

Guidelines for the SLE Meeting

Christian Lehmann (Erfurt) - 2008

Bert Cornillie (Leuven) - 2010

Dik Bakker (Amsterdam) - 2010

Ana Díaz-Negrillo (Granada) - 2012

Olga Spevak (Toulouse) - 2016

VERSION 3

October 2017

Contents

1	General information	3
1.1	Mission statement	3
1.2	Selection of local organizers	3
1.3	Structure of the meeting	3
2	Division of labour between local organizers and conference manager.....	3
2.1	Local organizers	4
2.1.1	Plenary speakers	4
2.1.2	Publishers.....	4
2.1.3	Caterers	5
2.1.4	Chairs.....	5
2.1.5	Local officials	5
2.2	Conference manager	6
3	Paper submission and reviewing	6
3.1	Call for papers	6
3.2	Workshops	7
3.3	Selection of the Programme Committee (reviewers).....	10
3.4	Paper assignment to reviewers	10
3.5	Reviewing procedures	11
4	The list of accepted papers and the book of abstracts.....	12
5	Conference awards	12
6	The reception desk and the conference pack	13
6.1	Conference pack	13
6.2	Envelope with personal information.....	14
6.3	Reception desk	14
6.4	Opening hours.....	15
7	Finances	15
8	Social activities	16
9	Schedule of tasks	17
10	Appendices.....	19

1 General information

1.1 Mission statement

SLE meetings aim at giving a platform to high-level research so as to be an innovative force in the field of European linguistics and beyond. The goal is to bring together scholars not only from different corners of Europe and the world but also to gather people from different frameworks. The core business of SLE conferences is getting in touch with and understanding current tendencies/advances in the various subfields of linguistics.

The annual meetings are an opportunity of the SLE to promote its activities and to get new members. In some editions they also generate financial benefits for future initiatives. Together with the journals, the conferences give the SLE the potential to be a key player in the field of Linguistics.

Finally, SLE meetings are conferences with a heart for people. A smooth organization previous to the conference is the basis of our success. The tight organizational model attempts to create an atmosphere of shared responsibilities as well as human warmth. SLE conferences care about people. Arranging all details before travelling is a sign of respect for the colleagues attending our conferences and pays back through improved quality and discipline by them.

1.2 Selection of local organizers

A calendar of the venues for the coming years is made on the basis of regional spread and availability of experienced local organizers. The SLE conference manager (CM) proposes a list of potential venues and organizers to the Executive Committee of the SLE (EC), which takes the final decision.

1.3 Structure of the meeting

The meeting lasts 3.5 days, ideally from Wednesday morning to Saturday noon and has plenary sessions and parallel sections, which either belong to the general or the workshop type. There are between 10 and 12 slots per day. Since SLE meetings are growing fast, it is important to reserve rooms for at least 15 parallel sessions. Excursions take place either before or after the conference. The evenings are reserved for the social program.

2 Division of labour between local organizers and conference manager

The Executive Committee of the SLE gives the mandate of organizing an SLE Annual Meeting to an SLE member, the local organizer (LO) in charge. This person, in turn, forms a Local Organizing Committee (LOC), which consists at least of the LO, a group of members of the host institution and a secretary.

The SLE Conference Manager (CM) is the representative of the Executive Committee (EC). The CM is in charge of coordinating the conference and coordinates the call for papers, the submission and reviewing process and the program. During the preparations preceding the conference, the CM follows the timetable of the deadlines mentioned in the call for papers (which is based on the

experience from the previous editions). The CM keeps in contact with the LO, consults the EC/Advisory team for the any relevant decision, and informs them of progress and challenges.

The LO proposes the plenary speakers the CM and it is then discussed with the advisory team, which includes two members from the EC, the Programme Committee chairs and the main LO. After a decision has been reached, the whole EC is ultimately consulted. Since 2014 the LO have organised a round table where some of the plenary speakers take part. The format of the RT has been changing since then. In 2016 there were 3 plenary speakers at the RT.

The SLE Conference Manager is in charge of the public relations. The email account is sle@XXXXXX and the name used is “SLE year venue” (e.g. SLE 2016 Naples). The CM uses the messages of previous years and does not send any circular without proposing the (pre)final version to the LO for approval. The CM and the LOC agree upon the conference website and the registration site before the call for papers is sent around.

There should be at least one meeting of the LOC that the CM physically attends. This should include detailed inspection of the venue and usually takes place in April – May. The SLE pays the necessary travel and accommodation expenses of its Conference Manager. Yet, these expenses are included in the conference budget.

2.1 Local organizers

The LO communicates with the following:

2.1.1 Plenary speakers

Once the plenary speakers are contacted by the CM or the LO, it is advisable that one of the members of the LOC is in charge of keeping in touch with them. The points this member has to check concern: date of arrival, date of departure, special requirements. The slot that they receive in the program will be discussed by the CM and the LO first. The CM includes the email addresses of the plenary speakers in the circulars.

The message to the plenary speakers is in Appendix 1.

2.1.2 Publishers

In the last editions John Benjamins has sponsored the SLE meeting with conference bags, ballpoints and laces for the badges. The design of the bags will be discussed between the LOC and Benjamins. The person in charge of the registrations, the SLE Secretary Dik Bakker, over the past years, advises with regard to the number of bags and according to the registrations. Usually 25% over the number of accepted papers.

De Gruyter Mouton has sponsored our meeting with notepads and pencils and Brill has sponsored the welcome reception. In return, representatives of both companies attend the conference for free (2 persons) and the conference pack contains inserts of the companies. The LOC can also contact with other publishers. Edinburgh University Press (2014, 2015 and 2016) and Oxford University Press (2015 and 2016) have also attended the conference. The representative(s) of the non-sponsoring publishes register for the conference and become members of SLE. The fee applicable in SLE 2016 was 260 euros, and was paid directly to the LO. This fee is computed in the conference budget.

The message to the publishers is in Appendix 2.

2.1.3 Caterers

The LOC keeps in touch with the catering services and inquire about the deadline for fixing the exact numbers of lunches and coffee. On the basis of the previous editions, the percentage of lunches and coffee breaks are in proportion with the total number of participants. The proportions may vary from one year to another depending on the schedule: Day 1: 90%, Day 2: 85%, Day 3: 90% and Day 4: 70%. It is advisable to check this percentages with the LO after each meeting for feedback for future conferences.

The LOC also thinks of finding the smoothest way to serve food for participants. If lunch is by self-service, there should be 5-6 serving points, so as to avoid long jams. The LOC also discusses how vegetarians will be recognized. Vegetarians can mark their preference via the registration form, whereas vegans should inform the local organizers that they have a special diet.

2.1.4 Chairs

From two months before the conference it is also good to start thinking of chairs for the general sessions and plenary sessions. The workshop sessions are chaired by the convenors. The LO takes care of this task. The LOC may contact local or national colleagues as well as with SLE officials and invite them to chair sections in the general sessions.

All chairs and convenors will receive some guidelines for the conference's well-functioning. The message to the chairs and the guidelines for chairs and convenors are in Appendix 3.

2.1.5 Local officials

The opening and closing sessions are chaired by the local organiser. The opening session of the conference (30 minutes) usually schedules several officials, who should be contacted and informed about the conference.

- LO (5 min)
- Vice-rector or dean (7 min)
- Government official (7 min)
- President of the SLE (3 min)
- CM (3 min)

The closing session on Sunday consists of the best presentation awards (by the convenor of the award committee) and a word of good buy by the president and the LO. Usually the CM also gives thanks in the closing session.

2.2 Conference manager

The CM communicates with the local organisers and the SLE executive committee.

The CM also communicates with authors and workshop convenors and this includes notification messages, messages with practical information, registration reminders, etc.

The CM also communicates with the workshop convenors (the chair of workshops also communicates with them). Given the first paragraph of the mission statement, the presence of semi-autonomous workshops is a big asset to broadening the scope of the meetings and to attracting new people to the SLE. Semi-autonomous workshops also have the benefit of spreading the workload and guaranteeing coherence and high-level discussions in focused sections. A good and respectful treatment of the workshop convenors is the basis for a successful conference, since they are its stakeholders. If we do not take into account some of their wishes, we might end up with fewer workshops.

3 Paper submission and reviewing

The organization of the refereeing process is a huge task. The CM organizes every step of the refereeing process and keeps in touch with the Chairs of the Programme Committee. In SLE 2016 (667 submissions) there were 2000 evaluations (both general and workshop papers). All submitters will receive their evaluations and scores upon the notification of acceptance or rejection (deadline 31st March).

The LOC is not involved in the selection of papers, but receives the final list before it is published online.

3.1 Call for papers

All public announcements are made on the internet; a subset is made by other media, too. By default, the SLE Annual Meeting uses the official SLE website or the www.sleyear.eu site made by the SLE webmaster (Sergio Aguado in 2011 -2016). If local organizers wish to set up their own website, this can be discussed with the CM. In any case, all information on the SLE website is checked by the LOC.

The following kinds of information are provided cumulatively (among many others):

- time and place of the SLE Annual Meeting,
- the LOC and the Programme Committee: list of members, complete address of Secretary,
- exact address of conference site,
- local maps and detail plans,
- list of hotels, with links to hotels' websites,
- route description for conference town by diverse means of transport,
- route description for conference site and residences, by car / public transport / on foot,
- reduced tickets for public transport,
- registration regulations,
- abstracts accepted,
- conference program / schedule
- book of abstracts

- list of plenary speakers and other sessions

The conference website includes a link to the conference submission system (EasyChair for SLE 2016 and 2016). It also includes a link to the registration system, which is decided upon during one of the first contacts between the EC and the LOC (centralised in SLE upto 2016). It is taken care of by either the host university, an agency or the SLE.

The conference website also includes publicity for the SLE and for membership.

Apart from the website, the SLE Annual meeting is announced as follows:

- on the electronic (mailing) lists of the discipline: LinguistList, ...
- on the SLE Newsletter,
- (optionally) by posters sent out to Linguistics Departments in Europe.

The Call for Papers is sent out to a large list of (European) linguists, including all SLE members.

- It contains all the relevant information, including the identity of the LOC, the Programme Committee and the plenary speakers, deadlines for submissions and registration regulations.
- It invites contributions to the general, workshop and poster sessions.
- It emphasizes the importance of thematic workshops.

The Annual Meeting is also made known to the publisher of the SLE journals and to other publishing companies, so that they get a chance to present linguistic publications in the conference foyer.

All e-mail communication concerning the Annual Meeting is sent out by the CM. It is prepared together with the LO and is agreed upon by both the CM and LO.

