



## BAAL HOST BID CHECK-LIST OF REQUIREMENTS

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### 1 Participant numbers

- 250-300 participants: 200 full registrations, 50 one-day registrations
- Thursday 200, Friday 300, Saturday 200

### 2 Venue

- Plenary room with 300 seating capacity (this is also for AGM)
- 10 break-out rooms: three to seat 30, four to seat 60, and three to seat 100
- Posters room or space
- Publishers' room, secure/lockable, with space for about 14 display stalls – in the coffee room or at least very near by.
- Tea/coffee/biscuits tables for intervals, preferably in the publishers' room
- Reception areas for registration, BAAL Book-prize, pre-dinner drinks
- Luggage room, secure/lockable, mostly for Saturday morning
- The plenary room, break-out rooms and the BAAL AGM need Powerpoint/OHP/video. Ensure all presentation rooms are fully equipped, with the technical specification of the computers up-to-date enough to enable Powerpoint and videos to run properly – this is especially important. Some rooms with internet connection is a bonus. Have a technical helpdesk during the conference to which speakers have recourse in case of problems.
- All rooms should be accessible for people with limited mobility.
- Email and photocopy facilities are very desirable, but not essential.

### 3 Accommodation

- 150 en-suite and other student halls
- Additional B&Bs and/or hotels
- Halls of residence should be close to the conference venue. All must be within easy walking distance; if not, a shuttle bus to and from the venue is essential.

### 4 Catering

- 150 breakfasts Friday and Saturday
- 160 lunches Thursday, Friday and Saturday
- 150 Thursday evening meals
- 150 Friday conference dinners (off-campus with entertainments)
- Catering venues must be easily accessible from the conference venue, and if the Friday conference dinner is very far, a shuttle bus is essential

### 5 Support

- A local conference office is essential (e.g. university Conference Centre).
- An on-site easily-contactable audio-visual support team is essential.
- Signers should be available for plenaries and papers.
- It is essential to have volunteers during the days of the conference.
- There should be enough active members in the department to get involved in conference preparation (e.g. at least six are needed for abstract reviewing).

### 6 Finances

- The conference costs around £70,000, is attended by 300 delegates, and usually makes a surplus of around £5,000, which adds to BAAL's ability to support Applied Linguistics activities. The LOC should build a 10% contingency into their budget to cover unforeseen costs and to ensure a small surplus.

### 7 The host bid

- Please, submit a detailed host bid addressing all the points above. In addition to the host bid, send the BAAL Meetings Secretary a detailed breakdown of predicted incomings and outgoings, in two versions: a) for university venue and accommodation, b) for hotel/conference venue and accommodation.
- Examples of a host bid and breakdown of costs are available on request.