ASSOCIATION INTERNATIONALE
DE LITTÉRATURE COMPARÉE

AILC

INTERNATIONAL COMPARATIVE
LITERATURE ASSOCIATION

AILC-ICLA

Congress Hosting Guide

Part I: Preamble and Main Principles

Preamble

Thank you for considering hosting the AILC-ICLA Congress. This document is designed to introduce you to the process of planning the Congress, and to make as clear as possible how your local committee and university would interact with the AILC-ICLA, its Executive Council, and the Congress Program Committee, in the years leading up to the actual event.

Who can host the Congress? What institution(s) will organize the Congress and be responsible for it? Our policy is that the AILC-ICLA triennial Congresses are organized by one or more academic institutions working together; these may be supported by governmental or non-governmental cultural bodies. Collaborations of the university(/ies) with commercial or non-profit organizations are also fine as long as the academic mission and leadership of the Congress remain foremost.

That said, all local situations are different; this guide gives advice and information based on our previous experiences, and will inevitably be modified by the challenges and opportunities presented by different locations and institutions. Discussions with potential hosts should start 4-5 years before a Congress, and normally the location of the Congress is decided by the Executive Committee and ratified by the General Assembly at the preceding Congress; a Memorandum of Understanding will be signed between the AILC-ICLA and the hosting institution once the details have been agreed (normally two to three years before the event); the MOU will then become the binding contract.

The AILC-ICLA: Brief Statement of Purpose

Founded in 1955, the International Comparative Literature Association (AILC-ICLA) offers a home to all comparatists in the world and encourages exchange and cooperation among comparatists, both individually and through the collaboration of various national comparative literature associations. To that end the Association promotes literary studies beyond the boundaries of languages and national literary traditions, between cultures and world regions, among disciplines and theoretical orientations, and across genres, historical periods, and media. Its broad view of comparative research extends to the study of sites of difference such as race, gender, sexuality, class, ethnicity, and religion in both texts and the everyday world. The Association aims to be inclusive and is open to anyone

with an academic interest in comparative literature, including writers, artists, translators, graduate students and filmmakers.

Main Principles

The AILC-ICLA aims to be inclusive at all levels and in all aspects of its activities.

The official languages of the AILC-ICLA are French and English, and both of these must be used for all information, including the Website; papers can be presented in either language. The local language(s) of the hosting institution(s) can additionally be used.

The theme of the Congress and the Plenary Speakers is suggested by the Organizers, but will be agreed with the AILC-ICLA. The AILC-ICLA will also be involved in the selection of seminars, papers and panels.

Efforts should be made to make all aspects of the Congress, including the provision of accommodation, open, efficient and affordable. These may include making part or all of the conference virtual if political and/or public health circumstances require it.

The Congress is an opportunity for scholars from all over the world to meet and exchange their research, but it is also the occasion for new officers and members of the Council to be elected, for the outgoing and incoming Executive Councils to meet, and for the members to take part in General Assemblies. Committees of the AILC-ICLA often have their business meetings at the Congress. Professional development workshops oriented toward early to mid-career scholars are an integral part of the Congress. These activities need to be part of the Congress planning and must be discussed with the AILC-ICLA Council.

A website must be available in good time, for disseminating all information relating to the Congress; to receive the submission of proposed seminars, panels and papers; for participants' registration; for the publication of the program and abstracts, and for regular and timely updates; and, in the case of a hybrid or online Congress, as a portal to the Congress.

Participants in the academic program must be or become AILC-ICLA members.

Part II: Detailed Guide

Table of Contents

The following guidelines have been developed by looking to the history of our recent congresses. We offer details in order to help think through the various aspects of conference planning, while knowing that no two conferences will be or should be exactly the same. Though the pages are many, we expect that the details they include may in fact save time and effort in the end.

Frequency and Length of Congress

The Association organizes a world Congress every three years (or, in exceptional circumstances, four years), normally in late July or August (other dates can be discussed but would need a compelling rationale). As a general rule, the Congress lasts seven days (some adaptation and modification to the week-long schedule can be made, but the Congress should last at least 5 days). Where practical, or indeed, required to conform to local law, a rest day can be scheduled and be devoted to excursions and cultural programming.