The CFP for workshop proposals is sent out in July (deadline 25th November) and also inserted in the conference bag. A 2nd CFPs for workshop proposals and general session papers is sent out in September after the conference. A last CFPs is sent out after the workshops have been selected (mid December). This CFPs is for all papers and should include a reference to the list of workshops and their abstracts published on the conference website. The three CFPs are in Appendix 4.

3.2 Workshops

Workshop proposals are submitted in November to the chair of workshops before the general deadline for paper submission (January). There are usually only two months between the end of the conference (in September) and the submission of workshop proposals. Yet, since SLE meetings are annual meetings, it is very difficult to fix the deadline much earlier or later. The CFPs is sent out in July so that convenors have more time to prepare their workshop proposals.

Workshop proposals include a description of the topic, the research questions to be addressed and a list of potential contributors, among them potential keynote speakers. We strongly emphasize the need of open calls for papers in The Linguist List.

The chair of workshops receives the workshop proposals and distributes them among the SC officers for reviewing. On the basis of the accepted proposals, the CM negotiates the number of slots with the chair of workshops. The number of slots is either 10 (one day) or 15 (1.5 days). The number of workshops to be accepted is determined by quality and more importantly by the schedule

capacity. A balance of 50% GS and 50 %WS papers is to be aimed at with a degree of flexibility up to 40% GS and 60% WS papers. Notification messages are in Appendix 5.

Below is a more detailed description of how workshops work.

1st call for workshops and instructions for workshop proposals. The first call for workshop proposals is sent out in June (Linguist List and if possible in the SLE Newsletter) and the call is also inserted in the participants' conference bag at the SLE conference in September. The call is also on the conference webpage which is presented at the Annual Members' Meeting in the previous year's conference, for example, the SLE 2017's webpage was shown at the SLE 2016's Annual Members Meeting in Naples.

Workshop proposals should contain:

1. a description of the topic and research questions (approximately and no more than 1000 words excluding references).
2. a (provisional) list of workshop participants and their provisional abstracts (max. 300 words per abstract excluding references).

The format of the workshops should be organized around 30 minute slots (20 min. presentation, 6 min. discussion, 4 min. for speaker/room changes). Workshops should consist of either 10 or 15 slots (1 or 1.5 days) and the length of the workshop should be specified in the workshop proposal. Each workshop ideally comprises:

1. an introductory paper by the convenor(s) or by a keynote speaker, which summarizes previous research, specifies the approach(es) to be taken and sets the scope of the papers to be presented.
2. eight papers (1 day) or thirteen papers (1.5 day).
3. a slot for a final discussion on the topics covered by the papers, methodological issues and questions for future research.

Workshop convenors are encouraged to distribute a CFPs on the Linguist List and other fora on the linguistic area of the workshop.

Workshop proposals should be sent to the chair of workshops by the deadline (see below).

2nd call for workshops. There is a second call in October, which this time includes the call for general session papers.

Workshop proposals' submission deadline. The deadline for submission of workshop proposals is in November.

Workshop proposals' notification. The deadline for submission of workshop proposals is in December.

Instructions for workshop convenors after notification of workshop acceptance. After a workshop proposal has been accepted, the convenors will be requested to invite all preliminary workshop participants to submit their full abstracts by 15 January 201X. The guidelines for abstracts applying now are the same as for general session papers (see 2nd CFPs, for example). If any paper is intended as a keynote paper, this is stated in the abstract.

Accepted workshop proposals are published on the conference webpage, and the name of the workshops are also inserted in Easychair so that they can be selected by authors upon the submission of their full abstract. Any author interested in the workshop, that is, also authors outside the initial workshop proposal, may submit their papers to the workshop at the conference general call. This makes workshops open and competitive.

Papers submission deadline. The deadline for submission of workshop papers is 15th January.

Reviewing instructions for convenors. The reviewing period starts in February and runs until the beginning of March.

All the abstracts submitted to each of the workshops at the general call will be reviewed individually by two members of the Programme Committee (2 scores) and by the workshop convenors (1 score). The two members from the Programme Committee are assigned all the papers in the same workshop. This means that the same 3 reviewers review all the papers in the same workshop.

Reviewers are expected to consider all the papers equally and review them in terms of their research quality. If the topic of a given paper is not (particularly) relevant to the workshop in question, the reviewers should indicate this clearly in their review. If the topic of a paper has nothing to do with your workshop's topic, reviewers should let the chair of workshops know –the author may have made a mistake upon abstract submission and have selected the wrong workshop.

After the reviewing process. Once all the papers have been reviewed and the threshold score has been set in coordination with the EC, and before authors are notified (before 31st March), the chair of workshops communicates with each of the workshop convenors about the results of the reviewing and asks them to send an ordered list of the accepted papers for the schedule.

If, after the reviewing process, there are more accepted papers than slots in any workshop, the convenors decide:

- a) which papers they would like to keep in their workshop,
- b) which they would like to have on a waiting list to the workshop (they may be relevant to the workshop but less so than the previous batch). In this case the convenors are asked to send a ranked waiting list of papers.
- c) which they would like to send directly to the general session (they may not be relevant to their workshop).

All the accepted papers on the waiting list to a workshop (papers in b)) will be scheduled in the general session. The conference manager will try to schedule them in one and the same section of the schedule which does not overlap with the workshop in question. If there are cancellations in the schedule, the conference manager gets in touch with the convenor saying that the next paper on the waiting list will be moved to the workshop. Papers which have been sent to the general session by the convenors (papers in c)), will be scheduled in the same section of the general section as long as they are thematically related with the papers on the waiting list.

By contrast, if after the reviewing process, a workshop has fewer accepted papers than slots in the workshop:

- a) if the workshop was initially long, that is lasting 1.5 day, the workshop will become a short workshop, or

b) if the workshop was initially short, that is 1 day, the conference manager asks the convenors to indicate whether there is any paper that may be relevant to your workshop's topic on the list of accepted papers in the general session. If the author is ok with it, the papers are moved to the workshop.

Scheduling workshop papers. In April the chair of workshops, in coordination with the conference manager, schedules the workshops in the schedule and sends the schedule to the workshop convenors. The schedule is then published on the conference website. At this point, only the workshops, but not the papers in the workshops, are scheduled.

During the design of the schedule in May, the chair of workshops inserts the papers from the ordered list received from the convenors. The schedule, containing all the registered accepted papers is published in June, after the registration deadline for authors. If none of the authors of a particular paper have registered by the registration deadline for authors, the paper will be cancelled and will not show in the schedule. Before the release of the schedule, the chair of workshops communicates with the convenors about any papers which are to be cancelled because a registrations issue.

Workshop papers' reviewing is similar to general session papers (see below for general procedures).

The chair of workshops is in touch with workshop convenors and includes the CM in important emails with convenors (notification messages, for example). A good contact with the convenors also allows the SLE to propose innovating approaches to workshops. Convenors may be invited to circulate draft versions of papers and invite participants to formulate questions to be presented during the conference.

3.3 Selection of the Programme Committee (reviewers)

The Programme Committee consists of reviewers who will review the general sessions and workshop papers' submitted to the conference. The committee is put together by the CM and the Programme Committee chairs who take into account the suggestions of the EC and the local organizers. The Chair of Workshops is the longest serving member of the SLE Scientific Committee (5 members), and the Chair of the General Session is the member of the SC in his/her second year of service.

A broad committee, over 150 reviewers, is desirable because it allows spreading the workload and guarantees representativeness in the field of linguistics. If necessary, the committee may be extended at the end of January in view of the papers submitted. The Chair of Workshops may decide to invite reviewers from outside the committee to review workshop papers. These invited reviewers are integrated in the committee after they have accepted the invitation.

An invitation message is in Appendix 6.

3.4 Paper assignment to reviewers

EasyChair allows to assign papers to reviewers. This is done manually by the Chairs of the Programme Committee. The Chair of Workshops assigns workshop papers and the Chair of the General Session assigns papers in the General Session.

The distribution of papers among reviewers is on the basis of the information supplied but the authors and reviewers. Authors link their abstract(s) to topics suggested in EasyChair upon submission of their abstract (see topics below). Reviewers give keywords when joining the

Programme Committee and are also asked to select topics over EasyChair. The Chairs of the Programme Committee link the abstracts to three reviewers according to the topics of the abstracts and the topics and keywords from each of the reviewers.

Suggested topics for EasyChair:

Anthropological linguistics	Cognitive linguistics	Contact linguistics
Contrastive Linguistics	Corpus linguistics	Discourse analysis
Historical linguistics	Information structure	Language acquisition
Language Teaching	Language variation	Methodologies
Psycholinguistics	Morphology	Neurolinguistics
Phonetics	Phonology	Pragmatics
Semantics	Sociolinguistics	Stylistics
Syntax	Translation	Typology

The topics above and they papers' keywords are ultimately used to distribute the papers in different sections in the schedule and for the internal arrangement of the papers in each of the sections.

3.5 Reviewing procedures

Reviewers are requested to mark from 1 (clearly unacceptable) to 5 (accept without reservations), 3 being borderline. They also add a comment including constructive feedback and select a confidence score 1 (none), 2 (low), 3 (medium), 4 (high), 5 (expert). One of the reviewers of workshop papers is the convenors of the relevant workshop. Even if there may be more than one convenor in a same workshop, convenors are expected to give a joint average score and confidence score per paper (see messages to reviewers and convenors in Appendix 7).

The papers' final scores are calculated taking into account the expertise of the reviewers in the paper's topic ('weighted score'). The final list is presented to the Chairs of the Programme Committee, who check all papers have been evaluated by at least one reviewer with expertise 4 or 5.

The CM jointly with the Programme Committee Chairs make a proposal to the EC on the threshold score (reference point distinguishing between accepted and rejected papers) depending on the venue's capacity and available slots. The LO is informed. The threshold score is the same for workshop papers and general session papers. The number of available slots depends on the venue's possibilities. In 2015 13-15 parallel rooms were needed to host 467 accepted papers (434 presented papers including posters).

The notification of acceptance is communicated by the CM via EasyChair. The letter is approved and signed by the Chair of the Programme Committee, the local organizer and the CM. The message refers to the list of accepted papers on the website.

Regarding workshops, if after paper evaluation there are more accepted papers in workshops than available slots, then the convenors make a selection of papers and give a waiting list to the CM. The papers on the waiting list are scheduled in the general session (avoiding overlaps in the schedule with their desired workshops). As soon as there is a cancellation in a workshop, the convenors are contacted and asked to select a paper on their waiting list to fill in the empty slot.

In the past, authors who marked “no preference” for the format of their papers were accepted as posters, though they were also offered the possibility of shifting to oral presentation in the general session (see letter of acceptance in Appendix 8).

