

**Timeline & checklist for conference organisers**

The SLAS conference normally takes place during the Easter break on a Thursday and Friday, and organisation is delegated to a local organising committee.

One of the local conference organisers sits on the SLAS committee in the year leading up to the conference, giving a report at each meeting.

Timeline

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| June | Set dates for conference & announce these on SLAS website & Twitter.  |
| August | Distribute Call for Papers. |
| October | Call for Papers closes & decisions processed.  |
| November | Accept/reject e-mails to go out. Deadlines for SLAS conference Grants. |
| January | Draft programme published.Registration opens (normally with early bird discount rate) |
| February / March | Registration closes & final conference programme published.  |
| March / April | Conference  |

Checklist

The following checklist is not exhaustive and is only intended as a guide to help conference organisers address some points that have been raised in the past.

* Have you read and followed the SLAS Climate Action Plan (link on SLAS website)?
* Are all rooms (including venue for conference dinner) accessible?
* Have you scheduled the AGM in the programme?
* Have you included details of quiet spaces, baby changing facilities and parenting rooms to delegates?