Organizers should remember to factor in the need for an AILC-ICLA Executive Council meeting prior to the Congress, at least one day prior to the first session of the Congress (past Executive Council meetings have lasted as long as two days).

Participants

In recent years the AILC-ICLA Congress has varied in size, up to 2000 participants, welcoming the participation of faculty and graduate students. If you have serious constraints on meeting rooms, it is possible to limit attendance to 800-1200 by exercising greater selectivity in accepting seminar and paper proposals. Online sessions can be considered, however, to enable greater participation. It is important for host committees to work with their university or commercial organization well in advance to determine the number of participants that can be handled, in person and/or online.

Given the commitment to the inclusion of senior and junior scholars, it is important, no matter the size of the conference, to ensure a significant participation from graduate students and early career scholars. The Congress organizers should work in close collaboration with the ECARE committee in order to ensure that specific sessions and events are geared toward graduate students and early career scholars. Topics may include: sessions pertaining to the publication of scholarly articles and books at leading presses (the ins-and-outs of book proposals; the etiquette of submission; peer review; open access); and sessions devoted to navigating the academic and non-academic job market for PhDs in comparative literature and related fields.

The commitment to inclusion extends to the welcome given to participants from different areas of the globe. Bid organizers should consider access to the Congress by AILC-ICLA members and make good faith efforts to consider the logistics involved and the feasibility of access and travel to the conference—is the host city easily accessible at reasonable cost

from a major international hub? The formal bid should reflect a good faith effort to address how members can access and participate in the Congress given foreseeable eventualities, including but not limited to geographical location, climate/weather conditions at the time of the event, availability of transportation via nearby hubs, and existing restrictions due to regional tension or conflict, declared pandemics or other risks. Good faith efforts to accommodate and welcome members may involve option of a hybrid Congress (also in view of travel, visa, and financial barriers that may restrict attendance from less affluent institutions and countries, or involve additional expenses) or as a last resort, in the face of an emergency, or deterioration of political and/or public health circumstance, an online Congress.

To facilitate participation, the Congress website should include, in good time before the relevant deadlines,

- All instructions pertaining to the submission of panels and papers;
- Information on how to join the AILC-ICLA, if the participant is not already a member (please consult with the AILC-ICLA before publishing information on this);
- Information pertaining to visa requirements for attending the Congress;
- Information on hotels and hotel registration, and local transport (how to get to the Congress venue).

Congress Languages

All instructions and information on the website and then at the Congress should be presented in English and French, in addition to the local language(s).

Any divergence from the requirement for the Congress website to provide information in both English and French, in addition to the local languages, should be agreed upon in advance in the Memorandum of Understanding.

For keynotes and plenary sessions not in English or French, a translation or interpreting service should normally be provided.

Initial Big Decision I: In-person, online, or a blend of the two?

A key first consideration is whether you are able to organize an in-person Congress for its entirety, or will plan for the incorporation of online sessions within a broader in-person

congress ('hybrid' conference). In either case, organizers should be ready with a plan to shift the entire Congress online in the event of a public health or other emergency.

The AILC-ICLA's commitment to inclusion and diversity should be kept in mind when organizers consider how they can welcome participants from around the world to the Congress. These guiding principles may suggest the need for online sessions within an in-person Congress even in the absence of an unforeseen emergency. Organizers may consider whether online components may mitigate barriers to access. There are also components of the Congress that may necessitate an online dimension, such as streaming of keynotes and of plenary sessions.

Initial Big Decision II: Host at a University or a Hotel?

In planning an in-person Congress a key decision is whether you wish to host the Congress at a campus or hotel. This decision should be made jointly by you and the AILC-ICLA's Executive Council, as early as possible, since everything else follows from it. The following are some examples of what may be considered.

Examples of Campus advantages:

- Money that would normally go to the hotel ends up going to the university's conference services and their A/V and custodial departments, a fact that helps encourage university deans, provosts and presidents to offer support. It may also be easier for universities to support the AILC-ICLA by providing in-kind subsidies of technical support staff, graduate or undergraduate student time, or A/V equipment and online conference services, rather than providing a direct financial grant for off-campus events.
- Universities may charge less for catering and for technology than do hotels. Experience suggests even if shuttle buses are needed this expense can be much lower than the costs for catering and technology typically charged by hotels.
- We need so many seminar rooms that they can be hard to secure at hotels without a commitment to much larger catering budgets than we need, and to a potentially risky guarantee of a substantial number of people staying at the Congress hotel.
- Intellectually, a campus-based Congress tends to showcase the university.