4 The list of accepted papers and the book of abstracts

The schedule of the meeting is set up by the CM. The first proposal is presented to the Chairs of the Programme Committee and to the chair of the LOC. The programme will be announced online after the registration deadline for authors. Papers of which none of the authors have registered will not be scheduled. This measure is intended to prevent a high number of cancellations and ensure the stability of the schedule. With this measure there are few cancellations after the registration deadline for authors. The cancellation rate for SLE 2015 was 17%, and 12.8% for SLE 2016 when this measure was introduced.

An extended programme is designed by the LO. This extended programme includes full names and paper titles as well as convenors and chairs.

The LOC compiles the book of abstracts. The book of abstracts is generated from the individual abstracts stored in Easychair. In April, the person in charge of compiling the book of abstracts gets in touch with the authors of the papers in the programme requesting an updated version of their abstract to be uploaded to Easychair taking into consideration the reviewers’ comments and the format guidelines. The electronic version of the abstract is made available on the conference webpage at least one month before the conference.

The schedule (both the short version –with tables—and the elaborate one) is printed the day before the conference pack is put together.

5 Conference awards

At SLE conferences there are awards for the following categories (see [SLE 2014](#) and [SLE 2015](#) awards):

- best oral presentation by a PhD student,
- best oral presentation by a postdoc, and
- best poster.

Applicants can mark the option for each of the award categories in Easychair upon abstract submission.

Rules

PhD students should not have completed their PhD before the conference. Postdocs should have completed their PhD not earlier three years before the year of the conference (for example 2013 for the SLE 2016 conference). All posters may be eligible for the best poster prize.

A shortlisted paper may be co-authored. Co-authored papers in categories i) and ii) above, should be presented at the conference by the nominee author, who would also have to be the first author of the paper.

Reviewing

The organiser of the awards is a member of the SLE Executive Committee involved in the Education Portfolio.

The organiser of the conference awards communicates with the CM contacts and proposes a list of shortlisted candidates. This list consists of the papers with the highest scores (upto 10 papers per category, but all posters are eligible for the poster category).

After the organiser and CM agree on a list of shortlisted papers, the organiser contacts the shortlisted candidates informing them that their talk will be reviewed at the conference and reminds them of the rules in the CFPs.

The organiser of the awards selects the reviewers among the members of the conference Programme Committee who attend the conference. The organiser communicates with the reviewers and gives them the necessary information and materials for the reviewing (instructions, date, time room of the papers' presentation, etc.). There is an evaluation sheet that is used for the reviewing (see Appendix 9). After the reviewing, the organiser collects the sheets, computes the results and gives the result at the closing ceremony.

Prizes

The first the prize in each of the three category is 500 Euros. The first prizes in the PhD and Posdoc categories are also awarded a 20+10 mins. plenary talk. The two plenary talks by the PhD and Posdoc 1st prize winners are scheduled in the same plenary session in the conference programme. The 2nd and 3rd prizes get a three-year [SLE membership](#).

6 The reception desk and the conference pack

The organization of the conference pack and the reception desk is one of the most important tasks of the LOC. Our general philosophy is: keep it simple and try to eliminate unnecessary steps that would cost you time and goodwill during the conference. All you can save with a good structure *in situ*, can be returned in friendliness and a personal touch. A good start without problems is certainly the best guarantee for a fantastic conference.

Splitting up the personal administrative side from the general side is a good way of avoiding confusion and speeding up registration. This is why we keep the conference packs impersonal and why we have the envelopes with all personal information centralized in boxes (with letters A-E, F-K, etc.).

6.1 Conference pack

The conference pack contains the following elements:

1. welcome information for the participants (information on welcoming reception and other things related to the venue)
2. extended programme
3. simple schedule
4. map of the rooms on campus
5. map of city and tourist information
6. list of participants with email addresses

7. call for papers next year's conference
8. inserts publishers
9. SLE information (Dik Bakker)
10. notepad (De Gruyter)
11. pencils (De Gruyter) and pens (Benjamins)

6.2 Envelope with personal information

The envelope contains:

- 1) Certificate of attendance (titles mentioned)
- 2) Vouchers lunch
- 3) Voucher conference dinner
- 4) Voucher excursion
- 5) Badge. The badges should be big so that the names can also be printed big. Badges should be printed on both sides, e.g.



The envelope has a nametag in the right corner, so that the names can be easily found when you put the envelopes vertically in a box.

If someone does not have an envelope, please check whether (s)he is on the list of registered participants. If (s)he is, remain patient and tell the person that (s)he can come back within an hour. In that case a new nametag has to be made. If she is not in the list, the fee has to be paid in situ and a badge will be made before the next coffee or lunch break. The SLE secretary will be at the registration desk collecting the registration fee.

6.3 Reception desk

The reception desk is organized in at least 6 sections according to the surnames. For instance:

A – D
E – H

I – L
M – P
Q – T
U – Z

If the location of the registration desk is small but allows for more queues, it is advisable to have smaller sections and more queues, e.g. 8.

Prepare sheets with the letters and distribute them along the registration desk. There should be one registration assistant behind each letter. The assistant should have their own box with the relevant envelopes (according to initials) at hand.

On the basis of the most recent list of registered participants, local organizers prepare a list of participants which contains information that should be checked (printed book of abstracts, unpaid registration fee, etc.) The lists for each of the assistants should have the names according to the letters above (they do not handle the entire list). Checking information in the full list of registered participants slows down the process. They may also have the entire list at hand in case the entire list needs to be occasionally checked.

After the first day, people will start asking travel related questions. It is good to have

- A printer for printing e-tickets
- Bus and train schedules
- Maps to show how to go
- Other transport related things
- Contact information doctors - emergency

6.4 Opening hours

The desk is open during the conference hours (from 8 am the first day, 15 minutes before the first session on the other days).

Since people may have special queries during coffee breaks, please staff the reception desk also at these moments. It is also good to have someone at the reception desk during the last quarter/half an hour of the lunch break.

7 Finances

The LO, the CM and the Treasurer of the SLE discuss the estimated budget. The main points of attention are the percentage of overhead, the costs of the bank card company and the costs for rooms and technicians.

The goal of financial planning is to have a small surplus. If there is a surplus, half of it goes to the SLE. The SLE gets this benefit in compensation for providing the patronage, the publicity, scientific counselling and help in organisational matters.

The LOC must set up a bank account through which all transactions are conducted. This may or may not be an account of the host university administration.

Plenary speakers may receive the following:

1. The participation fee is waived.
2. Travel expenses are reimbursed.
3. Free accommodation is provided.
4. They are invited to the conference dinner.
5. They are invited to join an excursion.

Plenary speakers are not paid any honorarium. There is no compensation for members of the Programme Committee, section chairpersons, and workshop organisers.

Participants (except members of the LOC, the CM and plenary speakers) pay a registration fee that covers all of the benefits mentioned above. SLE 2016 Annual Meeting counted with nearly 600 participants.

In principle, SLE conference does not need financial support if the infrastructure (rooms) is for free. Otherwise, financial support should be sought from various sources. Possibilities include:

- Science foundations and research councils.
- Local and regional sponsors; their support can take the form not only of money, but also of natural produce.
- Some funds may be obtained from the host university and/or faculty. They are, at any rate, expected to waive any charges for infrastructure and administrative support.
- Publishers.

The last editions of the SLE meeting were financially healthy experiences. Due to the good selection and the good conferences, we are now in a position that we can plan the budget with high certainty of precision.

The experience with the local agencies charging the fees has been quite good. The fee per participant was not more than 10 euros and the service was convenient. On the other hand, every year again we have to explain how the registration format should look like, which takes a lot of time to explain all wishes and to check and update.

With its payment module, the SLE can also handle the registration and payment. Since 2012 the financial administration has been done in Amsterdam, which has worked out quite well.

8 Social activities

An SLE Annual Meeting typically offers the following amenities to participants:

- a reception at the town hall or equivalent venue,
- a guided tour through the town,
- conference dinner on the evening preceding the closing session,
- excursions into the environment after the conference closure.

The first two of these items are usually included in the conference fee, while the others are typically booked and paid for individually. For the latter, it is convenient (but not obligatory) to make arrangements with a travel agency.

In the selection of the place for the conference dinner, the LOC should be aware that the participants look for a nice, familiar, affordable place. For the past conferences the dinner was 45-50 euros.

9 Schedule of tasks

In the following table, the number of months and days preceding the event mark the deadline at which the agenda is finished. People responsible for the tasks show in parentheses.

Months	Agenda
24	Agreement with SLE, university and student residences, if necessary (LOC – CM – Treasurer).
24	Fix conference date (first weeks of September) and make announcement in the LinguistList (CM)
15	Set up the LOC (LO) and the Programme Committee (CM)
15	Book rooms (LOC)
15	Select plenary speakers (LO – CM – advisory team)
15	Apply for funds if necessary (LOC)
July	Prepare information for July's Newsletter (CM): - Main Conference events (plenary talks and special sessions - Link to book of abstracts, schedule, travelling information and practical information (final circular) - 1st CFPs (Workshops), following year's conference
August	Contact suitable local hotels for following year's conference (LOC)
August	Contact catering company – restaurants for following year's conference (LOC)
September	2 nd CFPs: workshop proposals and general session papers (CM)
October	Prepare information for autumn Newsletter (CM): -Report on previous conference -Reminder of CFPs and upcoming deadlines and important conference deadlines
October	Report for Folia Linguistica
November 25	Deadline for workshop proposals (CM)
16-20 December (After notification of workshops evaluation)	3rd CFPs: all papers (CM)
January 15	Deadline for submission of all abstracts (CM)

February- March	Reviewing process (CM – Programme Committee chairs and Programme Committee)
March 10	Reviewers' deadline to submit evaluations
March 31	End of reviewing process, notify authors (CM)
April 1	Registration opens
April 30	Deadline Early bird registration
April - May	Discuss budget (CM – LOC)
31st May	Registration deadline for authors (only registered papers are scheduled)
June	Book of abstracts online (LO)
June	Publish full schedule (CM)
June	Select chairpersons for sessions (LOC)
July	Increased registration fee
July August	Prepare nametags – certificates of attendance (LOC)
Days	Agenda
4	print the schedule (small and extended) (LOC)
3	The conference pack (LOC)
2	set up conference office (LOC)
1	post conference posters, signs for conference office, plenary hall, seminar rooms etc. (LOC)
1	cater snacks and drinks (LOC)
0	Check participants' booking of social activities (conference dinner, sightseeing ...)
0	update information on presentations on a regular basis

10 Appendices

Appendix 1. Emails to the plenary speakers

Invitation

Dear XXXXX (if I may),

During these last weeks before the SLE conference in Poznań (11th-14th Sept.), we are finishing our call for paper for SLE 2015, to be held from 2nd-5th September in Leiden, Netherlands.

