Table of contents

1. Introduction 4
   1.1. LTRC and ILTA 4
   1.2. Management Company 4
   1.3. LTRC Advisory Committee 5
   1.4. Intended audience 5
2. Obtaining approval to organize LTRC 6
3. Preparing for LTRC 6
   3.1. Signing contracts 6
   3.2. Venue 6
   3.3. Dates 8
   3.4. Accommodation 8
   3.5. Website 9
   3.6. Program structure 9
   3.7. Proposals 10
   3.8. Program book 11
   3.9. Program Session Chairs 11
   3.10. Workshops 12
   3.11. Awards 12
   3.12. Social program 15
   3.13. Sponsorship 15
   3.14. Budget 16
   3.15. Volunteers 16
   3.16. Gifts 17
4. During LTRC 17
5. After LTRC 18
6. General Timeline 18

Appendix 1: Proposal to host LTRC 20
Appendix 2: Sponsorship request letter and sponsorship form 22
Appendix 3: LTRC Post Conference Survey 25
Appendix 4: Sample invitation to review/Reviews assigned/Reminder to review 28
Appendix 5: Sample Accept and Reject Letters 30
1. Introduction

1.1 LTRC and ILTA

The International Language Testing Association (ILTA) is an international group of language testing and assessment scholars and practitioners whose dedication and work are respected both within and outside the profession, and who together define what it means to be a language tester. The website of ILTA is http://www.ILTAonline.com/.

ILTA's annual international conference is the Language Testing Research Colloquium (LTRC). LTRC is organized each year by a local committee with support and advice from the ILTA-LTRC Advisory Committee and a management services company.

1.2 Intended audience

The intended audience for this SOP document includes LTRC Organizers, their committees and any other stakeholders. This document will also be helpful in aligning the expectations of ILTA, the ILTA Management Company, the ILTA-LTRC Advisory Committee, and the local LTRC Organizing Committee.

1.3 Management Company

A management company provides professional association management services to ILTA, including help with the organization of LTRC. The current management company, Nardone Consulting Group (Inc), typically handles tasks such as those listed below, in cooperation with ILTA (including the ILTA-LTRC Advisory Committee) and the LTRC organizers:

1) Program and manage online event registration, including sending confirmation emails, collecting fees, processing cancellations and changes, etc.
2) Negotiate prices with hotels and conference venues (for US-based conferences)
3) Manage on-site registration and accept payments onsite Payments cannot be accepted by volunteers)
4) Handle LTRC balance sheet and accounting (accounts receivable and payable)
5) Provide regular pre-event registration reports to appropriate leaders
6) Circulate the post-LTRC conference participant survey
7) Create and circulate template for certificates of participation
8) Create template for invitation letters for visa and or institutional requirements for participants (template required by country may have to be provided by conference organizers)
9) Market the conference through the web site and email
10) Order registration-related supplies, including badge supplies, tote bags (if applicable), lanyards, etc.
11) Prepare attendee packets, including name badges; ship supplies to the conference site.
12) Sponsors:
   - Program and manage online order form for sponsors, exhibitors, and advertisers.
   - Invoice sponsors, exhibitors and advertisers based on submitted registration form.
   - Follow up on pending sponsorship, exhibiting and advertising receivables.
   - Acknowledge sponsors, exhibitors, advertisers on the web site and in email, as directed.
• Draft and distribute follow up evaluation to participating sponsors, exhibitors, and advertisers.

Nardone does NOT handle the following tasks:
1) receiving paper submissions
2) selecting and coordinating abstract reviewers, as decided by the LTRC organizing committee
3) sending notifications of paper acceptance or rejection to presenters, as per the LTRC organizers’ decision
4) providing advice on visa requirements (information can be posted on website by Nardone)

The contact details for the current Association Manager are as follows:
terry@iltaonline.com | http://www.iltaonline.com
678-809-4120 ph | 404-393-9506 fax
2900 Delk Road | Suite 700, PMB 321 | Marietta, GA 30067 | United States

1.4 ILTA-LTRC Advisory Committee

The primary purpose of the ILTA-LTRC Advisory Committee is to provide support to the LTRC Chair(s) while looking out for the best fiscal and professional interests of ILTA. The composition and functions of the committee can be found in the ILTA By-Laws. The committee includes representatives of the ILTA Executive and members of the local Organizing Committee for the previous and the following LTRC events.

1.5 LTRC Organizing Committee

The primary purpose of the local LTRC Organizing Committee is to organize and manage the LTRC while looking out for the best fiscal and professional interest of ILTA. Committee should consist of six to eight people, including conference chair(s). Main tasks include:

1. Organizing pre-conference workshops
2. Coordinating abstract review process
3. Sponsorships
4. Social program (e.g., networking dinners, outings, opening reception, banquet)
5. Catering/hotels/space
6. Awards (Messick/Davies)
7. Program production
8. Conference schedule
9. Tote bags/free gifts (such as pens, notebooks) etc
10. Recruiting and deploying Volunteers

Each committee member, if a member of ILTA in good standing, will receive one complimentary conference registration and up to $375 per person allocation to assist with travel, accommodation and subsistence expenses (based on 8 committee members). This funding should be allocated under
committee expenses on the LTRC Budget. Expenses must be submitted (with receipts) to the ILTA management office following the conference for reimbursement.

2. Obtaining approval to organize LTRC

Individuals and institutions wishing to organize LTRC should first discuss the matter with the ILTA Board at least three years before the proposed LTRC, and follow procedures presented in Appendix 1. Potential organizers will be asked to give a brief presentation at the Annual Business Meeting (ABM) of ILTA, which takes place every year at LTRC. The presentation will make a case for organizing LTRC and ILTA members attending the ABM will be asked to approve this or vote following the meeting in the event of competing proposals. Upon approval, ILTA will ask organizers to sign a form explaining that they understand their duties and responsibilities for organizing LTRC.