Example of Campus disadvantage: A major disadvantage of a campus-based Congress is that many of the logistics (catering, security, etc.) may need to be coordinated by faculty or graduate students.

Examples of Hotel Advantages: Simplicity is the major advantage of holding the Congress at a hotel:

- all sessions are at the hotel (or two or three neighboring hotels), meaning that we largely avoid transportation, maps, walks, and the like.
- Hotels tend to be near restaurants as well as museums and other cultural attractions.
- Hotels also have expert staff who are used to handling the logistics of a large Congress.

Example of Hotel disadvantage: The major disadvantage is cost; flexibility may also be reduced incase of necessary late adjustments to the program, as hotels may require advance payment for all arrangements. If post-pandemic conferences will tend to have a smaller in-person footprint and reach a wider audience through online sessions, some of the traditional advantages of hotel conferences may be lessened.

Accommodation and Meeting Spaces

The local host committee is responsible for providing information on the Congress website about hotels, restaurants, transport to the Congress venues, and details of the Congress organization and the program. It is the responsibility of the local host committee to negotiate, if possible, with hotels to get good block rates. If possible, the local host committee may reserve an appropriate number (this may well mean 100+) of hotel rooms for the peak days of the Congress. If possible, rooms (preferably at a range of prices / quality) should be bookable via the registration process on the Congress website. The local host committee will be responsible for ensuring that recommended hotel locations are adequate in space as well as convenient in their location. This information should be communicated by the local host committee to the Executive Council. While it may be advisable to reserve a number of hotel rooms at a discounted conference rate, many attendees make their own reservations at whatever hotels best suit them for price and convenience. The local host committee should consider the risks and liabilities involved in block reservation.

Because of the seminar format, the AILC-ICLA requires a significant number of small-meeting rooms holding 16-20 people. At least two to three rooms must be able to hold substantially more participants, at least 50-60. The Congress can work with as few as 12 meeting rooms for parallel sessions, if the total size is closer to 800 participants. This meeting space can be either in the Congress hotels or in university classrooms. Ideally,

each room should have a computer, a projector and wi-fi, enabling remote participation when circumstances require. The presence of air-conditioning would also be important in hot climates, though we discourage excessive use of air-con at unnecessarily low temperatures. Contingency plans such as the use of online resources such as Zoom for seminars should be spelt out in the bid and in the MOU.

Special and large sessions

Midsize rooms may be necessary in order to include special sessions. For instance, if the Congress provides professional development workshops for graduate students and early-career researchers on publishing and job-hunting, midsize rooms accommodating 60-150 people may be required. There may be other such events, including joint panels with national associations of comparative literature.

Keynotes and Plenaries

The Congress involves larger-scale events: opening reception, keynote addresses and plenary sessions. Keynote and plenary sessions should be scheduled in rooms that can accommodate a minimum of 300 people, ideally with a video link to another large room for delegates who cannot find seats in the main lecture room (a booking system may be put in place, for example via the website); and, if possible, with live streaming (or by making a video recording or podcast available thereafter on the Conference website) for those unable to attend the Congress, or attending virtually if that is an option.

Executive Council and Committee Business Sessions

The ICLA requires (1) one room that can accommodate up to 35-40 people in sessions one to two days before, and (2) also at the close of the Congress, for Executive Council meetings, and (3) at least a couple of meeting rooms, for up to 20, throughout the Congress, for meetings of research groups and committees, etc.

(1) The Congress is preceded by an Executive Council meeting. For this meeting, the Congress organizers are expected to provide: 1-2 nights of accommodation, 1 dinner,1 lunch, coffee and drinks during the breaks. The 35-40 people include officers, members of the Executive Council, and chairs of committees. Only one room is needed during this period. Note: from experience this can be the single largest expense. The Memorandum of Understanding should specify exactly what expenses for the Executive Council meeting are being covered.

(2) Another brief meeting of the newly elected Executive Council must take place

directly after the closing session of the Congress, on the same day. 2 hours should be sufficient for this meeting. The location and time of this meeting must appear in the Congress Program.