The Executive Committee of the SLE and the local organizers of the Leiden University would like to invite you to be a plenary speaker at SLE 2015.

SLE will pay your transportation tickets and accommodation. We do not have a tradition of paying a honorarium, but we will spoil you with a good hotel service and catering, a local transportation pass, a reception, a guided walk at the old town, a conference dinner, a post-conference excursion if you wish, and, most importantly, nice chats with many interesting people and a big audience at your lecture.

We hope that you will be able to accept our invitation and that you are keen to prepare a thought-provoking plenary lecture.

Please let us know at your earliest convenience, so that we can include your name in the call for papers to be distributed in SLE 2014 conference in Poznań.

Best wishes,

Ana Díaz Negrillo
SLE Conference Manager
Arie Verhagen
Chair of the SLE 2015 Local Organising Committee

Dear XXXXXX (if we may),

During these last weeks before the SLE 2014 conference in Poznań (11-14 Sept.), we are finishing our call for paper for SLE 2015 (48th Meeting of the Societas Linguistica Europaea), to be held from 2nd-5th September in Leiden, Netherlands.

The Executive Committee of the Societas Linguistica Europaea and the local organizers of Leiden University would like to invite you to be a plenary speaker at the Round Table "Interaction and Linguistic Structure" at SLE 2015.

SLE will pay your transportation tickets and accommodation. We do not have a tradition of paying a honorarium, but we will spoil you with a good hotel service and catering, a local transportation pass, a reception, a guided walk at the old town, a conference dinner, a post-conference excursion if you wish, and, most importantly, nice chats with many interesting people and a big audience at your lecture.

We hope that you will be able to accept our invitation and that you are keen to prepare a thought-provoking plenary lecture.

Please let us know at your earliest convenience, so that we can include your name in the call for papers to be distributed in the SLE 2014 conference in Poznań.

Best wishes,
Ana Díaz Negrillo
SLE Conference Manager
Arie Verhagen

Chair of the SLE 2015 Local Organising Committee

Further arrangements

Dear SLE 2016 plenary speaker,

I'm getting in touch with you about some arrangements concerning the SLE conference.

Your name has now been inserted on the conference webpage (<http://sle2016.eu/speakers>), and now we would like to add information about your talk. Could you send the title of your talk and an abstract at your best convenience? The rest of the conference abstracts are about 500 words long (excluding references), so a similar length would be expected from your abstract. This abstract will show on the conference webpage and also in the book of abstracts.

Since you know best the details of your agenda, we propose that you book your air ticket yourself. Please, do not wait too long, since prices increase fast. For reimbursement, please contact the SLE treasurer, Dik Bakker (d.bakker@uva.nl). More travelling information can be found here: <http://sle2016.eu/travel-information>. Other tickets (bus, taxi, train) will be reimbursed after the conference. Again, this will be handled by Dik Bakker.

Hotel room booking will be arranged locally. Once you know your exact arrival and departure details, please get in touch with (micennam@unina.it) with your arrival and departure dates so that I make arrangements with the hotel. The hotel will be Hotel Royal Continental (<http://www.royalgroup.it/royalcontinental/en>), which is next to the main conference venue and where the plenary talks will take place. Needless to say, we expect you to participate actively in the conference, although we will understand it if you cannot stay the full 3.5 days.

SLE does not have a tradition of paying a honorarium, but we will spoil you in Naples with a good hotel service, a welcome reception, a guided walk in the old town, a conference dinner, a post-conference excursion if you wish and, most importantly, nice chats with many interesting people and a big audience at your lecture. We will get in touch with you about your preferences for the social events in a few weeks.

Do not hesitate to get in touch if you have any queries,

Best wishes,

Appendix 2. Message to the publishing houses
(other than De Gruyter Mouton and Benjamins)

Dear Sir/Madam,

This year's annual meeting of the European Society of Linguistics (Societas Linguistica Europaea) is being held in Logroño, Spain, from 8 to 11 September 2011 and will be attended by more than 450 participants. A look at our website will confirm that our conferences are steadily growing and attracting good quality.

<http://sle2011.cilap.es>

I am writing you to enquire whether you would like to have a staffed or unstaffed book exhibit at our meeting and whether you would like to have inserts in our conference packs.

Our policy is the following. For staffed book exhibits you are asked to pay XXXX. You can sell books and you take the unsold books with you.

Unstaffed book exhibits are free of charge. The books will be displayed during the conference and stay at the hosting institution after the conference.

In both cases, local organizers are willing to put inserts of your publishing house in the conference packs.

In case you want to collaborate with us, please send your materials to the following address before 25 August.

Many thanks in advance,

Best wishes,

Bert Cornillie

SLE Conference Manager

Appendix 3. Message and instructions for chairs

Invitation to chairs

Dear colleague,

I hope that you are doing fine.

I would like to ask you whether you are willing to chair a session in the general session at the SLE 2016 conference in Naples. In particular the session will take place XXXX and currently has the following papers XXXXXXXX.

Session chairs will be mentioned with their name and affiliation in the elaborate version of the schedule. They will receive an envelope with instructions.

If there should be any problem, please let me know.

Thank you very much in advance,

Looking forward to seeing you in XXX.

XXXXX

SLE Conference Manager

Instructions for Session Chairs /Convenors

Before your session /workshop:

Be sure to keep an eye on changes in the schedule: cancellations will be announced on the conference notice boards.

At your session /workshop

1. Please get to the relevant room a few minutes early, so you can:

- Check to make sure that there is water for speakers, board writing materials, etc.
- Ask the speakers if they have handouts to distribute, and help distribute.
- Check name pronunciations if you are not sure; you should be ready to announce the name of each speaker, his/her affiliation and the title of the talk.
- Don't consider yourself an equipment assistant; there'll be technical staff available at need. But look over the AV equipment on entering the room, and encourage speakers to get set up.

2. In the room, you will find signs saying "10 minutes", "5 minutes", "2 minutes", and "STOP". Use them to give the speaker signals about how their time is progressing. Mention the signs beforehand to the speakers, so they are expecting signals. The 5-minute warning should come after 15 minutes of speaking.

3. It's best to distribute handouts before each talk. Handouts left at the back of the room may vanish before the actual talk occurs. Put leftovers at a chair or table near the entrance of the room.

4. Talks should start precisely on time, and end after 20 minutes. This will allow for 5 minutes of discussion, after which you should be sure that there are 5 minutes for transition, since some people will be switching rooms between talks.

5. **It is extremely important that we stay on schedule.** The conference schedule is pretty full, and if any one session gets behind, that makes it difficult for the people who want to change rooms. Please also note that some papers will be reviewed for the conference awards and that reviewers will be coming in and out the rooms according to the set schedule.

6. **In the case of an unexpected no-show, do not go on to the next speaker's talk ahead of schedule.** Each talk should happen at its officially announced time so that, again, the people who want to hear it can be sure to be there. Also moving talks around may affect the reviewing for the conference awards. If there is a gap, then ask the Conference staff to post a note by the schedule at the room's door: X's paper (14:30) is cancelled; our session will resume with Y's paper at 15:00.

FIRST CALL FOR PAPERS WORKSHOP PROPOSALS

49th Annual Meeting of the *Societas Linguistica Europaea*

31st August – 3rd September 2016

University of Naples Federico II

<http://www.societaslinguistica.eu>

The Societas Linguistica Europaea (SLE) and The University of Naples Federico II are pleased to announce the “49th Annual Meeting of the Societas Linguistica Europaea (SLE 2016)”, to be held in Naples, 31st August – 3rd September 2016, and would like to invite you to submit workshop proposals for the conference.

SUBMISSION GUIDELINES: WORKSHOP PROPOSALS

Workshop proposals should contain:

- (i) a description of the topic and research questions (approximately and no more than 1000 words).
- (ii) a (provisional) list of workshop participants and their provisional abstracts (max. 300 words per abstract).

The format of the workshops should be organized around 30 minute slots (20 min. presentation, 10 min. discussion). Workshops should contain either 10 or 15 slots (1 or 1.5 days). Each workshop ideally comprises:

1. an introductory paper by the convenor(s) or by a keynote speaker, which summarizes previous research, specifies the approach(es) to be taken and sets the scope of the papers to be presented.
2. eight papers (1 day) or thirteen papers (1.5 day).
3. a slot for a final discussion on the topics covered by the papers, methodological issues and questions for future research.

Further details can be discussed with the SLE Conference Manager (sle@ugr.es).

Workshop convenors are encouraged to distribute a CFPs on the LinguistList (please, announce your CFP as a session of SLE 2016) and other fora on the linguistic area of the workshop.

Workshop proposals should be sent to sle@ugr.es. The deadline is 25th November 2015. Notification of acceptance/rejection will be by 15 December 2015. After a workshop proposal has been accepted, the convenors will be requested to invite all preliminary workshop participants to submit their full abstracts by 15 January 2016 to the general call for papers. Accepted workshop proposals will be published on the conference webpage. Other authors interested in the workshop may submit their papers to the workshop at the conference general call. Finally, all the abstracts submitted to the workshop at the general call will be reviewed individually by the Scientific Committee and the workshop convenors.

ORGANISERS

Chair of the local organising committee: Michela Cennamo (Naples), michela.cennamo@unina.it

SLE Conference Manager: Ana Díaz-Negrillo (Granada), sle@ugr.es

SLE Treasurer: Dik Bakker (Lancaster), d.bakker@uva.nl

**SECOND CALL FOR PAPERS
WORKSHOP PROPOSALS AND GENERAL SESSION PAPERS**

49th Annual Meeting of the *Societas Linguistica Europaea*

31st August – 3rd September 2016
University of Naples Federico II
<http://www.societaslinguistica.eu>

The Societas Linguistica Europaea (SLE) and The University of Naples Federico II are pleased to announce the *49th Annual Meeting of the Societas Linguistica Europaea (SLE 2016)*, to be held in Naples, 31st August – 3rd September 2016, and would like to invite you to submit workshop proposals, papers and posters to the conference.

SUBMISSION GUIDELINES: WORKSHOP PROPOSALS

Workshop proposals should contain:

- (iii) a description of the topic and research questions (approximately and no more than 1000 words).
- (iv) a (provisional) list of workshop participants and their provisional abstracts (max. 300 words per abstract).

The format of the workshops should be organized around 30 minute slots (20 min. presentation, 10 min. discussion). Workshops should contain either 10 or 15 slots (1 or 1.5 days). Each workshop ideally comprises:

- 4. an introductory paper by the convenor(s) or by a keynote speaker, which summarizes previous research, specifies the approach(es) to be taken and sets the scope of the papers to be presented.
- 5. eight papers (1 day) or thirteen papers (1.5 day).
- 6. a slot for a final discussion on the topics covered by the papers, methodological issues and questions for future research.