In 2017 ILTA agreed to implement a 3-year rotation policy for LTRC locations as follows:

- Year 1 – North America
- Years 2 and 3 – Asia Pacific/Europe/Middle East
- In Years 2 and 3 there is also provision for holding the conference in a ‘new’ region. This would ideally happen once every six years.

3. Preparing for LTRC

This section presents several tasks that LTRC organizers should perform in preparation for the conference. Although some tasks are expected to be completed before others, their order in this section does not necessarily indicate which one should be performed first. Several tasks are in fact parallel or complementary.

Past LTRC organizers have found the program booklets of previous conferences to be helpful for familiarization and overall planning purposes. Therefore, it is highly recommended that organizers download the program booklets in PDF format. Program booklets are available at: http://www.ilaonline.com/page/LTRCPrograms. This URL can be accessed once an individual has logged in as an ILTA member.

3.1 Signing contracts

LTRC organizers should always work through ILTA when signing any contracts or making any legally binding promises, for example when reserving hotel rooms. ILTA cannot support contracts that have not been cleared and approved by ILTA and its management company and signed by the ILTA President.

3.2 Venue

When selecting the conference venue, there are several factors to consider, in particular the cost and suitability of the venue for organizing the conference. The list below presents some of important points for organizers to consider.

1) Venues, whether hotels or universities, may provide different levels of support to conference organizers. It is essential for the OC to verify what logistical support is provided by the venue or
can be handled by the committee. The items on the list below are not included in ILTA’s contract with Nardone. If help in these areas are needed, Nardone can present a proposal to assist the OC. These include:

**Prior to Conference:**

- Develop menus within the budget and contractual obligations
- Manage VIP rooms and coordinate rooming list with the hotel
- Manage group block to ensure the contractual obligations are met
- Review the Banquet event orders to ensure timing and pricing is correct and to ensure that the committee receives the order for final signature
- Provide final food guarantees
- Arrange and manage recording of the plenary lectures

**On-Site:**

- Check meeting rooms each morning to ensure they are set correctly, clean and AV is in working order
- Manage food guarantees daily and make adjustments as necessary
- Manage coffee breaks to ensure they are ready on time and order is correct
- Negotiate discounts for food not consumed at breaks
- Handle changes prior to the conference as well as on-site, handling last minute orders/requests keeping within or under the budget
- Manage special AV requests and technical assistance onsite
- Ensure the poster boards are set up on time
- Coordinate and create signage for the sessions
- Put signage out for the sessions and change when necessary

**2) Technology capabilities and costs:** What is the cost for computers, projectors, microphones and other equipment needed for presenters? What is the cost of wireless microphones for questions from the audience after the end of each presentation? What is the cost to record the plenary sessions?

**3) Access to Internet:** Given the widespread use of portable electronic devices, most attendees expect wireless access. Will there be sufficient access for all attendees and at what cost? If livestreaming of events is considered, the associated cost and internet speed in the venue must be factored in as well.

**4) Food/coffee:** What is the cost for coffee breaks?

a) Is there a minimum charge?

b) What are the lunch and dinner options?

**5) Meeting rooms:** (see also 3.6 Program Structure below)

a) Are there enough seats for the conference presentations, both plenary and parallel ones? Typically, room sizes of 70-100 may be needed for the parallel sessions; for plenary a room size of 250 – 320 may be needed. Historical information on LTRC attendance is provided with budget files.

b) In the case of parallel sessions, can attendees easily find the rooms?

c) How much time do attendees need to go from one room to another?

d) Is there a suitable venue for the WIP sessions (one large room with many tables)?

e) Are there enough tables and seats for the WIP sessions?

f) For poster sessions, is there enough room for presenters and attendees? How many posters can be accommodated? Are poster boards and easels available? Is the poster
venue reasonably close to where the main sessions take place (rather than out of the way and ‘off the beaten track’)?

g) For demos, do the rooms have the appropriate technology in place to allow for the demonstration?

h) Is there provision for recording the plenary sessions for later viewing online? This is not a requirement but would be appreciated by members who cannot attend.

6) **Location of Banquet:** The LTRC banquet typically takes place either the night before the final day of LTRC or on the final day. Several awards are presented during the banquet. Organizers will need to consider the following:
   a) Can attendees easily locate the banquet venue?
   b) What is the cost?
   c) What is the quality and variety of food?
   d) Can satisfactory arrangements be made for religious and dietary restrictions?
   e) Is there sufficient room and technical support (e.g., microphones) for the presentation of the various awards?
   f) Is there sufficient time beforehand for all the student papers eligible for the Lado Award to be presented and for the award committee to make its decision?
   g) If the banquet includes musical or cultural performances, is there adequate space to stage them?

7) **Group photo:** A group photo is typically scheduled during one of the breaks in the middle of the conference. If the photo is to be taken outside, an inclement weather alternative should also be specified. Also, it is important to consider who will take the photo. Will a professional photographer be asked to do this and, if so, is this in the budget?

3.3 **Dates**

When deciding on the dates for the conference, the following will need to be considered:

1) **Other conferences:** Could attendance of LTRC be combined with other relevant conferences in the field of applied linguistics and language teaching (e.g. AAAL, NCME, or EALTA)?

2) **Travel conditions:** Weather or organization of other events around the same time as LTRC might make travel booking more difficult and increase costs for attendees.

3) **Holidays and vacation time:** Are there any major holidays or is this a typical time of the year when attendees are likely to take a vacation? Travel may be difficult if the conference coincides with religious holidays in the country or a major sporting or cultural event.

4) **Availability of the Association Manager:** Check the potential dates with the Association Manager well in advance. Since the management company is a US-based organization, US public holidays apply. If LTRC is scheduled on or during a US public holiday (e.g. 4th July), ILTA will be charged an overage to cover the Association Manager’s work during a public holiday.

3.4 **Accommodation**

LTRC organizers are typically asked to secure several hotel rooms for attendees or to negotiate a discount at several trusted hotels. Some important issues to consider are as follows:

1) **Offer a variety of rates**, by obtaining a discount for rooms not only at the conference venue (if LTRC takes place in a hotel) but also other hotels, hostels and bed and breakfast locations.