(3) Business meetings for research committees of the ICLA usually take place during the actual Congress and space is needed for these meetings on the Congress program as well as rooms to accommodate them. Dates and times, after discussion with committee chairs via the AILC-ICLA, must be specified in the Congress program.

Elections and General Assembly

Elections

Elections are conducted online: the voting period begins before the Congress and ends before the end of the Congress. During the Congress, the organizers are expected to provide a space with computers, election information, and technologically competent assistants so that ICLA members who might need to vote on the Congress site and who might not have a computer could do it and be helped if needed.

General Assembly

A General Assembly of the AILC-ICLA membership must be scheduled during the Congress, after the Elections have taken place and votes have been counted, and before the close of the Congress, for the Outgoing Executive to report on the previous three years of activity and of the Executive Council's decisions, to announce the results of the elections, introduce the new President, officers and members of the Executive Council, and to make any important announcements (the location of the next Congress may be discussed, for example, in this Assembly). 1½ hour is generally sufficient.

The time and place of the General Assembly must be specified in the Congress program. All delegates should be able to attend, so no concomitant sessions should be planned. All efforts should be made to enable AILC-ICLA members not attending in person to take part in the General Assembly remotely.

Coffee, Reception, and Social Events

Coffee

Coffee/tea breaks of approximately 30 minutes should be scheduled at least mid-morning and mid-afternoon. Our recommendation is to control these costs by budgeting coffee/tea

for no more than 70-75% of planned attendance on peak days (first two-three days), tapering down to about 45-50% on the closing day of the Congress. If some food is also offered (such as pastries, biscuits, fruit), participants will no doubt appreciate it, but, to avoid waste, expect more drinks to be consumed than food (you may calculate food, if any, at no more than 70% of the drinks). Note that if the weather is hot, water will be in high demand. Ideally it would be important to distribute coffee stations equitably among Congress sites.

It is advisable to have signposted drinkable water stations so that delegates can refill cups and portable bottles.

Receptions and conference dinner

Generally, a formal reception is organized with no charge for participants. This is normally a reception with drinks and ideally some finger food / light buffet, not a sit-down dinner. The formal reception may expect to attract as much as one third to one half of registered participants; Congress planners need to consider if they have a hall large enough to accommodate it (in Paris and Vienna, for example, it was held at City Hall). Any change from this general practice should be made explicit in the Memorandum of Understanding—for instance, if the AILC-ICLA Congress were to offer a general reception operating with a cash bar.

A reception should also be offered for Early Career scholars, organized in collaboration with ECARE and the Executive Council. While a meal can be offered if funds allow, the reception should enable participants to mingle, meet one another and meet members of ECARE, of the Executive Council and of research committees.

A conference dinner is normally organized but paid for by participants that choose to attend it, and booked at registration.

Social Events

Social events (theater and concert outings, excursions or other special events in relation with the location of the Congress) are generally offered (against payment), if possible, at discounted rates during the Congress (over 2 or 3 evenings and/or on the free day, if one is scheduled). These social events are typical of the location.

Bidding to host the Congress

The ICLA will issue, about 5-4 years in advance of a Congress date, an invitation to

express interest in organizing a Congress, by a stated deadline.

Expressions of Interest (EoI) should normally include the proposed title and a brief thematic outline; the proposed dates of the Congress; estimated congress fees; and as much detail as is possible on the proposed location, venue, facilities, accommodation, local transportation, transfer from the nearest international airport, visa requirements, and possible health and safety hazards.

The Executive Committee will select the most appropriate EoIs and invite the selected applicants to submit to the Executive Council a full bid by a specified deadline (normally for consideration at the EC meeting at the Congress prior to the one that is being bid for). Organizers will also be invited to give short presentation at the Executive Council meeting and answer questions. Full bids should include as much detail as possible about:

- Details of the host institution(s)
- Dates and location of the Congress
- Proposed theme and intellectual / scientific rationale of the Congress
- Facilities available for the Congress (size and number of lecture and seminar rooms, meeting rooms, A/V facilities, wi-fi, electronic equipment, air-conditioning)
- Provisions, opportunities and support for early career scholars
- Number of participants that can be accommodated
- Accommodation available for participants (range of hotels, university accommodation, with indication of expected costs)
- Local transport and transport from main airports
- Catering and refreshments included in the registration
- Plans for receptions, conference dinner, social events and excursions
- Arrangements for online participation in case of hybrid Congress
- Conference fees and expected deadlines (including early bird; postgraduate discounts; accompanying person)
- Proposed schedule for publication of deadlines for submission of seminars and of papers
- Overall expected budget
- Travel and tourist information about the host city

- Possible back up plans in case of emergencies (e.g., moving entirely online, postponing the Congress)

The Executive Council will then select the successful bid and present it to the General Assembly for ratification.

