Committees - tasks and responsibilities

- key words: committee, task, responsibility, executive, scientific committee, organising committee

CercleS Co-ordinating committee

1. Approves the venue of the event upon proposal of the local organizing committee.

CercleS Executive

Tasks and responsibilities

1. Receives the request from the Director of the Language Centre proposing to organise the event.
2. Nominates two members to the Scientific Committee on the suggestion of the local organisng committee. These two members should be actively involved with the Scientific Committee so that they are clear liaison between the event and the Executive. They should provide a conduit of information and be able to clarify doubts that may arise in the organisation.
3. Confirms the project timeline and budget
4. Takes care of the call for papers and communication with the authors
5. Promotes the event on CercleS webpage

Scientific committee

The constitution of the Scientific Committee, as proposed by the national association Organising Committee, respects the following criteria:

- President, CercleS Executive
- Member, CercleS Executive
- Chair of the Local Organising Committee
- Other members, including local colleagues, who will bring:
  - Diversity of linguistic backgrounds (specify languages)
  - Academic/Managerial expertise in the field
  - Experience with conference organisation (e.g. CercleS and other national and international conferences)

The Scientific Committee has the following responsibilities:

- Suggesting keynote speakers and approving the Organising Committee’s final list of keynote speakers
- Approving the Organising Committee’s proposal concerning section profiles and titles
- Contributing to the process for determining the quality of the abstracts submitted and their subsequent acceptance or rejection after initial review by the Organising Committee. It is recommended that a blind peer review procedure be followed:
  1. Definition of the abstract evaluation procedure
  2. Reception of the abstracts
  3. Attribution of an individual abstract number by the secretarial staff - centralized and not accessible to reviewers
  4. Distribution of each abstract to two Sci Com member reviewers with a third reviewer to be attributed to the abstract if and only if the reviewers are in disagreement
  5. Preparation and sending of feedback for all submissions to the contributors.
- Adhering to the deadlines agreed to with the Organising Committee
- Participating in the event

See below for past Scientific Committees

Local organising committee

The constitution of the Organising Committee respects the following criteria:

1. Diversity of linguistic backgrounds
2. Representation of national association Language Centres
3. Academic and/or professional expertise in the field of the conference topic
4. Interest and innovative ideas
5. Expertise in conference organisation

The Organising Committee has the following responsibilities:

- Preparing a proposal to organise the event for CercleS Co-ordinating committee.
- Maintaining contact and coordination with the Scientific Committee
- Nominating local members to the scientific committee
- Selecting and finalising all venues
- Preparing the project timeline and coordinating the work of other internal committees
- Preparing and issuing the conference announcement in the languages stipulated in the Agreement to the CercleS General Secretariat
- Deciding on budget issues, finding sponsors and maintaining budget documentation
- Proposing and approving conference title and subthemes in consultation and agreement with the Scientific Committee
• Proposing guest speakers in consultation with the Scientific Committee, subject to final approval by the Scientific Committee
• Establish and maintain lines of communication with guest speakers
• Maintaining all contact with guest speakers, participants, institutions, and sponsors
• Proposing section titles and defining section profiles, subject to final approval by the Scientific Committee
• Issuing initial programme and updates
• Coordinating abstract submission and evaluation procedures as defined by the Scientific Committee
• Notifying presenters (acceptance/rejection and further communication)
• Carrying out initial review of abstracts
• Defining guidelines for presenters and poster authors
• Appointing and briefing session convenors
• Preparing and managing conference website (online registration, abstract management, payments, cultural programme, etc)
• Managing Public Relations - creating and maintaining media relations before and during the conference
• Planning social programme extras
• Managing accommodation
• Carrying out general secretarial duties

LINKS:
Past Scientific and Organising Committees