LCR conferences: guidelines

Time and location

The LCR conference will take place once every two years. It will normally be held in late September or early October. Its location should alternate between different countries. It is one of the responsibilities of the LCA Executive Board to decide on the location of future conferences, in consultation with members who have offered to host those conferences. The location should be decided at the preceding LCR conference at the latest.

Organization

The call for papers should be sent at least one year before the dates of the conference. The conference will be advertised on the LCA website, but the local organizers should consider other ways of advertising the forthcoming conference, e.g. through the creation of a conference website that will also be used as the main information outlet (CFP, registration, accommodation, travel, programme, book of abstracts).
In negotiation with the LCA Executive Board, the local organizers can shape the character of the conference, including a possible theme and guest speakers. However, the conference should remain wide in scope, covering all the aspects of learner corpus research, and the keynote speakers should reflect this variety.
There should be a dedicated poster session with ample time for presenters.
The conference will include a general assembly meeting, chaired by the LCA President, where matters related to the LCA will be discussed and the next LCR conference will be announced.

Conference finances

The conference organizers will be in charge of the financial management of the conference. The LCA will not be held responsible for any financial loss incurred by the organizers.
The conference fee should be kept as low as possible and participants should be provided with a list of accommodation options at affordable prices.
The conference budget will provide funding for a prize for the best poster and/or presentation by a young researcher (PhD student or young doctor with no more than one year of postdoc experience). The winner will be chosen on the basis of the evaluation provided by the members of the LCA Executive Board who attended the presentations.

Review process

The conference organizers should set up a scientific committee that will be in charge of reviewing the abstracts. LCA Executive Board members will also be part of the scientific committee of the conference and will thus be involved in the review process to ensure unbiased and high-quality reviews.
All submitted abstracts should be blind peer-reviewed by at least two members of the scientific committee. There should be clear guidelines and criteria as to how abstracts are to be evaluated and accepted or rejected.

Publication

The conference organizers should strive to publish (a selection of) the conference papers in one or several volumes or special journal issues.