Further details can be discussed with the Conference Manager (sle@ugr.es).

Workshop convenors are encouraged to distribute a CFPs in the LinguistList (please, announce your CFP as a session of SLE 2016) and other fora on the linguistic area of the workshop (see [submissions guidelines](#)).

Workshop proposals should be sent to the chair of workshops [Bert Cornillie](#). The deadline is 25 November 2015. Notification of acceptance/rejection will be by 15 December 2015. After a workshop proposal has been accepted, the convenors will be requested to invite all preliminary workshop participants to submit their full abstracts by 15 January 2016 to the general call for papers. Accepted workshop proposals will be published on the conference webpage. Other authors interested in the workshop may submit papers to the workshop at the conference general call. Finally, all the abstracts submitted to the workshop at the general call will be reviewed individually by the Scientific Committee and the workshop convenors. Note that keynote papers within workshops count as ordinary papers.

SUBMISSION GUIDELINES: GENERAL SESSION PAPERS AND POSTERS

The deadline for all abstracts is 15 January 2016. Notification of acceptance will be given by 31 March 2016.

Abstracts are submitted via [EasyChair](#). Some guidelines about how to submit your workshop can be found [here](#).

Abstracts should clearly state research questions, approach, method, data and (expected) results. They should not contain the names of the presenters, nor their affiliations or addresses, or any other information that may reveal their authorship. They should not exceed 500 words (excluding references). Abstracts should have the same title as the entry submitted via EasyChair.

SUBMITTING MULTIPLE PAPERS. One person may submit a single-authored abstract, a single-authored abstract and a co-authored one (not as first author), or two co-authored abstracts (only one as first author).

Presentations will last 20 minutes, allowing 10 minutes for discussion and room changes.

PRESENTING A POSTER

The SLE 2016 meetings will have one or two poster sessions for both senior and junior researchers. In order to foster interaction, all other sessions will be suspended during the poster session and will be displayed in a gathering area. Posters may remain available during the rest of the conference. The maximum size of the poster is 1.10 m (vertical) x 1 m (horizontal). For more information about how to make a good poster, [click here](#).

REVIEWING PROCEDURE

Abstracts will be reviewed anonymously by three referees. Workshop abstracts receive two evaluations by Scientific Committee members and one by the workshop convenors. Abstracts submitted to the general session and to the poster session will be evaluated by three members of the Scientific Committee. The threshold for acceptance is the same for general session papers, poster and workshop abstracts.

PRIZE FOR THE BEST PRESENTATION AND THE BEST POSTER

At SLE conferences there are prizes for the following categories (see [SLE 2014](#) and [SLE 2015](#) awards):

- i) best oral presentation by a PhD student,
- ii) best oral presentation by a postdoc, and
- iii) best poster.

PhD students should not have completed their PhD before the conference. Postdocs should have completed their PhD not earlier than January 2013. All posters may be eligible for the best poster prize.

Of all the candidate papers, the papers with a highest score will be shortlisted in each of the three categories. A shortlisted paper may be co-authored. Co-authored papers in categories i) and ii) above, should be presented at the conference by the nominee author, who would also have to be the first author of the paper.

The first prize in each category is 500 Euros, and the 2nd and 3rd prizes, a three-year [SLE membership](#).

Applicants can mark the option for each of the prize categories upon abstract submission.

IMPORTANT DATES

25 November 2015: workshop proposals submission deadline

15 December 2015: notification of workshop acceptance

15 January 2016: deadline for submission of all abstracts

31 March 2016: notification of paper acceptance

1 April 2016: early bird registration starts

1 May 2016: full fee registration starts

31 May 2016: closing registration date for participants with a paper

1 August 2016: closing registration date for participants without a paper, and for co-authors of papers where at least one author has already registered.

Please note that papers where none of the authors have registered by 31st May will not be scheduled. The schedule will be published online in June after the registration deadline. The schedule will then be modified only if cancellations happen.

REGISTRATION

Registration will open on 1 April 2016. SLE meetings are member-only conferences. That is, all participants with a paper in the program will have to be or become members of the *Societas Linguistica Europaea*. The early bird conference fee for members is 170 Euros.

SOCIAL PROGRAMME

There will be a reception in the city centre (included in the registration fee), a city walk and a conference dinner. On Saturday afternoon there will be a post-conference excursion.

HOW TO GET TO NAPLES

Naples is easily reached by air, train, coach and sea. There is an international airport ([Napoli Capodichino](#)) not far from the city centre, with direct daily connections to main European hubs. There is also an international train station, with [high-speed train connections](#) to other Italian cities.

The conference venue will be [Centro Congressi unina](#), Via Partenope 36.

SCIENTIFIC COMMITTEE

Chair of the general session: Maria Josep Cuenca (Valencia)

Chair of workshops: Bert Cornillie (Leuven)

Members: Werner Abraham (Wien – München), Karin Aijmer (Gothenburg), Laura Alba-Juez (UNED, Madrid), Azeb Amha (Leiden), Peter Arkadiev (Moscow), Jóhanna Barðdal (Bergen), Valeria A. Belloro (Querétaro, México), Paola Benincà (Padua), Marcela Bertuccelli (Pisa), Ronny Boogaart (Leiden), Kasper Boye (Copenhagen), Anne Carlier (Lille), Michela Cennamo (Naples), Denis Creissels (Lyon), Concepción Company (Mexico), Mily Crevels (Leiden), Hubert Cuyckens (Leuven), Kristin Davidse (Leuven), Stuart Davis (Indiana), Philippe De Brabanter (Paris), Walter De Mulder (Antwerp), Nicole Delbecque (Leuven), Pierpaolo Di Carlo (University of Florence), Lettie Dorst (Leiden), Katarzyna Dziubalska-Kolaczyk (Poznań), Marion Elenbaas (Leiden), Andrés Enrique-Arias (Illes Balears), Victoria Escandell-Vidal (UNED, Madrid), Małgorzata Fabiszak (Poznań), Teresa Fanego (Santiago de Compostela), Antonio García Gómez (Alcalá), María del Pilar García Mayo (Basque Country), Francesco Gardani (Vienna), Spike Gildea (Oregon), Alessandra Giorgi (Venice), María de los Ángeles Gómez González (Santiago de Compostela), Francisco González (Almería), Stefan Th. Gries (UCSB), Kleanthes K. Grohmann (Cyprus), Eitan Grossman (Jerusalem), Eva Hajičová (Prague), Björn Hansen (Regensburg), Martin Hilpert (Neuchâtel), Hans Henrich Hock (Illinois, Urbana-Champaign), Elly Ifantidou (Athens), Junko Ito (Santa Cruz), Johannes Kabatek (Zürich), Gunther Kaltenböck (Wien), Olga Kepinska (Leiden), Mikhail Kissine (Bruxelles), Seppo Kittilä (Helsinki), Alwin Kloekhorst (Leiden), Martin Kohlberger (Leiden), Björn Köhnlein (Leiden), László Komlósi (Pécs), Bernd Kortmann (Freiburg), Livia Körtvélyessy (Kosice), Gitte Kristiansen (Complutense, Madrid), Karen Lahousse (Leuven), Meri Larjavaara (Turku – Åbo), Pierre Larrivé (Caen Basse-Normandie), David Lasagabaster (Vitoria), María Luisa Lecumberri (Vitoria-Gasteiz), Elisabeth Leiss (München), María Rosa Lloret (Barcelona), María José López Couso (Santiago de Compostela), Lucía Loureiro-Porto (Balearic Islands), Andrej Malchukov (Mainz), Francesca Masini (Bologna), Belén Méndez-Naya (Santiago de Compostela), Helle Metslang (Tartu), Amina Mettouchi (Paris), Katarzyna Miechowicz-Mathiasen (Poznań), Edith Moravcsik (Wisconsin), Henrik Høeg Müller (Copenhagen), Nicola Munaro (Venice), Pieter Muysken (Nijmegen), Nicole Nau (Poznań), Jan Nuyts (Antwerp), Miren Lourdes Oñederra (Vitoria-Gasteiz), Carita Paradis (Lund), Paola Pietrandrea (Roma III), José Pinto de Lima (Lisbon), Vladimir Plungjan (Moscow), Cecilia Poletto (Frankfurt), Lola Pons Rodríguez (Sevilla), Eric Reuland (Utrecht), Nicoletta Romeo (New South Wales), Anna Roussou (Patras), Francisco Ruiz de Mendoza (Logroño), Cinzia Russi (Austin), Andrea Sansò (Insubria), Stephan Schmid (Zürich), Elena Seoane-Posse (Vigo), Petra Sleeman (Amsterdam), Elena Smirnova (Hannover), John Charles Smith (Oxford), Augusto Soares da Silva (Braga), Andrew Spencer (Essex), Dejan Stosic (Toulouse 2), Cristina Suárez-Gómez (Illes Balears), Jarmila Tárnyiková (Olomouc), Catherine Travis (Canberra), Salvador Valera (Granada), Dorien Van De Mieroop (Leuven), Johan van der Auwera (Antwerp), Elly Van Gelderen (Arizona), Henk van

Riemsdijk (Tilburg), Guido Vanden Wyngaerd (Brussels), Arie Verhagen (Leiden), Jean-Christophe Verstraete (Leuven), Letizia Vezzosi (Perugia), Nigel Vincent (Manchester), Jacqueline Visconti (Genova), Ferdinand von Mengden (Berlin), Søren Wichmann (EVA – Leipzig), Bartosz Wiland (Poznań), Dominique Willems (Ghent), Alena Witzlack-Makarevich (Zürich), Ruth Wodak (Lancaster), Magdalena Wrembel (Poznań), Fernando Zúñiga (Bern), Paulina Zygorowicz (Poznań).

ORGANISERS

Chair of the local organising committee: [Michela Cennamo](#) (Naples)

SLE Conference Manager: [Ana Díaz-Negrillo](#) (Granada)

SLE Conference Assistant: [Eva M. Gómez-Jiménez](#) (Jaén)

SLE Treasurer: [Dik Bakker](#) (Lancaster)

SLE GROUP ON FACEBOOK

<http://www.facebook.com/groups/Societaslinguistica/>

**THIRD CALL FOR PAPERS
GENERAL SESSION AND WORKSHOP PAPERS**

49th Annual Meeting of the *Societas Linguistica Europaea*

31st August – 3rd September 2016
University of Naples Federico II
<http://www.societaslinguistica.eu>
<http://sle2016.eu/>

The Societas Linguistica Europaea (SLE) and The University of Naples Federico II are pleased to announce the *49th Annual Meeting of the Societas Linguistica Europaea (SLE 2016)*, to be held in Naples, 31st August – 3rd September 2016, and would like to invite you to submit papers and posters to the conference.