Memorandum of Understanding

The AILC-ICLA Presidency and the host institution will negotiate a Memorandum of Understanding (MOU) as soon as possible once the location of a Congress has been agreed. This MOU should include such details as: contact person or persons in the host institution; a clear schedule of steps towards the Congress organization; a detailed budget with expected Congress expenses (including administrative support for the organizers and recruitment of student helpers during the Congress; printing costs; cost of website; costs for plenary speakers/special invited guests, including travel and lodging expenses, under the following conditions: economy class airfare; hotel or campus accommodation at conference rates; etc.); fee structure for participants and deadlines for registration (for example: early bird / normal / late registration; discount for postgraduates); expected numbers of participants; plans for the use of any surplus; procedures for the selection of papers and panels; expected number of seminar streams, parallel sessions; keynotes, special sessions; A/V arrangements; availability of free wi-fi for participants throughout the Congress site; plans for online participation, if planned; plans for relocation of the Congress online (or postponement) in cases of emergency. It should clearly designate all expenses borne by the host institution, and clearly delimit an agreed upon contribution by the AILC-ICLA toward the budget. Note that the MOU necessitates that the host institution be able to handle large budgets over more than one financial year (as some of the expenses will happen before the income from fees is received). The MOU will also set a deadline for agreement on budget items that cannot be decided at the point of signing, as well as a schedule for regular updates.

Once candidate hotels are identified, the MOU will specify how local hosts will handle hotel negotiations, including (for hotel-based Congresses) the contracts for the reception, coffee breaks, meeting space, and so on. For campus-based Congresses, the local committee works with university conference services (or other university services) to establish a list of appropriate classrooms and meeting spaces, to reserve auditoria for plenaries, to reserve reception facilities and to organize all necessary catering. Plenaries and receptions can also be held at a hotel or another attractive area venue, even for campus-based Congresses.

The MOU must detail which AILC-ICLA Executive Council members the local committee should reach out to and to whom their questions should be directed. This should cover the following: budgetary issues; programming issues (Congress scheduling; plenary sessions; special one-off sessions); logistical issues (rooms; A/V; stream scheduling; coffee stations; etc.); registration; Congress Website; the program; diversity and inclusion; planning for emergency relocation online or Congress postponement.

Financial Support by, and Responsibilities of, the AILC-ICLA and the Organizing Institution

The Memorandum of Understanding shall be explicit about the financial agreements between the host institution and the AILC-ICLA. Traditionally, the AILC-ICLA provides a contribution of $ 10,000 to the Congress budget, while the host institution is obliged to cover the losses. The MOU should indicate what plans are being made for any surplus (for example, past Congresses set aside surplus funds toward the subvention of ICLA publications related to the Congresses).

The level and form of institutional financial support will vary depending on institutions, and you will know the best way to handle that at your university, though of course we shall be happy to advise based on our experience.

Congress Theme and sub-themes

Organizers are invited to suggest a general theme for the Congress and to set main themes for the Congress's keynote or plenary sessions. The Congress theme, however, must be agreed with the AILC-ICLA Executive Council.

Topics for keynote and plenary addresses

Keynote and plenary sessions should address topics of broad concern to the discipline of comparative literature and culture and be diverse; consultation with the Executive Council and the standing research committees is strongly advised. In proposing keynote speakers, the local organizing committee should heed the AILC-ICLA's stated commitment to diversity and inclusion, and the selection of speakers should strive for balance in terms of gender; national origin and citizenship (include at least one speaker from the host country); rank (include faculty at various stages of seniority, and disciplinary background), and be ideally inclusive of authors, translators, film-makers, etc.