2) Be careful not to over-commit to the number of rooms reserved. This is particularly the case when LTRC takes place in a location where attendees can easily arrange their own accommodation (e.g. Airbnb) instead of selecting the rooms secured by the organizers.
3) If organizers decide not to arrange for special room rates, they should provide a list of suggested hotels, ideally with website links.

4) If there are no (or not enough) suitable hotels close to the venue, it may be necessary to provide a shuttle bus service between the hotels and the venue. Depending upon location, it can be helpful to suggest local public transport options to get to/from the conference venue.

5) Put a map on the Accommodation page of the website to show the location of the recommended accommodation options in relation to the conference venue.

3.5 Website

1) The conference webpages are created by the ILTA management company and hosted on the ILTA website.

2) LTRC organizers generally create a simple logo for the conference, which is used on the website, on most communication and in the program booklet.

3) The LTRC website should be activated immediately after the previous LTRC finishes.

4) Regular updates to the LTRC website are essential, for attendees and presenters to plan accordingly. Monthly updates are recommended between the previous LTRC and three months before the next LTRC. More frequent updates are recommended during the three months before LTRC.

5) Important updates should also be provided to ILTA and the ILTA management company for the ILTA website, in particular deadlines for the call for proposals, early-bird registration, etc.

6) Important updates should also be announced on the LTEST-L listserv and sent to the ILTA management company to circulate to current members.

7) An LTRC website is expected to include information about the venue, registration, accommodation, travel, program, workshops, and social events.

3.6 Program structure

Each year, the structure of the LTRC program will vary slightly depending on the decisions made by the organizers, in consultation with the ILTA Board and the ILTA-LTRC Advisory Committee. It is generally expected that the LTRC program will include 2 days of pre-conference workshops, 3 days of LTRC proper, morning and afternoon breaks, a banquet, and perhaps an optional day of sightseeing.

In general, LTRC organizers will need to schedule sessions for the following:

1. Newcomers’ session (in the evening before the first day of the conference) before the welcome reception; this session is usually catered (possibly by a sponsor) and must be hosted.

2. In recent years an opening symposium or paper session has been scheduled between the newcomers’ session and the welcome reception.

3. Welcome reception

4. Opening ceremony at the beginning of the first day, with an appropriate dignitary (such as a senior academic at the host university).

5. Research papers and demos, which are mostly presented in parallel sessions.

6. Posters and Work-in-Progress presentations, which are scheduled as plenary slots in the program.

7. Special plenary sessions, such as the Messick Award Lecture, the Davies Lecture, and the Distinguished Achievement Award (DAA) Lecture. (It is advisable to avoid scheduling special plenary sessions in the first slot of the day to allow as many people to attend.)

8. ILTA Executive Board Meeting (typically held the day before LTRC proper); lunch needs to be organized for this meeting.
9. ILTA Annual Business Meeting (ABM), Language Testing and Language Assessment Quarterly Editorial board meetings, typically held during lunch. The journal publishers should be asked to cover the cost of lunch for the journal editorial board meetings. If a catered lunch has not been arranged for the conference, lunch for attendees at the ILTA ABM must be provided (typically in a brown bag/lunch box format, including a vegetarian option) and must be budgeted for by the LTRC organizing committee.

LTRC organizers might want to consider the following with regard to the program structure:

- **Pre-Conference Workshops**: Workshops should be limited to three with no more than one 2-day workshop.

- **Number of plenary and parallel sessions**: A combination of plenary and parallel sessions is the best approach. LTRC organizers should consider scheduling plenary sessions in the morning and parallel sessions in the afternoon. When scheduling parallel sessions, you will need to allocate 5 additional minutes at the end of papers so that so that attendees can move from one parallel session to another.

- **Number of accepted symposia**: Given the duration of the conference, 3-4 symposia is an appropriate number. To maximize the number of slots available for paper presentations while also ensuring that symposia are well attended, up to two symposia can be scheduled in parallel. In Bogota (2017), two different lengths of symposia were offered (2 hours and 90 minutes).

- **Number of accepted posters and WIPs**: Given the format of these sessions, the number of accepted posters and WIPs is greatly affected by the amount of space at the conference location (see past LTRC conference books). When deciding on the number of accepted poster and WIP papers, LTRC organizers should also consider the duration of the poster and WIPs sessions. Even if there is enough room, attendees should have enough time to visit the various posters and WIPs. The number of accepted posters and WIPs in previous LTRC varies, so future LTRC organizers might find it useful to consult past LTRC conference books on the ILTA website.

### 3.7 Proposals

**Call for proposals:**

- LTRC organizers should work with ILTA and the management company to announce the call for proposals in a timely manner and organize the blind peer review. This includes deciding on a theme for the conference. The organizers of the immediately previous LTRC will be able to provide a list of reviewers. Should the LTRC organizing committee wish to augment and/or refresh the list of reviewers, ILTA can provide a list of current ILTA members. Historically, the number of submissions has ranged from 180 to over 400 depending on the location of the conference.

- The abstract submission system is run separately from the ILTA management company and administered by the conference organizing committee. ILTA currently uses ConfTool, which requires a separate contract to be signed in advance.

- If the conference organizing committee decides to use an alternative paper submission tool, this should be chosen well in advance and a contract for this needs to be signed by the ILTA Executive Board.
• In the Call for Papers, ensure that presenters are made aware of the special requirements around the Lado award (that is, only student presenters can be named on papers, no supervisors); ensure that this is also mentioned when the paper acceptances are sent out.
• Sample letters for abstract reviewing, accepted and rejected papers and invitations to reviewers are supplied in an appendix to this SOP.
• A sample call for papers is included in Appendix 6

Ensure that there is an easy way to identify students during paper submission so that a list of student presenters for the Lado award can be compiled. Schedule the students at different times and all before the banquet.

1) **ILTA input:** Before notifying presenters, organizers should send the ILTA Board and the ILTA-LTRC Advisory Committee a list of the accepted papers and a tentative schedule, so that they can receive feedback.