SLE meetings provide a forum for high-quality linguistic research from all (sub)domains of linguistics. The upcoming edition of the SLE meeting will also host a round table of experts to discuss topics of special linguistic interest. The SLE 2016 round table bears the title ‘Multilingualism in a Changing Europe: Theoretical and Empirical Issues’.

The deadline for all abstracts is **15 January 2016**. Notification of acceptance/rejection will be by 31 March 2016.

PLENARY SPEAKERS

- Martin Haspelmath (University of Leipzig/MPI Jena) (Presidential address)
- Delia Bentley (University of Manchester)
- Marc van Oostendorp (University of Leiden)

Round Table “Multilingualism in a Changing Europe: Theoretical and Empirical Issues”.

- Durk Gorter (University of the Basque Country EHU/UPV)
- Susanne Romaine (University of Freiburg/Hawaii)
- Antonella Sorace (University of Edinburgh)

SUBMISSION GUIDELINES: WORKSHOP PAPERS, GENERAL SESSION PAPERS AND POSTERS

GENERAL SESSION PAPERS, POSTERS AND WORKSHOP PAPERS. The deadline for all abstracts is 15 January 2016. Notification of acceptance will be given by 31 March 2016.

Abstracts are submitted via [EasyChair](#). Some guidelines about how to submit your abstract can be found [here](#).

Abstracts should clearly state research questions, approach, method, data and (expected) results. They should not contain the names of the presenters, nor their affiliations or addresses, or any other information that may reveal their authorship. They should not exceed 500 words (excluding references). Abstracts should have the same title as the entry submitted via EasyChair.

Whereas general session papers can deal with any topic in linguistics, workshop papers should take into account the topic of the workshop proposal, and are usually pre-selected by the workshop convenors. If the abstract is by a keynote speaker at a workshop, please insert “keynote paper” in your abstract so that the paper can be reviewed as an introductory paper to a workshop. The list of workshops can be found on the [conference website](#).

SUBMITTING MULTIPLE PAPERS. One person may submit a single-authored abstract, a single-authored abstract and a co-authored one (not as first author), or two co-authored abstracts (only one as first author).

Presentations will last 20 minutes, allowing 10 minutes for discussion and room change.

PRESENTING A POSTER

The SLE 2016 meetings will have one poster session for both senior and junior researchers. In order to foster interaction, all other sessions will be suspended during the poster session and will be displayed in a gathering area. Posters may remain available during the rest of the conference. The maximum size of the poster is 1.10 m (vertical) x 1 m (horizontal). For more information about how to make a good poster, [click here](#).

REVIEWING PROCEDURE

Abstracts will be reviewed anonymously by three referees. Workshop abstracts receive two evaluations by Scientific Committee members and one by the workshop convenors. Abstracts submitted to the general session and to the poster session will be evaluated by three members of the Scientific Committee. The threshold for acceptance is the same for general session papers, poster and workshop abstracts.

PRIZE FOR THE BEST PRESENTATION AND THE BEST POSTER

At SLE conferences there are prizes for the following categories (see [SLE 2014](#) and [SLE 2015](#) awards):

- iv) best oral presentation by a PhD student,
- v) best oral presentation by a postdoc, and
- vi) best poster.

PhD students should not have completed their PhD before the conference. Postdocs should have completed their PhD not earlier than January 2013. All posters may be eligible for the best poster prize.

Of all the candidate papers, the papers with a highest score will be shortlisted in each of the three categories. A shortlisted paper may be co-authored. Co-authored papers in categories i) and ii) above, should be presented at the conference by the nominee author, who would also have to be the first author of the paper.

The first prize in each category is 500 Euros, and the 2nd and 3rd prizes, a three-year [SLE membership](#).

Applicants can mark the option for each of the prize categories upon abstract submission.

IMPORTANT DATES

15 January 2016: deadline for submission of all abstracts

31 March 2016: notification of paper acceptance

1 April 2016: early bird registration starts

1 May 2016: full fee registration starts

31 May 2016: closing registration date for participants with a paper

1 August 2016: closing registration date for participants without a paper, and for co-authors of papers where at least one author has already registered.

Please note that papers where none of the authors have registered by 31st May will not be scheduled. The schedule will be published online in June after the registration deadline.

REGISTRATION

Registration will open on 1 April 2016. SLE meetings are member-only conferences. That is, all participants with a paper in the program will have to be or become members of the *Societas Linguistica Europaea*. The early bird conference fee for members is 170 Euros.

SOCIAL PROGRAMME

There will be a reception in the city centre (included in the registration fee), a city walk and a conference dinner. On Saturday afternoon there will be a post-conference excursion.

HOW TO GET TO NAPLES

Naples is easily reached by air, train, coach and sea. There is an international airport ([Napoli Capodichino](#)) not far from the city centre, with direct daily connections to main European hubs. There is also an international train station, with [high-speed train connections](#) to other Italian cities.

The conference venue will be [Centro Congressi unina](#), Via Partenope 36, Naples.

SCIENTIFIC COMMITTEE

Chair of the general session: Maria Josep Cuenca (Valencia)

Chair of workshops: Bert Cornillie (Leuven)

Members: Werner Abraham (Wien – München), Karin Aijmer (Gothenburg), Laura Alba-Juez (UNED, Madrid), Azeb Amha (Leiden), Peter Arkadiev (Moscow), Jóhanna Barðdal (Bergen), Valeria A. Belloro (Querétaro, México), Paola Benincà (Padua), Marcela Bertuccelli (Pisa), Ronny Boogaart (Leiden), Kasper Boye (Copenhagen), Anne Carlier (Lille), Michela Cennamo (Naples), Denis Creissels (Lyon), Concepción Company (Mexico), Mily Crevels (Leiden), Hubert Cuyckens (Leuven), Kristin Davidse (Leuven), Stuart Davis (Indiana), Philippe De Brabanter (Paris), Walter De Mulder (Antwerp), Nicole Delbecque (Leuven), Pierpaolo Di Carlo (University of Florence), Lettie Dorst (Leiden), Katarzyna Dziubalska-Kolaczyk (Poznań), Marion Elenbaas (Leiden), Andrés Enrique-Arias (Illes Balears), Victoria Escandell-Vidal (UNED, Madrid), Małgorzata Fabiszak (Poznań), Teresa Fanego (Santiago de Compostela), Antonio García Gómez (Alcalá), María del Pilar García Mayo (Basque Country), Francesco Gardani (Vienna), Spike Gildea (Oregon), Alessandra Giorgi (Venice), María de los Ángeles Gómez González (Santiago de Compostela), Francisco González (Almería), Stefan Th. Gries (UCSB), Kleanthes K. Grohmann (Cyprus), Eitan Grossman (Jerusalem), Eva Hajičová (Prague), Björn Hansen (Regensburg), Martin Hilpert (Neuchâtel), Hans Henrich Hock (Illinois, Urbana-Champaign), Elly Ifantidou (Athens), Junko Ito (Santa Cruz), Johannes Kabatek (Zürich), Gunther Kaltenböck (Wien), Olga Kepinska (Leiden), Mikhail Kissine (Bruxelles), Seppo Kittilä (Helsinki), Alwin Kloekhorst (Leiden), Martin Kohlberger (Leiden), Björn Köhnlein (Leiden), László Komlósi (Pécs), Bernd Kortmann (Freiburg), Lívia Körtvélyessy (Kosice), Gitte Kristiansen (Complutense, Madrid), Karen Lahousse (Leuven), Meri Larjavaara (Turku – Åbo), Pierre Larrivé (Caen Basse-Normandie), David Lasagabaster (Vitoria), María Luisa Lecumberri (Vitoria-Gasteiz), Elisabeth Leiss (München), María Rosa Lloret (Barcelona), María José López Couso (Santiago de Compostela), Lucía Loureiro-Porto (Balearic Islands), Andrej Malchukov (Mainz), Francesca Masini (Bologna), Belén Méndez-Naya (Santiago de Compostela), Helle Metslang (Tartu), Amina Mettouchi (Paris), Katarzyna Miechowicz-Mathiasen (Poznań), Edith Moravcsik (Wisconsin), Henrik Høeg Müller (Copenhagen), Nicola Munaro (Venice), Pieter Muysken (Nijmegen), Nicole Nau (Poznań), Jan Nuyts (Antwerp), Miren Lourdes Oñederra (Vitoria-Gasteiz), Carita Paradis (Lund), Paola Pietrandrea (Roma III), José Pinto de Lima (Lisbon), Vladimir Plungjan (Moscow), Cecilia Poletto (Frankfurt), Lola Pons Rodríguez (Sevilla), Eric Reuland (Utrecht), Nicoletta Romeo (New South Wales), Anna Roussou (Patras), Francisco Ruiz de Mendoza (Logroño), Cinzia Russi (Austin), Andrea Sansò (Insubria), Stephan Schmid (Zürich), Elena Seoane-Posse (Vigo), Petra Sleeman (Amsterdam), Elena Smirnova (Hannover), John Charles Smith (Oxford), Augusto Soares da Silva (Braga), Andrew Spencer (Essex), Dejan Stosic (Toulouse 2), Cristina Suárez-Gómez (Illes Balears), Jarmila Tárníková (Olomouc), Catherine Travis (Canberra), Salvador Valera (Granada), Dorien Van De Mierop (Leuven), Johan van der Auwera (Antwerp), Elly Van Gelderen (Arizona), Henk van Riemsdijk (Tilburg), Guido Vanden Wyngaerd (Brussels), Arie Verhagen (Leiden), Jean-Christophe Verstraete (Leuven), Letizia Vezzosi (Perugia), Nigel Vincent (Manchester), Jacqueline Visconti (Genova), Ferdinand von Mengden (Berlin), Søren Wichmann (EVA – Leipzig), Bartosz Wiland (Poznań), Dominique Willems (Ghent), Alena Witzlack-Makarevich (Zürich), Ruth Wodak (Lancaster), Magdalena Wrembel (Poznań), Fernando Zúñiga (Bern), Paulina Zydorowicz (Poznań).

ORGANISERS

Chair of the local organising committee: [Michela Cennamo](#) (Naples)
SLE Conference Manager: [Ana Díaz-Negrillo](#) (Granada)
SLE Conference Assistant: [Eva M. Gómez-Jiménez](#) (Jaén)
SLE Treasurer: [Dik Bakker](#) (Lancaster)

SLE GROUP ON FACEBOOK

<http://www.facebook.com/groups/Societaslinguistica/>

Appendix 5. Workshop proposals. Notification emails

Acceptance

Dear workshop convenors,

We are happy to let you know that your workshop proposal has been accepted by the officers of the SLE Scientific Committee. Many thanks again for the effort you have put in your proposal.