Registration

The fee structure and deadlines for registration (for example: early bird / normal / late registration; discount for postgraduates) should be indicated on the website clearly and in good time. Any bursaries made available should also be clearly described, with information on eligibility, how to apply and deadlines.

Participants should be issued with a (printable) receipt when they register, with the details of what they have paid for and the sum paid. Note that some institutions require invoices to be issued when a participant registers, in some cases addressed to the participant's institution; provisions should be made for this to be possible.

Online payment should be via secure sites; payment should be possible by bank transfer and by credit card.

Congress Program: structure, deadlines and communications

Much of the AILC-ICLA program is self-generated by our members.

The Congress should be made up of different types of sessions:

- Group sessions (also called seminars and proposed by ICLA members, including by the ICLA Research Committees; they can last over several days; they can be open to paper proposals by other participants, or reserved exclusively to the list of participants included in the initial Group session proposal);
- Congress sessions (that coincide with the set of subthemes advertised by the Congress organizers, and are open to paper proposals by Congress participants);
- Special sessions (suggested and organized by the EC and by ECARE, in coordination with the Congress organizers, and targeted at particular topics or types of participants, e.g., early career in the case of ECARE);
- and keynotes.

Group sessions (seminars) and Special sessions are organized through a two-stage process. Participants can propose seminars via the seminar proposal page on the Congress website; seminar proposals are typically due in by a first deadline (typically, the year prior to the Congress), and their acceptance should be dealt with in timely manner after the deadline (within 1 or 2 weeks) by a *comité de tri*, made up of AILC-ICLA members and faculty at the local host institution(s).

A second deadline should then be set for: a) papers submitted to the accepted group sessions (seminar streams), when these are open to proposals; b) papers submitted to the sessions organized by ECARE (NextGen) and to the special sessions (when these are open to proposals); c) individual papers for the different congress sessions (these, if accepted, will be scheduled into panels in the subtheme sections by the *comité de tri* organizers). Group session (Seminar) organizers as well as NextGen sessions and special sessions organizers will review paper submissions to their seminars (a and b) and develop their "roster" of papers in timely manner after the deadline (within 1 or 2 weeks); and they will communicate these "rosters", as well as the rejected papers, to the *comité de tri* (which has general oversight of the program, and may suggest amendments and decide whether papers rejected from a seminar due to lack of good fit may be placed elsewhere). Proposals of individual papers (c) will be reviewed by the *comité de tri*, which decides whether to accept them, and suggests groupings of papers into panels within Group sessions. Complete special sessions should also be communicated to the *comité de tri* within 1 or 2 weeks after the deadline.

Organizers should bear in mind that the Congress is also an opportunity for scholars from all over the world to meet every three years, exchange ideas, and discover scholarship going on in other parts of the world, and inclusivity is fundamental.

Communication of acceptance of individual papers, and group sessions (seminars) should be done in time for delegates to be able to take advantage of an early bird fee and obtain funding from their institution. This means that the process should be completed several months before the Congress (at least 6-9 months and ideally in the summer preceding the Congress, though we acknowledge that this may at times be unrealistic).

Keynote speakers (selected as specified above) should be distributed at strategic points through the program. The organizers, in concertation with the EC, may also organize sessions that feature area writers or showcase local historical events or places. As indicated above, the overall program also needs to include any receptions and social events, a General Assembly, election information (this may be a link to the relevant page on the AILC-ICLA's website), and a slot just after the end of the Congress for a meeting of the newly elected Executive Council.

Design of the program—especially the cover, any other features associated with special programming, campus or hotel maps, information on restaurants and local area attractions—is up to the local committee, but the basic program format and structure can

be based on an AILC-ICLA program template (see Appendix 1).

The program should be available on the Congress website, and a short version of the printed program should be provided to participants at registration on arrival, in their Congress packs. The printed program should include the overall schedule, names of speakers, titles of papers and sessions, though abstracts of papers can be published online only, as it would be expensive to include them all in the hard copy. The conference program should include a reminder for all conference participants to comply with local laws and university policies.

Note: From experience, actual turnout is always lower—sometimes, significantly lower—than the number of scheduled speakers. Provisions should be made to communicate last-minute changes (an example could be, "changes will be communicated every morning via a noticeboard located next to the reception desk", or "via the website") and Organizers may wish to request that speakers register by a particular deadline to allow for changes to the program to be made before it is printed, so as to minimize last-minute disruption.