2) **Proposal acceptance and presenter confirmation and registration:** After the LTRC organizing committee has made a decision about the proposals and sent the acceptance letters and before the program is finalized, it is a good idea to require presenters to confirm acceptance within about a month of being notified and to register no less than two months before the conference.

3) **Timeline:** Calls for proposals are usually made 8-10 months prior to LTRC and acceptances 6-8 months prior to LTRC.

### 3.8 Program book

LTRC conference organizers will probably find the program books of previous conferences to be helpful for the design of the conference book (see ILTA website for PDF copies). It is strongly recommended that discussions with a printing company start early, to ensure the timely completion of the design and the printing of the book. To ensure that printing costs are not exorbitant, minimize the number of color pages (for example sponsor ads and front and back cover pages), and use greyscale for most of the program book.

Ensure that the ILTA secretary and the ILTA management company receive a PDF copy of the program book for inclusion in the ILTA archive of LTRC programs.

### 3.9 Program Session Chairs

LTRC organizers will need to allocate session chairs in advance or alternatively paper presenters can be asked to chair for each other. Typically, attendees and presenters at LTRC are asked to chair a paper session. The student volunteers can also perform the task, as well as doing the timekeeping. Instructions for chairs (sent electronically prior to LTRC) and 1, 2 and 5-minute signs should be provided. Symposia are usually chaired by the organizers who put the original proposal together.

Special consideration should be given to the selection of an appropriate chair for each of the sponsored plenary lectures, in consultation with the sponsor. It could be a member of the organizing committee, a senior member of the LTRC community, or someone with a close relationship to the presenter. In the case of the Messick Lecture, at the end of the session, a representative of ETS presents the award plaque to the presenter.
To ensure the WIP session runs on time, it is important that the person who chairs the session is provided with a bell.

3.10 Workshops

LTRC organizers should always work through ILTA when making plans for preconference workshops, including selection of workshop topics, presenters, payments and reimbursements.

Workshop presenters can expect to receive an honorarium of $500 per workshop. If a workshop has multiple leaders, they should understand that the honorarium must be shared.

Workshop presenters can also expect to receive the following:

1. Return economy airfare (maximum USD$750/-) for one workshop leader and a maximum of USD $1000 if there are two or more leaders per workshop.
2. Hotel accommodation for the duration of the workshop (usually the night prior plus each workshop day – up to a maximum of three nights)
3. Per diem for the duration of the workshop. The exact per diem can be decided by the conference organizer - up to a maximum of US$100/day or the U.S. General Services Administration’s per diem rates (https://www.gsa.gov/travel/plan-book/per-diem-rates), whichever is less. Adjust the per diem depending on what is being provided as part of the conference. For instance, if breakfast is provided by the hotel and lunch by the conference then the per diem needs only to cover the cost of dinner.
4. Try and recruit (or select) workshop leaders who are based in the area or close by, in order to minimize costs.

There should be no more than three pre-conference workshops. A minimum target number of participants should also be agreed, below which a workshop will not run. It may be helpful to consult with previous conference organizers to establish the numbers attending workshops the previous year and any associated budgetary implications. The following chart can be used to calculate the breakeven registration rate and number of workshop attendees needed.

<table>
<thead>
<tr>
<th>Workshop Title</th>
<th># of Leaders</th>
<th>Honorarium</th>
<th>Flights</th>
<th>Hotel nights</th>
<th>Per Diem</th>
<th>Catering $$ per day per person, incl. workshop leaders</th>
<th>Total cost of workshop</th>
<th>Breakeven registration # (25% full rate + 75% discounted rate)</th>
</tr>
</thead>
</table>

All costs should be accounted for in the LTRC budget.

3.11 Awards


One of the first tasks of the Organizing Committee is to nominate speakers for the Messick and Davies awards; the other awards are the responsibility of other committees within ILTA. The description of the Messick Award and the process for nominating a speaker can be found at
http://www.ets.org/toefl/grants/samuel_messick_award. It is critical that LTRC organizers first discuss the nomination with the ILTA President, Vice-President and Secretary and then submit the nomination to the ETS contact, at least X? months prior to LTRC. ETS will be asked to approve the nomination and make the offer to the speaker on behalf of ILTA.

It is similarly important that LTRC organizers discuss the nomination of the Davies Lecture speaker with the ILTA President, Vice President, and Secretary, and then submit the nomination to the British Council contact well in advance of the conference. [NOTE: an SOP for this lecture has not yet been finalized so some parts of the process are less clear than for the Messick Award].

The recipients of the Messick Award and Distinguished Achievement Award (DAA) need to be scheduled to give plenaries. It is possible that the DAA winner will decline to give a plenary or not be able to attend the conference, but usually this is not the case. The Davies lecture, fully sponsored by the British Council, is also a plenary. The scheduling of these plenaries will vary, according to the overall structure of the program. One of them will normally be the opening main session on the first day (though probably not as early as 8am!), and the others are preferably scheduled on the second and third days.

The financial arrangements are as follows:

<table>
<thead>
<tr>
<th>Awards/Plenary Sessions</th>
<th>Sponsor Contribution</th>
<th>LTRC Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Messick Award</td>
<td>USD$1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Return economy airfare</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Up to three nights’ accommodation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference registration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Banquet ticket</td>
<td></td>
</tr>
<tr>
<td>Distinguished Achievement Award</td>
<td>GBP1000 + a framed certificate</td>
<td>Conference registration</td>
</tr>
<tr>
<td>(Cambridge English/ILTA)</td>
<td>Return economy airfare</td>
<td>Banquet Ticket</td>
</tr>
<tr>
<td></td>
<td>Up to four nights’ accommodation</td>
<td></td>
</tr>
<tr>
<td>Davies Lecture (British Council)</td>
<td>Flight (economy normally, premium economy if over 8 hours)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accommodation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LTRC registration</td>
<td></td>
</tr>
<tr>
<td>Award Description</td>
<td>Amount</td>
<td>Banquet Ticket</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Lado Award (ILTA)</td>
<td>£1,000</td>
<td>Banquet ticket</td>
</tr>
<tr>
<td>Best Article Award (ILTA)</td>
<td>USD$500</td>
<td>Banquet Ticket</td>
</tr>
<tr>
<td>Sage/ILTA Book Award (every three years) (Last given LTRC 2016)</td>
<td>USD$600</td>
<td>Banquet Ticket (max 2)</td>
</tr>
<tr>
<td>Student travel award</td>
<td>US$750</td>
<td>Free registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NO banquet ticket</td>
</tr>
</tbody>
</table>