In attachment you'll find the slots given to your workshop, the reviewers' comments on your proposal and the score it has received. The threshold score has been 7.4 over 10.

All abstracts of accepted workshops will go online on our webpage. **Could you send us a revised version the abstract of your workshop without mentioning the papers / contributors by the end of the week?** Please, feel encouraged to take into account any recommendations the reviewers may have made.

In order to make the organization of your workshop as convenient as possible, we would like to give you some more information:

Abstract submission:

- For all abstracts, the submission deadline is January 15th 2016. Please tell the authors of the papers in your workshop proposal to submit their abstract via EasyChair (<https://easychair.org/conferences/?conf=sle2016>) by the deadline. The name of your workshop will show on EasyChair by the end of this week. The participants in your workshop should select your workshop upon abstract submission.
- Abstracts should i) be anonymous, ii) contain between 400 and 500 words (exclusive of references), and (3) state research questions, approach, method, data and (expected) results. If there is a keynote speaker in your workshop, please ask your keynote speaker to insert "keynote paper" in his/her abstract.
- Participants are allowed to present only one single-authored paper. In addition, they may either have a joint paper (but not as a first author) or be a discussant in a workshop. Two co-authored papers are also allowed. The workshop introduction does not count as an authored paper.

Abstract reviewing:

- Abstracts will receive three scores, two by two members of the SLE 2016 Scientific committee and one by the workshop convenor(s).
- Authors outside your workshop proposal can also submit papers to your workshop. So on your list of workshop papers to review, there may be papers that did not show in your initial workshop proposal. This should be taken as a positive aspect because it makes workshops open and competitive. If you have received good abstracts which you have not included in your proposal for reasons of space, please encourage their authors to submit their papers to the general session by January 15th 2016.
- During paper reviewing, you are expected to consider all the papers equally and review them in terms of their research quality.
- Workshop papers and general session papers are selected according to the same threshold. Please note, that any abstracts submitted to your workshop under the threshold score will get rejected. If you think any abstracts from your initial list of participants needs to get revised (according to the comments attached), please ask the authors to do so. Unlike in previous years, in SLE 2016 there won't be a list of alternates.
- If at the end of the reviewing process there are more accepted papers in your workshop than slots (10 or 15), you will be asked to make a selection of papers for your workshop. Unselected papers will be scheduled in the general session. We'll try to schedule them in one and the same section of the schedule which does not overlap with your workshop. This is so your workshop attendants can attend these other papers'

presentations and, conversely, authors of these unselected papers can attend your workshop. If, at a later stage, there are dropouts in your workshop and you'd like to fill empty slots with these additional papers, this may be possible.

- In January we'll contact you with specific instructions for the reviewing process.

Slot duration

- Workshop slots last 30 minutes (20 presentation + 8 discussion + 2 to change rooms). The general schedule of the conference may not be altered. For example, no slots of 20 or 40 minutes are allowed.

Registration and fees

- All workshop participants pay the conference fee that corresponds to their category. No reduction for one-day participation is possible (please registration and fees in <http://sle2016.eu/>)

- Meeting the registration deadlines is important for the well-functioning of the conference. Only papers for which a conference fee has been paid will be scheduled. Convenors are expected to communicate with the participants in their workshop and send reminders of the deadlines.

- The SLE nor the local organizing committee have funds for inviting (keynote) speakers in workshops. Hence, (invited) speakers attend the conference either at their own expenses or financed by (the university of) the convenors. Speakers invited to workshops pay the same conference fee as regular participants.

These observations may sound a bit strict, but previous years have shown that a solid organization is to the benefit of all.

If there should be any further questions, please contact us at this address sle@ugr.es.

Looking forward to seeing you in Naples.

With best regards and season's greetings,

Bert Cornillie, Chair of SLE workshops
Michela Cenamo, Chair of the local SLE 2016 committee
Ana Díaz-Negrillo, SLE Conference Manager

Rejection

Dear workshop convenors,

Thank you again for the workshop proposal you have submitted for the upcoming SLE 2016 conference in Naples.

The reviewing process has now been completed. Every workshop proposal has been evaluated by five reviewers. The selection of the abstracts by has been difficult given the high level of the proposals received. We regret to inform you that your workshop was under the threshold score of acceptance (7.4 over 10). The reviewers' comments and their scores are attached to this message.

Rejection of the workshop does not mean that the contributors' abstracts should get be excluded from the conference altogether. The abstracts in your workshop proposal could still be revised, extended to 500 words and resubmitted to the conference main session by January 15th. And, if a few abstracts on a related topic are

accepted, they may be grouped in the programme as part of the conference general session. This means that the papers in your proposal could still have a place at the conference and receive the discussion they deserve. So do not hesitate to encourage the contributors in your proposal to submit their extended abstracts for the general session by the 15th January (<https://easychair.org/conferences/?conf=sle2016>).

Finally, we would like to invite you to resubmit your revised workshop proposal next year (SLE 2017, Zurich), taking into account the comments of the reviewers.

Thank you for your understanding and looking forward to meeting you at one of our SLE meetings.

With best regards and season's greetings,

Bert Cornillie, Chair of SLE workshops
Michela Cenamo, Chair of the local SLE 2016 committee
Ana Díaz-Negrillo, SLE Conference Manager

Appendix 6. Invitation to the Programme Committee

Dear XXXX,

The [Societas Linguistica Europaea](#) would like to invite you to take part of the Scientific Committee of the [SLE 2016 conference](#), in accordance to your expertise in XXXx.

The SLE conference is the Annual Meeting of the Societas Linguistica Europaea, which stands as the European equivalent to the Linguistic Society of America. The conference receives over 400-500 participants every year (over 550 last year in Leiden), and attracts linguists all over the world. For information on past SLE conferences, please see, for example, [SLE 2015](#).

The reviewing process is over the conference platform Easychair and will take place during February and March. The reviewing process involves giving a score and a short comment justifying your score to each of the abstracts assigned.

SLE will be grateful if you kindly accept this invitation. If your response is positive, it will be helpful if you could also send us some keywords for your research interest.

With very best regards many thanks for considering this invitation,

--

Ana Díaz-Negrillo
SLE Conference Manager
<http://sle2016.eu/>

Appendix 7. Message with instructions for reviewers

Instructions for reviewers

Dear Member of the SLE 2016 Scientific Committee,

This is to let you know that the reviewing process at SLE 2016 will be starting soon. The deadline for submission of papers is 15th January and the reviewing process, will take place in February and March.

Once again we will be using Easychair for the reception of submissions, reviewing and communication with authors. I'm aware that for some of you having to deal with a platform may not be as flexible as communicating by email. Still, I will be in touch with you with instructions so that you know what to do at all times and, of course, you can get in touch with me whenever you have any queries or need some help.

I have given you access to the system as PC (Programme Committee) member, i.e. reviewer, and we will soon start to assign to you abstracts for reviewing. For this, we will use the information about your research interests in our records, and also your topics, which you can enter directly in Easychair (it takes 2 minutes). Below are some instructions how to enter this information in the system:

STEP 1. LOGGING IN. If you haven't used Easychair before first of all you should create an account. For this, go to the Easychair Abstract submission page (<https://easychair.org/conferences/?conf=sle2016>), click at the "sign up for an account" link at the login page and fill in the form. The system will send you an e-mail with the instructions how to finish the registration.

If you already have an Easychair account, go to the Easychair Abstract submission page (<https://easychair.org/conferences/?conf=sle2016>) and log in using your username and password.

If you have submitted an abstract to SLE 2016, you will have access to two types of interfaces, one as author and another one as PC member. To change your role you can select "SLE 2016" > "Change role" from the top menu (Screenshot 1 attached).

STEP 2. CHOOSING TOPICS. You can choose your topics by selecting "SLE 2016" > "My topics" from the top menu (Screenshot 2 attached). This will only take 2 minutes.

In addition, if you'd like to review the papers submitted to any of the workshops at the conference, do not hesitate to get in touch with the Chair of workshops, Bert Cornillie <bert.cornillie@arts.kuleuven.be>, with the name of the workshop of your preference. A list of workshops and their abstracts can be found here: <http://sle2016.eu/list-of-workshops>.

Once all the papers have been assigned to the reviewers, I'll contact you again with instructions about how to proceed and the exact the deadline. The number of papers to be assigned to each reviewer will vary depending on your area of specialisation and the nature of the submissions received. Last year the number of assigned papers usually ranged between 10-20 abstracts. Although we try to keep the number of papers as manageable as possible for the reviewers, we also believe that reviewing a broader range of papers gives a better picture of the quality of the papers and contributes to a fairer reviewing.

Many thanks for being willing to contribute to SLE 2016 with your reviewing work. Do not hesitate to get in touch if you have any questions.

With very best regards,

Ana Díaz-Negrillo

SLE Conference Manager
Additional message with specifications for convenors

Dear workshop convenors,

I'm adding some information to my previous email after the queries by some workshop convenors.

Any author could submit papers to your workshop at the time of abstract submission. So on your list of workshop papers to review, there may be papers that did not show in your initial workshop proposal. This makes workshops open and competitive, and should be taken as a positive aspect to your workshop.

During paper reviewing, you are expected to consider all the papers equally and review them in terms of their research quality. If the topic of a particular paper is not (particularly) relevant to your workshop, you should indicate this clearly in your review so that the step described below can be justified to the paper's author. If the topic of a paper has nothing to do with your workshop's topic, let me know, there may have been a mistake in the workshop selection upon abstract submission.

If, after the reviewing process, there are more accepted papers than slots in your workshop, you will decide:

- which papers you'd like to keep in your workshop,
- which you'd like to have on a waiting list to the workshop (they may be relevant to your workshop but less so than the previous batch), and
- which you'd like to send directly to the general session (they may not be relevant to your workshop).

All the accepted papers on the waiting list to your workshop for which there is eventually no room in your workshop will stay in the general session. I'll try to schedule them in one and the same section of the schedule which does not overlap with your workshop. This is so your workshop attendants can attend these other papers and, conversely, authors of these waiting list papers can attend your workshop. If there are cancellations in the schedule, I'll get in touch with you saying that the next paper on your waiting list will be moved to your workshop.

On the other hand, if after the reviewing process, your workshop has fewer accepted papers than slots in your workshop:

- if your workshop was initially long, that is 1.5 day, your workshop will become a short workshop, or
- if your workshop was initially short, that is 1 day, I'll ask you to indicate whether there is any paper that may be relevant to your workshop's topic on the list of accepted papers in the general session. If the author is ok with it, we will move these papers to your workshop.