Staffing needs before and during Congress

Arranging to hire people is the task of the local committee.

Some examples of responsibilities include: Zoom and online planning, A/V and wi-fi needs, transportation advice, catering/food, information about childcare, room assignments, campus maps, name badges, and Special Events (such as Workshops, Plenaries, etc.).

While most universities have Conference Services staff to support the organization of large events, many universities also hire graduate and undergraduate students to perform some of the duties described, including registration, providing water for speakers, supporting Zoom and A/V in seminar rooms. The management of student (and volunteer) time is a significant task; they will require oversight, training in advance and clear instructions on who to contact in case of questions and issues they cannot resolve. Conference organizers need to consider the obligation to be compliant with all university regulations pertaining to the management of students and staff—as should be clear in the MOU.

Before the Congress, the local committee finds assistants to help with registration (including advance preparation of participants' packs and of a list of registered participants) and other duties. You may want to consider utilizing student workers.

The registration desk should be large enough to handle many arrivals at the same time, and should be set up in a large entrance hall or room with good entrances and exits. We suggest that the registration tables will need approximately 6-9 staffers for the first two days. It is also helpful to have several assistants on hand to answer questions about locations and other local issues. Afterwards, staffing can be reduced, but the registration desk should stay open throughout the Congress, and there should always be someone able to answer questions from participants.

Many delegates will need an official certificate testifying to their participation in the Congress: the registration desk should be able to provide such a document quickly (for example by preparing a standard form in advance, to be filled in with details of the participant's name, institution and dates of attendance).

Participants should receive a (printable) receipt when they register, with the details of what they have paid for and the sum paid. Note that some institutions require invoices to be issued when a delegate registers, in some cases addressed to the delegate's institution. This should be made possible.

Publication of Congress Proceedings

Congress organizers are normally responsible for the publications arising from the Congress, whether as full proceedings (often in multi-volume publication), or as selected papers. Some sessions may expect to publish their papers separately (e.g., ECARE and ICLA Research Committees).

Publication plans should be discussed with the ICLA Council in advance of the Congress.

AILC-ICLA Executive Council, 2019; revised April 2021; December 2022

APPENDIX 1: Sample Programs

Paris 2013

PROGRAMME EN UN COUP D'ŒIL

PROGRAM AT A GLANCE

Vienna 2016

XXI. CONGRESS OF THE ICLA

VIENNA, 21.–27.07.2016   universität wien   ICLA 2016 VIENNA

Programme

Please find the programme / schedule for the ICLA 2016 conference below.

"scheduled talks" - to find your date, hour and room
"scheduled programme" - to see the overview of the general group sessions / group session panels

If you have any questions or doubts, please contact icla2016@univie.ac.at.

Overview

	Thu, 21.7.	Fri, 22.7.	Sat, 23.7.	Sun, 24.7.	Mon, 25.7.	Tue, 26.7.	Wed, 27.7
09:00							
09:30	Registration	1. Session	1. Session		1. Session	1. Session	1. Session
10:00							
10:30		Coffee Break	Coffee Break		Coffee Break	Coffee Break	Coffee Break
11:00	Registration						
11:30		2. Session	2. Session		2. Session	2. Session	2. Session
12:00							
12:30							
13:00		Lunch Break	Lunch Break		Lunch Break	Lunch Break	Lunch Break
13:30	Opening						
14:00	General Assembly (Audimax)						
14:30		3. Session	3. Session		3. Session	3. Session	3. Session
15:00				Excursions			
15:30	Coffee Break	Coffee Break	Coffee Break		Coffee Break	Coffee Break	Coffee Break
16:00	Key-Note Warner (Audimax)						
16:30		4. Session	4. Session		4. Session	Herta Müller	Closing (Audimax)
17:00							
17:30		Coffee Break	Coffee Break		Coffee Break		
18:00		Key-Note Leerssen (ÖAW)	Key-Note Damrosch/Apter (Audimax)				ICLA Executive Council Meeting
18:30							
19:00							
19:30	Entrance				19:30 Christoph Ransmayr		
20:00	Reception Town Hall					20:00 Dinner	