LTRC chairs are sometimes asked by outside institutions to schedule special speaker sessions. It should be made clear that adding sessions sponsored by outside institutions is entirely up to the LTRC organizers and should not be treated as part of the official ILTA award sessions. The LTRC organizers, in consultation with the ILTA Board and the ILTA-LTRC Advisory Committee can agree to schedule such additional sessions or not.
The Robert Lado Memorial Award for best student presentation needs to be judged by a committee during LTRC and the winner is announced at the LTRC Banquet. Therefore, no two eligible student papers should be scheduled in parallel slots and no eligible student paper should be scheduled later than early afternoon on the day of the banquet.

3.12 Social program

LTRC typically starts with a reception the evening before the first full conference day, often preceded by an opening symposium or plenary. The banquet takes place either the night before the last day or on the final evening (see also information related to the Banquet in the Venue section). Sometimes organizers offer a day or half-day of sightseeing tours, at extra cost to participants. Organizers typically plan an optional evening social event, such as a wine tasting or a series of networking dinners, as well.

The newcomers’ session is usually scheduled for the afternoon/evening before the first day of the conference. This has been sponsored in previous years by LLTF (Charlie Stansfield) and there are slides available for the presentation. Please discuss with the ILTA President beforehand who will be giving the presentation. Catering (which typically includes light refreshments and beverages) needs to be arranged.

3.13 Sponsorship

Sponsorship is critical because it offers financial support not only to LTRC but also ILTA.

LTRC organizers should prepare a list of items which can be sponsored (see attachment for an example). It is important to distinguish in this list between sponsorship and advertising opportunities. The ILTA EB (President and secretary) will contact the sponsors who have given in the past (British Council, Cambridge, ETS, IELTS, Pearson, and Paragon Testing Enterprises). Other organizations should be contacted by the conference organizing team in consultation with the ILTA board. These may include invitations to local/regional organizations, e.g. national examination boards or professional associations/networks of testers/teachers. This can be especially beneficial in ‘new’ locations where such contacts help promote the conference and give it greater visibility at a local level. Once the sponsorship is confirmed, send the sponsor information and amount of sponsorship to the ILTA Management Company. An invoice will be sent to the sponsors and sponsorship money is to be paid directly to ILTA through the management company. Types of sponsorship may include program, reception, banquet, coffee breaks, bags, and publishers’ exhibit. In the Appendix, a sample sponsorship request letter is provided (Appendix 2).

Sponsorship application: Forms that interested parties need to fill out to indicate their intention to sponsor LTRC should be in a format such as PDF, so that sponsors print, sign and return to you. A Word file where the sponsor simply types a name is not official; thus; a signature will be needed.
The contributions of the sponsors should be adequately recognized:

- Their logos appear on the ILTA website.
- There should be a sponsor page with their logos at the beginning of the program book.
- A slide (or series of slides) with the logos should be prepared and displayed at suitable times during the conference.
- Their support can be acknowledged orally during the opening and/or closing ceremonies.

3.14 Budget

LTRC is the annual conference of ILTA and is therefore an important component of ILTA’s annual budget. While ILTA realizes that profits from LTRC will be variable, depending on location, time of year, local attendance, and level of sponsorship, it is our expectation that the Colloquium will generate a profit margin - minimum of $20,000. This covers many administrative costs associated with the LTRC. Organizers should discuss finances with the ILTA Treasurer and the management company to ensure that they budget realistically to ensure a successful financial outcome. A sample budget from a previous conference will be provided by the ILTA Treasurer. The Organizing Committee will work in conjunction with the ILTA Treasurer and the ILTA management company to prepare the budget. The final budget will be approved by the ILTA Executive Committee.

It should be made clear that ILTA takes financial responsibility for any losses that may be incurred by LTRC – that is, if the conference loses money, ILTA will cover it. Additionally, ILTA has a property insurance policy – which covers direct physical loss or damage both at the offices of the management company and at LTRC venues (even when abroad). In exchange for providing these financial guarantees, ILTA takes any profit that the LTRC might make after all local expenses have been paid. ILTA will also provide organizers with seed money to help them with initial expenses.

LTRC organizers should provide ILTA with regular budget updates. It is recommended that quarterly updates be provided up to a year before LTRC and monthly updates during the 12-month period leading to LTRC. The management company (info@iltaonline.com) and the ILTA treasurer can help LTRC organizers with the items that should be included in the budget.

Special registration rates should be submitted and approved by the ILTA Treasurer and the ILTA Executive Committee.

3.15 Volunteers

LTRC organizers recruit volunteers, local graduate students whose conference registration fee is waived in return for their service. Organizers should discuss arrangements about volunteers with ILTA. Volunteers staff the registration desk, give directions to conference attendees, help with time keeping and any other jobs that the conference organizing committee require help with. It is recommended that one member of the conference organizing team plays the role of volunteer coordinator, responsible for scheduling volunteers, providing initial training, and serving as their main contact. The recommended number of volunteers is 8-10, with each person working four 3-hour shifts over the course of the conference. Shifts can be coordinated with sessions so volunteers can attend and monitor. Volunteers cannot handle on-site registrations, credit payments or cash. This is handled by the ILTA Management staff on site.
3.16 Gifts
Conference organizers should contact the ILTA Executive to ensure gifts have been arranged ahead of time. The following people require gifts:

- Plenary speakers (responsibility of local team)
- Workshop presenters (responsibility of local team)
- ILTA Exec members leaving the Exec at the end of the year (ILTA Exec responsibility)
- Conference organizing committee (ILTA Exec responsibility)

3.17 Promo Codes
Conference registration promo codes will be generated by the ILTA management company and shared as appropriate:

- ILTA Board Members – (conference or one day pass registration only)
- PreCon Workshop Speakers- (conference or one day pass and preconference workshop session)
- Student Volunteers - (conference or one day pass; available to student members only
- Organizing Committee Members - (conference or one day pass registration only)

4 During LTRC
In setting up the venue for the conference, the following will need to be considered:

1) **Registration:** Are the registration tables easy to find? Is useful information about the venue area available (e.g. maps, list of restaurants, public transportation, etc.)?

