

The EALTA¹ Committee for Conference Organisation and its Chair

The Committee for Conference Organisation (CCO) is a committee according to section 16 *Delegation by charity trustees* of the CIO Constitution.

Composition of the CCO

The Committee for Conference Organisation will consist of a Chair and normally two members. The Chair will be the Trustee who was elected Chair of the Committee for Conference Organisation at the Annual General Meeting. The two members will be representatives from the two institutions hosting the immediate past and the forthcoming EALTA conferences (one member from each institution). The members will usually serve on the Committee for two years.

Chair of the CCO

The Chair of the Committee for Conference Organisation ... shall serve a three-year term of office and may serve no more than two successive terms in the same capacity. (CIO Constitution, section 12.5.5).

The Chair of the CCO is a Trustee of EALTA and member of the Executive Committee. The main responsibilities of the Chair are as follows:

Communication/Reporting

- Communicating with potential and current applicants for conference organisation: sending out calls for future conferences on the EALTA discussion list, responding to emails, sending application instructions to interested candidates; and responding to candidate inquiries.
- Receiving and processing of applications: receiving a proposal (including a declaration of interest and an initial budget), coordinating the evaluation of applications with the Executive Committee, and reporting the evaluation results to the candidate.
- Preparing reports: collecting and evaluating data from conferences over the past years, and preparing and presenting reports at the Annual General Meeting (AGM).
- Bringing the acts and proceedings of the committee to the attention of the Executive Committee.

¹ EALTA - the European Association for Language Testing and Assessment is a Charitable Incorporated Organisation (CIO), registered in England, charity number 1198137

Coordination of the annual conference organisation

- Maintaining and updating of the *EALTA Vademecum for Conference Organisation* (together with the members of the CCO).
- Establishing and following a conference planning timeline (in close cooperation with the conference organisers and the Executive Committee) – this includes e.g. sending out the call for pre-conference workshops and call for papers, information for sponsors, putting information on the conference website, and organising the onsite visit of the Executive Committee.
- Communicating with the members of the CCO and the Executive Committee on conference related issues – this includes responding to emails, coordinating questions and requests from the conference organisers, reporting (if necessary) to the Executive Committee, and reporting back any recommendations and/or decisions .

Members of the CCO

The Outgoing Conference Organiser of the CCO should have organised the most recent EALTA conference. The specific responsibilities of this member are:

- Liaising regularly with the CCO and on occasion with the Executive Committee on matters related to the organisation of the upcoming EALTA conference.
- Sharing data and evaluation reports that might be relevant for upcoming events.
- Advising and helping with coordination of the organisation of the upcoming conference, and assisting with the vetting of proposals (if needed).
- Advising on important dates in relation to the upcoming EALTA conference (in close cooperation with the CCO Chair): advising on the call for pre-conference workshops and call for papers, recent sponsorship experiences, costs, deadlines, etc.

The Current Conference Organizer of the CCO is responsible for the organisation of the upcoming conference. The specific responsibility of this member is:

- Liaising regularly with the CCO and on occasion with the Executive Committee on matters related to the organisation of the upcoming EALTA conference.

The responsibilities of both the **Current** and the **Outgoing Conference Organizer** are as follows:

- Working with the CCO Chair, the other member and, if necessary, with the Executive Committee at online meetings; responding to emails, assisting with queries, providing details and information on the EALTA conference.
- Contributing to the updating of the *EALTA Vademecum for Conference Organisation*.