchandise** -- Sarah, Mary

* design logo
* design merchandise
* order & price merchandise
* advertise merchandise, on social media and at conference
* (w/**registration**) sell merchandise at conference

**Website & social media** -- Sarah, (Isaac)

* set up conference social media accounts (Twitter, Facebook)
* set up conference email
* check conference email, delegate/forward emails to responsible parties
* design website
* maintain conference social media accounts
* maintain site & update as info becomes available
* (w/**registration**) create online registration site
* (w/**registration, space**) communicate presenter needs (AV requirements, poster dimensions) to presenters
* (w/**program)** compile info on local restaurants, printers, housing, venue

**Space & AV** -- Laurel, Renee, Naomi

* space walkthrough
* (w/**program**) find rooms for workshops
* (w/**program**) organize space for poster session
* book easels for poster session
* (w/**publishers**) organize book display/registration space
* find out room AV requirements
* find out about guest wifi in conference rooms
* (w/**registration, website**) communicate presenter needs (AV requirements, poster dimensions) to presenters
* organize tech support
* book tables for publishers (w/**publishers**) & registration

**Social & food** -- Mary, Alicia P., Renee, Hannah

* organize catering for breakfast and afternoon breaks
* organize catering for evening events (Thurs reception, Fri poster session, Sat party)
* find party venue
* book party entertainment
* find student mixer venue
* book student mixer venue, drinks/food

**Accommodations** -- Renee, Mary, Alicia P.

* book hotel for plenary speakers
* obtain room blocks for elderly attendees from nearby hotels (talk to JVS about how we did this last time)
* solicit grad student crash space volunteers from NYU & CUNY students
* solicit crash space requests from attendees
* match attendees & local students for crash space