2) **Go-to person:** Can attendees easily find volunteers or organizers if they have questions? Do volunteers wear special t-shirts or badges that make them easy to spot?

3) **Coffee breaks:** Are there enough coffee break stations so that attendees can be served during the time available?

4) **Publishers’ exhibit:** Is there adequate room for sponsor tables and are these tables visible? One way to ensure visibility is to have the sponsor tables in the same area as the coffee breaks so that participants can easily drop in during those breaks. Publishers pay for their space. See the sample Exhibitor Information in Appendix 8).

5) **Directions:** Are directions to the venue and to meeting rooms clear and obvious? (e.g., poster size maps of the venue, clear directions to meeting rooms). Signage directing to registration desk. (Sometimes, depending upon venue layout, it can be helpful to have staff/student volunteers standing at key location points to help direct delegates especially on Day 1, e.g. in Cambridge in 2010)

6) **Recording of plenary lectures:** Has the recording equipment been set up? Has each of the presenters signed the release form (see Appendix 9)?

7) **Signage:** Session signs by room, number signs for WiPs & posters, Signage for registration desk, exhibitors and sponsors

8) **Table card holders(for number signs)**

9) **Networking dinners – Volunteer sign-up Sheet (can be done on-line through management company)**

10) **List of inserts for registration bag stuffers**
11) ABM Sign-in sheet – one per table  
12) Depending on weather - arrange coatrack

5. After LTRC

Organizers are encouraged to administer a post-conference survey such as the one provided in Appendix 3. (from the 2015 LTRC) The LTRC Organizing Committee is required to provide a brief report to the ILTA Executive, which includes the following information:

- Number of proposal submissions
- Number of acceptances
- Number of attendees
- Call for proposals
- Sponsor list (and amounts)
- Registration form
- Post-conference survey
- Sponsorship request letter
- Publishers (including what they paid for their space)

A debrief meeting should be arranged if needed.

6. General Timeline

Although the timeline might vary from year to year, some general guidance can be provided as follows:

1) 3 years before LTRC
   a) Proposal to ILTA Executive Board
   b) Presentation of proposal to ILTA ABM at LTRC

2) 2 years before LTRC
   Progress report to ILTA ABM
   Confirm dates and venue if possible

3) 1 year before LTRC
   a) Dates for preconference workshops and LTRC conference confirmed
   b) Arrangements for venue and accommodation completed
   c) Presentation during the ABM of that year’s LTRC
   d) Discuss draft budget with ILTA
   e) Get website up as soon as previous conference ends

4) 8-10 months prior to LTRC
   a) Call for proposals announced
   b) Topic and presenters of preconference workshops decided
   c) Messick and Davies speakers confirmed and announced
   d) Reviewers of proposals contacted and confirmed

5) 6-8 months prior to LTRC
   a) Paper proposals reviewed
   b) Acceptance/reject letters sent
   c) Banquet venue confirmed
   d) Conference registration opens

6) 2-3 months prior to LTRC
   a) Conference Program finalized
b) Social program details announced

7) **One month prior to LTRC**
   a) Confirm menus for food provided at conference (e.g., coffee breaks, newcomers session) as well as reception and banquet.
   b) Programs printed
   c) Sponsored materials arrive (like name badges/lanyards)
   d) Conference early registration closes

8) **3-6 months after LTRC**
   a) Finalize accounts with ILTA
   b) Provide a report to the ILTA Exec (and arrange a debrief meeting if needed)
Appendix 1: Proposal to host LTRC

Proposal to host the Language Testing Research Colloquium (LTRC)

1. The proposer/s should approach the ILTA President three years before the proposed conference and at least four months prior to the current year’s conference (for example, those wishing to host the LTRC in 2020 would approach the President no later than April 17, 2017, four months before the July 2017 Conference in Colombia). The President will discuss with the proposer some basic requirements for hosting the conference, including the expectation that the conference will generate at least $20,000 to support other ILTA activities.

2. The proposer will be invited to submit a proposal to the President in a form that could be presented to the membership at the Annual Board Meeting (ABM) where the proposal will be discussed. The proposal should take the form of an MS word document together with a narrated PowerPoint or a video presentation of no more than 5 minutes’ duration. This should be submitted to the President at least two months prior to the LTRC (e.g., a deadline of May 17, 2017 for LTRC 2017 (beginning July 17)).

The proposal should contain, at a minimum, the following information:

- Name, credentials and affiliation of the proposer
- Capacity statement (i.e. evidence that the proposer has an appropriate support team and that the hosting institution has the experience and resources, including an appropriate venue, to host an international conference)
- Evidence of approval by the proposer’s university/institution and any associated venue to host the conference (and, if relevant, indicative information about any local management fees)
- Proposed dates for the conference
- Information about the location for the conference and reasons why it is an appropriate venue for LTRC (including any plans regarding hotels/ dinner venues/ trips in the area that might attract members).
- Indicative information about accommodation costs
- Ideas re possible theme/s for the conference

3. Once submitted the proposal/s will be vetted by the Executive. The proposer/s will be advised within a month if any revisions are needed to the proposal before it is viewed and discussed at the ABM.

