EACL 2014 - Lessons learned from local organizational point of view.

Volunteers:

Pre-conference:

- We created a volunteer manual with phone numbers, schedules, floor plans etc. (We attach our volunteer manual)
- Start digital schedule early preconference, have web template and program template ready.
- Good to enumerate the pages for referencing!
- Make the volunteer name tags stand out (we used a light blue color, orange would have been better).
- Gather volunteers early on (at least a month before the conference) for meetings, updates etc.

During conference:

- Have floaters, that is extra volunteers that are not assigned to a given task, e.g., a room or registration desk.
- Gather all volunteers for an update meeting each morning during the conference to provide updated information, changes etc.
- Before / after sessions, have volunteers for pointing to rooms and lunch places and answering general questions.
- Have volunteers assigned for welcoming participants to social events.

Budget:

- Hand over to PCO if possible.
- Make a list of what to cut/add if the budget changes well in advance.

Local organization:

- Local organization entails a lot of coordination and a good division of labor helps when times get crazy.
- Have a clear role definitions and details. E.g., who creates schedules, who orders conference bags, who picks up packages.
- Have a clear plan for work during the conference. Have responsible loc organizer for different days/part of day. Instead of having one responsible person for each time slot, give one person time off. There is too much to do per time slot for one single person.
- Have a quiet room for relaxation, in particular for local organizers.
- Investigate the possibility for local organizers to skip certain social events, having social events every evening is very exhausting.

Mail:

- Make a list over incoming packages, e.g., posters, material, sponsor items).
- Choose one place for sending incoming post.
- Make one person responsible for getting / checking packages
- Clearly announce latest deadline for shipping material in order to make it in time. (E.g., No last minute packages for poster sessions).
- If possible, send things directly to conference venue to avoid extra work. This must be communicated with, and accepted by, the conference venue earlyon.

Posters/Demos:

- Make sure to check the poster/demo requirements and expectations early on to be able to plan for it! E.g., allow for A0 poster if previous conferences had them or have speakers for demos. In particular, many EACL 2014 participants expected the possibility to have landscape A0 posters which was hard to accommodate because of space constraints.
- Most demo presenters bring posters, good to plan for them.
- Workshops want to have poster/demo sessions, EACL 2014 had almost 60 posters during the workshops.

- If workshops schedule poster/demo sessions over lunch or coffee breaks, this must be very clearly communicated. If coffee is not served directly where the poster/demo session is held, people tend to forget to return after having gotten coffee and this reflects badly on local organizers.
- Offer computer instead of screen for demos.

General:
- Be very clear with which group of people that get free registrations, this can have a large effect on the budget.
- Ask workshop organizers to enforce registration for their participants, e.g., by link to registration site. Quite some people did not know they had to pay to participate in a workshop during EACL 2014.
- Advertise tutorials, assign responsibility for dissemination. Some tutorials had many participants while others had almost none, those with few participants were very disappointed. Investigate the possibility to add this to the publicity chair tasks.
- It is very helpful to have a printer in the registration desk for all certificates etc that need to be printed during the conference. To this end also a university stamp is helpful.
- If a wardrobe is offered, communicate this in advance, otherwise it will remain unused and very expensive.