Do not hesitate to get in touch if you have any queries,

Best regards,

Ana Díaz-Negrillo
SLE Conference Manager

Appendix 8. Notification emails

Rejection

Societas Linguistica Europaea – 31 August - 3 September 2016 – Naples

Dear [*NAME*],

Thank you again for the abstract you have submitted for the upcoming SLE conference in Naples.

The abstract reviewing process has now finished. Every abstract has been reviewed by three reviewers who rated each abstract on a 1-5 scale. A final average score has been obtained taking into consideration the reviewers' expertise in the topic of the paper (weighted average score).

Because of space restrictions the threshold has been fixed at 3.1. The final score for your paper is under the threshold. So we regret to inform you that your submission [*TITLE*] could not be accepted for presentation at SLE 2016.

You may find the reviews and scores of your paper below.

If you have any questions, do not hesitate to get in touch.

Best wishes,

Maria Josep Cuenca
Chair SLE 2016 Scientific Committee - General session

Bert Cornillie
Chair SLE 2016 Scientific Committee - Workshops

Ana Díaz-Negrillo
SLE Conference Manager

Acceptance. Workshop papers shifted to the GS and put on WL

Societas Linguistica Europaea – 31 August - 3 September 2016 – Naples

Dear

[*NAME*],

Thank you again for the abstract you have submitted for the upcoming SLE conference in Naples.

The abstract reviewing process has now finished. Every abstract has been reviewed by three reviewers who rated each abstract on a 1-5 scale, where a score under 3 meant rejection. A final average score takes into consideration the reviewers' expertise in the topic of the paper (weighted average score). The acceptance threshold has been set at 3.1.

According to the final score, **your submission** [*TITLE*] **has been accepted for presentation at SLE 2016**. However, the workshop you selected upon abstract submission has more accepted papers than available slots. The convenors had to make a difficult selection of the abstracts which are more closely connected to the workshop's topic and put some papers on a waiting list to their workshop.

Your paper currently stands on this waiting list. As soon as there are cancellations in the workshop, papers on the waiting list will be scheduled in the workshop. In the event that there had not been enough cancellations in the workshop upon publication of the schedule (June), your paper will be scheduled in the general session in a section which is thematically relevant to your paper. Also, we always try to schedule waiting list papers in a section of the schedule which does not overlap with the workshop initially selected. We hope this is okay with you.

You may find the reviews and the scores of your paper below.

You will soon find the list of the accepted papers on our [programme page](http://sle2016.eu/programme) (<http://sle2016.eu/programme>).

For details concerning registration, travel, accommodation and social programme, please see the [conference website](http://sle2016.eu) (<http://sle2016.eu>). Note that the early bird registration deadline is 30th April and that only papers for which a registration fee has been paid will show up in the schedule. The registration deadline for authors is 31st May. The schedule will be out at the beginning of June. Please note that we have to be strict with the registration deadlines so that the publication of the schedule is not delayed.

Participation in SLE 2016 will be reserved to SLE members. Those colleagues who are not a member yet are requested to become a member upon registration. Note that conference registration and membership applies to all presentations, that is, oral presentations at the general session, poster presentations and workshop presentations (including keynote presentations).

If you have any questions, do not hesitate to get in touch.

We look forward to seeing you in Naples.

Best wishes,
Maria Josep Cuenca
Chair SLE 2016 Scientific Committee - General session
Bert Cornillie
Chair SLE 2016 Scientific Committee - Workshops

Ana Díaz-Negrillo
SLE Conference Manager

Acceptance. WS shifted to GS (no WL)

Societas Linguistica Europaea – 31 August - 3 September 2016 – Naples

Dear

[*NAME*],

Thank you again for the abstract you have submitted for the upcoming SLE conference in Naples.

The abstract reviewing process has now finished. Every abstract has been reviewed by three reviewers who rated each abstract on a 1-5 scale, where a score under 3 meant rejection. A final average score takes into consideration the reviewers' expertise in the topic of the paper (weighted average score). The acceptance threshold has been set at 3.1.

According to the final score, **your submission** [*TITLE*] **has been accepted for presentation at SLE 2016**. However, the workshop you selected upon abstract submission has more accepted papers than available slots. The convenors had to make a difficult selection of the abstracts which are more closely connected to the workshop's topic and shift some papers to the general session. Your paper is among the latter set of papers, so it will be scheduled in the general session in a section which is thematically relevant to your paper and which does not overlap with the workshop you initially selected. We hope this is okay with you.

You may find the reviews of your paper below.

You will soon find the list of the accepted papers online on our [programme page](http://sle2016.eu/programme) (<http://sle2016.eu/programme>).

For details concerning registration, travel, accommodation and social programme, please see the [conference website](http://sle2016.eu) (<http://sle2016.eu>). Note that the early bird registration deadline is 30th April and that only papers for which a registration fee has been paid will show in the schedule. The registration deadline for authors is 31st May. The schedule will be out at the beginning of June. Please note that we have to be strict with the registration deadlines so that the publication of the schedule is not delayed.

Participation in SLE 2016 will be reserved to SLE members. Those colleagues who are not a member yet are requested to become a member upon registration. Note that conference registration and membership applies to all presentations, that is, oral presentations at the general session, poster presentations and workshop presentations (including keynote presentations).

If you have any questions, do not hesitate to get in touch.

We look forward to seeing you in Naples.

Best wishes,

Maria Josep Cuenca
Chair SLE 2016 Scientific Committee - General session

Bert Cornillie
Chairs SLE 2016 Scientific Committee - Workshops

Ana Díaz-Negrillo
SLE Conference Manager

Acceptance NP to POSTER

Societas Linguistica Europaea – 31 August - 3 September 2016 – Naples

Dear [*NAME*],

Thank you again for the abstract you have submitted for the upcoming SLE conference in Naples.

The abstract reviewing process has now finished. Every abstract has been reviewed by three reviewers who rated each abstract on a 1-5 scale, where a score under 3 meant rejection. A final average score has been obtained taking into consideration the reviewers' expertise in the topic of the paper (weighted average score). The acceptance threshold has been set at 3.1.

According to this final score, **your submission** [*TITLE*] **has been accepted for presentation at SLE 2016**. When you registered your abstract, you marked the option 'No preference', so your abstract has provisionally been assigned to the poster session. Note that papers registered as posters have received as high scores as oral presentations. The poster session is expected to last at least 1 hour and will be given prominence in the conference schedule. Also, in previous conferences, posters have sometimes received more feedback than oral presentations, because discussions usually run longer. Still, if you preferred to deliver your paper as an oral presentation in the general session, please let me know as soon as possible.

You may find the reviews of your paper below.

You will soon find the list of the accepted papers on our [programme page](http://sle2016.eu/programme) (<http://sle2016.eu/programme>).

For details concerning registration, travel, accommodation and social programme, please see the [conference website](http://sle2016.eu) (<http://sle2016.eu>). Note that the early bird registration deadline is 30th April and that only papers for which a registration fee has been paid will show in the schedule. The registration deadline for authors is 31st May. The schedule will be out at the beginning of June. Please note that we have to be strict with the registration deadlines so that the publication of the schedule is not delayed.

Participation in SLE 2016 will be reserved to SLE members. Those colleagues who are not a member yet are requested to become a member upon registration. Note that conference registration and membership applies to all presentations, that is, oral presentations at the general session, poster presentations and workshop presentations (including keynote presentations).

If you have any questions, do not hesitate to get in touch.

We look forward to seeing you in Naples.

Best wishes,

Maria Josep Cuenca
Chair SLE 2016 Scientific Committee - General session

Bert Cornillie
Chairs SLE 2016 Scientific Committee - Workshops

Ana Díaz-Negrillo
SLE Conference Manager

Acceptance. Rest of papers

Societas Linguistica Europaea – 31 August - 3 September 2016 – Naples

Dear [*NAME*],

Thank you again for the abstract you have submitted for the upcoming SLE conference in Naples.

The abstract reviewing process has now finished. Every abstract has been reviewed by three reviewers who rated each abstract on a 1-5 scale, where a score under 3 meant rejection. A final average score has been obtained taking into consideration the reviewers' expertise in the topic of the paper (weighted average score). The acceptance threshold has been set at 3.1.

According to the final score, **your submission** [*TITLE*] **has been accepted for presentation at SLE 2016**, either at a particular workshop or at the general session, in accordance to your selection upon abstract submission. If your abstract belongs to a particular workshop, the convenors of the workshop will soon get in touch with you.

You may find the reviews of your paper below.

The list of the accepted papers will soon be online on our [programme page](http://sle2016.eu/programme) (<http://sle2016.eu/programme>).

For details concerning registration, travel, accommodation and social programme, please see the [conference website](http://sle2016.eu/) (<http://sle2016.eu/>). Note that the early bird registration deadline is 30th April and that only papers for which a registration fee has been paid will show in the schedule. The registration deadline for authors is 31st May. The schedule will be out at the beginning of June. Please note that we have to be strict with the registration deadlines so that the publication of the schedule is not delayed.

Participation in SLE 2016 will be reserved to SLE members. Those colleagues who are not a member yet are requested to become a member upon registration. Note that conference registration and membership applies to all presentations, that is, oral presentations at the general session, poster presentations and workshop presentations (including keynote presentations).

If you have any questions, do not hesitate to get in touch.

We look forward to seeing you in Naples.

Best wishes,

Maria Josep Cuenca
Chair SLE 2016 Scientific Committee - General session

Bert Cornillie
Chairs SLE 2016 Scientific Committee - Workshops

Ana Díaz-Negrillo
SLE Conference Manager

EVALUATION SHEET
Best paper Awards – SLE 20XX (XXXX)

Instructions:

- (1) Please attend the paper that you have been allocated, assess it on the basis of the criteria listed below (with colour if you do it electronically), and mark it with an overall score from 1 (lowest) to 10 (highest).
- (2) Free comments and suggestions can be added at the end. These may be shared with the presenter.

Name
Title
Dates - Time - Room
PhD - Postdoc
Evaluator

ASSESSMENT CRITERIA

1. Is the paper original and relevant?

Poor Acceptable Good Very Good

2. Is the author familiar with extant research and literature on the issue?

Poor Acceptable Good Very Good

3. Are the methods adequate for dealing with the question addressed in the paper?

Poor Acceptable Good Very Good

4. Are data dealt with responsibly and analysed correctly?

Poor Acceptable Good Very Good

5. Are the results interpreted correctly, and the conclusions drawn by the author warranted?

Poor Acceptable Good Very Good

6. Was the presentation clear, was the presenter able to get his/her argument across?

Poor Acceptable Good Very Good

Overall score from 1 (lowest) to 10 (highest):

FREE COMMENTS AND SUGGESTIONS (if any):