4. The revised PowerPoint presentation should be returned to the President at least two weeks prior to the ABM.

5. Time will be allocated at the ABM for viewing and discussion of the merits of any conference proposal/s. Note that only proposals for the conference three years hence will be considered by the
membership (e.g., at the LTRC 2018 only proposals for 2021 will be considered). The proposer or a member of the proposing team should either attend the LTRC ABM or be available via Skype (or similar) to answer questions from members. (Note that no financial support is available to the proposer for conference attendance.)

6. Any proposal presented at the ABM will be posted on the ILTA Website following the ILTA ABM.

7. If there are competing proposals, electronic voting (via the ILTA website) will take place around two weeks after the ABM with the final decision on the conference venue to be announced to the proposer/s and to the membership no more than one month later.
Appendix 2: Sponsorship request letter and sponsorship form

Re. LTRC 2018 Sponsorship and Publicity Opportunities

Dear potential LTRC 2018 sponsor

The organizing committee of LTRC 2018 would like to draw your attention to the following sponsorship and publicity opportunities for the 40th Language Testing Research Colloquium, the annual meeting of the International Language Testing Association (ILTA). In 2018, LTRC will be held in New Zealand from July 2 to 6, at the University of Auckland, the country’s largest and highest-ranked university. This location offers organizations excellent prospects for marketing themselves in New Zealand, Australia and the Asia-Pacific region in particular.

Conference Event Sponsorships. Organizations can sponsor different events during the conference. These events include the opening reception, the lunch catering, the morning and afternoon coffee breaks, or the entertainment during the conference banquet. Upon payment of their contribution, all sponsors will have their logo added to the LTRC 2018 sponsor page on its webpage and will receive special mention in the conference program. See page 2 for the costs involved.

Miscellaneous Conference Items. Organizations can also sponsor the program book, name tags, conference bags, and the bag contents. These items can be appropriately branded and carry the sponsor’s logo.

Conference Program Publicity. These publicity options provide your organization with space to run traditional advertisements inside the conference program. Ad sizes include half and full pages; ads run in black & white or full colour. See page 2 for the complete price list.

Additional Information. An invoice will be sent to you by email. All payments will be made directly to ILTA. For more information or to pursue a sponsorship option, please write to (name and email of sponsorship chair on OC)

We look forward to hearing from you,

--- The LTRC 2018 Organizing Committee
## Sponsorship of Conference Events

<table>
<thead>
<tr>
<th>Event</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break: Monday morning workshop</td>
<td>1,000</td>
</tr>
<tr>
<td>Break: Monday afternoon workshop</td>
<td>1,000</td>
</tr>
<tr>
<td>Break: Tuesday morning workshop</td>
<td>1,000</td>
</tr>
<tr>
<td>Break: Tuesday afternoon workshop</td>
<td>1,000</td>
</tr>
<tr>
<td>Breaks: Wednesday morning &amp; afternoon</td>
<td>5,000</td>
</tr>
<tr>
<td>Breaks: Thursday morning &amp; afternoon</td>
<td>5,000</td>
</tr>
<tr>
<td>Breaks: Friday morning &amp; afternoon</td>
<td>5,000</td>
</tr>
<tr>
<td>Lunch: Wednesday conference</td>
<td>4,000</td>
</tr>
<tr>
<td>Lunch: Thursday conference</td>
<td>4,000</td>
</tr>
<tr>
<td>Lunch: Friday conference</td>
<td>4,000</td>
</tr>
<tr>
<td>Newcomers' session: Catering (Tuesday)</td>
<td>1,000</td>
</tr>
<tr>
<td>Opening Reception: Catering (Tuesday night)</td>
<td>4,500</td>
</tr>
<tr>
<td>Opening Reception: Beverages (Tuesday night)</td>
<td>2,000</td>
</tr>
<tr>
<td>Contribution to the Banquet: Beverages</td>
<td>2,000</td>
</tr>
<tr>
<td>Entertainment at the Banquet</td>
<td>1,750</td>
</tr>
</tbody>
</table>

## Exhibit Tables

<table>
<thead>
<tr>
<th>Exhibit Tables</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Exhibit Table</td>
<td>1,250</td>
</tr>
<tr>
<td>2 Exhibit Tables</td>
<td>2,000</td>
</tr>
</tbody>
</table>

## Miscellaneous Conference Items

<table>
<thead>
<tr>
<th>Item</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Programme Book</td>
<td>4,000</td>
</tr>
<tr>
<td>Conference Bags</td>
<td>1,800</td>
</tr>
<tr>
<td>Conference Name Badges &amp; Lanyards</td>
<td>1,800</td>
</tr>
<tr>
<td>Conference Bag Insert</td>
<td>550</td>
</tr>
</tbody>
</table>

## Conference Programme Advertising

<table>
<thead>
<tr>
<th>Advertising</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Back Cover (colour)</td>
<td>2,750</td>
</tr>
<tr>
<td>Inside Front Cover (colour)</td>
<td>1,350</td>
</tr>
<tr>
<td>Inside Back Cover (colour)</td>
<td>1,350</td>
</tr>
<tr>
<td>Full Page (colour)</td>
<td>850</td>
</tr>
<tr>
<td>Full Page (black and white)</td>
<td>600</td>
</tr>
<tr>
<td>Half Page Horizontal (black and white)</td>
<td>350</td>
</tr>
</tbody>
</table>
Appendix 3: LTRC Post Conference Survey

LTRC 2015 post-conference survey

LTRC2015 Conference Survey

Thank you for being one of more than 300 attendees at the LTRC 2015 in Toronto, Canada. The organizing committee would like to get a feel of your experience at the conference. Please complete the survey below to give feedback about LTRC 2015. We greatly appreciate your time, and thank you for helping to improve the conference experience for future years.

The LTRC2015 Organizing Committee

---

How would you rate the overall experience of LTRC2015 in Toronto?

