

6. Schedule of Tasks

2013	
28 April	1st call for papers
11 June	1st call for tutorial proposals
1 August	1st call for workshop proposals
7 August	2nd call for papers
	3rd call for papers
1 September	2nd call for workshop proposals
5 September	1st call for demos
9 September	1st call for student papers
	2nd call for tutorial proposals
	2nd call for student papers
	2nd call for demos
	3rd call for workshop proposals
	3rd call for tutorial proposals
	3rd call for student papers
	3rd call for demos
18 October	Long paper (main conference) submissions
20 October	Workshop proposals submissions
1 November	Tutorial proposals submissions
4 November	Workshop proposals notification of acceptance
	Chairs for selected workshops create web page for their workshop (local chairs link to this)
15 November	Tutorial proposals notification of acceptance to authors
	Tutorial chairs create web page for selected tutorials (local chairs link to this)
18 November	1st call for workshop papers
19 November	Long paper (main conference) reviews due
22 November	Student papers submissions
29 November	Long paper (main conference) author responses due
1 December	Local chairs announce registration fees on website
12 December	2nd call for workshop papers
15 December	Tutorials descriptions due
16 December	Local chairs install registration page on web site – Web registration starts
16 December	Programme chairs announce invited speakers and update main conference web page
19 Dec. or 4 Jan.	3rd call for workshop papers
20 December	Long paper (main conference) notification of acceptance to authors
2014	
6 January	Short paper (main conference) submissions
10 January	Demo submissions
13 January	Student papers notification of acceptance to authors
13 January	Programme chairs update main conference web page with list of selected long papers (local chairs link to this)
20 January	Student chairs update student research workshop web page with list of selected papers (local chairs link to this)
23 January	Workshop papers submission
27 January	General chair and Programme Chairs decide on general conference structure (i.e., single track or parallel tracks, workshop and tutorial scheduling, etc.), send information to local chairs.
1 February	Demo notification of acceptance

1 February	Tutorials course material due
2 February	Short paper (main conference) reviews due
3 February	Local chairs update web site with conference structure
3 february	Organisational and financial report from organisers due to general chair and EACL treasurer
7 February	Demo chairs update Demo web page with list of selected demos (local chairs link to this)
7 February	Demo chairs signal technical needs to local chairs
14 February	Long paper (main conference) camera-ready
15 February	Demo camera-ready
17 February	Student papers camera-ready
20 February	Workshop papers notification of acceptance to authors
21 February	Tutorial chairs send tutorial course material to local chairs for copying and binding.
24 February	Short paper (main conference) notification of acceptance to authors
25 February	General chair and Programme Chairs refine the conference structure (balancing papers, invited talks, business meeting, etc.) and send information to local chairs.
27 February	Workshop chairs update workshops web page with list of selected papers (local chairs link to this)
27 February	Early registration deadline. Local chairs modify web registration form so that only late registrations are possible.
28 february	Local chairs check registrations and ensure an appropriate number of copies are produced for tutorial course material
28 February	Deadline for exhibitors; local chairs plan exhibit space and provide list of exhibits
3 March	Short paper (main conference) camera-ready
3 March	Workshop papers camera-ready
3 March	Local chairs update web site with conference structure
3 March	Programme chairs update main conference web page with list of selected short papers (local chairs link to this)
3 March	<ul style="list-style-type: none"> - Main conference chairs send preface to publications chair - Posters and Demos chairs send preface to publications chair - Student chairs send preface to publications chair - Workshop chairs send preface to publications chair
31 March	Publication chairs send camera ready proceedings for main conference, student workshop, posters and demos and workshops to local publications chair
1 April	Local chairs send financial status report to general chair and EACL treasurer
15 April	Proceedings for main conference, workshops, P&D, Student workshop delivered by printer to local organisers.
25 April	Local chairs arrange facilities for registration at conference venue
25 April	Tutorials: local chairs responsible for registration and bring all material (proceedings, bags, badges, tutorial materials)
25 April	Workshops: local chairs responsible for registration and bring all material (proceedings, bags, badges, workshops materials)
26-27 April	Workshops and Tutorials
28-30 April	Main Conference (talks and posters, demos, student research workshop)
9 May	Interim accounts submitted to EACL Treasurer
1 October	Final accounts submitted to EACL Chair