- Very good
- Good
- Fair
- Poor

Additional comments regarding your overall experience of LTRC2015:

---

Conference Sessions and Content: Please rate the following sessions you attended:

<table>
<thead>
<tr>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Did not attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-conference workshops</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>New comers session</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Plenary sessions</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Individual Papers</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Symposia</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Debate</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Work in progress session</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>
### Poster session
- Very Good: 
- Good: 
- Fair: 
- Poor: 
- Did not attend: 

### Professional development sessions
- Very Good: 
- Good: 
- Fair: 
- Poor: 
- Did not attend: 

---

**Additional comments and suggestions for future LTRC conferences regarding conference sessions/content:**

---

**Conference Organization: Please rate the following aspects of the conference:**

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference website</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abstract submission process</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-site registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening reception</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banquet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee breaks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference venue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed program book</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting rooms at conference</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel accommodation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please rate the new features added to LTRC 2015:

<table>
<thead>
<tr>
<th></th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorter time slot for papers (25mins instead of 30mins)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional comments and suggestions for future LTRC conferences regarding conference organization:

How many LTRC conferences did you attend prior to 2015 in Toronto?

Are you a member of ILTA?
- Yes
- No

What is your current position?
- MA student
- PhD student
- Faculty
- Researcher
- Other (please specify)

What is your country of work?

Submit
Appendix 4: Sample invitation to review/Reviews assigned/Reminder to review

{dear_firstname},

We are writing to ask if you would be willing to serve as a Proposal Reviewer for the 2018 Language Testing Research Colloquium, which will be held July 2-6 in Auckland, New Zealand. As you know, reviewing proposals is a key element in building a strong, intellectually stimulating conference program.

If you agree to take on this role, you will be responsible for recommending acceptance/rejection of submissions, and suggesting alternate formats (e.g., poster, work-in-progress, etc.) for accepted submissions. Reviewers must be available in early December to evaluate abstracts.

We hope you will be able to take on this important and interesting role. We would appreciate it if you could please let us know your availability by November 10th at the latest.

If you are able to accept this invitation, please select the following link: {reviewer_accept_link}

If you are not able to act as a reviewer, please select the following link: {reviewer_reject_link}

Sincerely,

Ute Knoch on behalf of the LTRC 2018 Organizing committee

----

REVIEWS ASSIGNED

Thank you for signing up to review submissions submitted to LTRC 2017 Bogota. It is now time for the review process to begin and submission assignments have been made. Using the username and password you created when you registered to be a reviewer, you will find the submissions assigned to you by going to the reviewing website, and signing in under Committee Members. This will display the list of submissions you have been assigned to review. Clicking on the submission title will bring up the online review form and clicking on the file symbol to the right of the submission title will bring up a copy of the file. You may reopen and modify or amend previously submitted reviews.

If you do not remember your username and password, features are available to let you reset them if you still remember the email address you specified when filling out the reviewer registration form.

As much as possible we tried to assign submissions that we think will interest you. We apologize in advance if you still receive a submission that you feel you are unable to review fairly. If this happens, email the Program Chair IMMEDIATELY so we can reassign the submission. Also, if we have inadvertently assigned you your own submission or a submission for which you have a conflict of interest, let us know and we will reassign it.

REMINDER: By reviewing unpublished submissions, you are accepting the ethical responsibility not to disclose their contents to anyone else.
Thanks again for helping make LTRC 2017 Bogota a success!

REMINDER REVIEWS

Just a reminder to complete your submission reviews as soon as possible. For those who haven't started and don't recall the instructions:

You will find the submissions assigned to you by going to (Website), selecting OpenConf, and signing in under Committee Members (functions are available to reset your user id and password if you've forgotten them). This will display the list of submissions you have been assigned to review. Clicking on the submission title will bring up the online review form and clicking on the file symbol to the right of the submission title will bring up a copy of the file. You may reopen and modify or amend previously submitted reviews.

Thank you for your support of LTRC 2017 Bogota.
Appendix 5: Sample Accept and Reject Letters

ACCEPT

{dear_firstname},

Congratulations! On behalf of the Organizing Committee, I am pleased to inform you that your submission below has been accepted for the LTRC 2018 Programme.

SUBMISSION DETAILS
--------------------
ID: {contribution_id}
Title: {contribution_title}

In order to plan the programme, we now need to know as soon as possible whether you will be able to give your presentation at LTRC this year. Therefore, it is important for you to take the following steps:

1. Confirm your intention to present your work NO LATER THAN FEBRUARY 15, 2018 by sending an email to LTRC2018@auckland.ac.nz and citing the Submission ID and title of the paper.

2. Review the abstract and proofread it carefully. If you anonymized the abstract by omitting authors’ names or other details, add that information, along with any update of the content. Through ConfTool you have access to the comments made by your reviewers, and you should take account of any suggestions they made for improving the abstract.

3. If you have made any changes to the abstract, submit the updated file by logging on at www.conftool.pro/ltrc2018/ no later than February 15.

4. Register for the conference on or before April 16, 2018. If you do not register by this date, your presentation will be removed from the schedule. Registration will be opening shortly. Visit the conference website regularly for updates on registration, accommodation and other information: http://iltaonline.site-ym.com/page/LTRC2018Landing

Just a reminder that doctoral students who are presenting a research paper, a symposium paper, or a demo paper (not posters or WIPs) are eligible for the ILTA Student Travel Award, provided that they are the sole author or co-author with other graduate students, and were enrolled in a doctoral programme at the time of submission of the proposal. Details of the award can be found here: http://iltaonline.site-ym.com/?page=StudentTravelAward. If you are eligible, please contact the ILTA President, Cathie Elder (caelder@unimelb.edu.au) by FEBRUARY 15, 2018.

We appreciate your support for LTRC and look forward to seeing you in Auckland!

Best regards

John Read, Chair
on behalf of the LTRC 2018 Organizing Committee
------
ACCEPTED POSTER INSTEAD OF PAPER

{dear.firstname},

On behalf of the Organizing Committee, thank you for submitting the proposal below for a research paper in the LTRC 2018 Programme.

SUBMISSION DETAILS
-------------------
ID: {contribution_id}
Title: {contribution_title}

We received 275 proposals altogether and, after a rigorous review process, have faced some very difficult decisions about which ones to accept. In the end we could accommodate little more than a third of the submissions. At this point we have not been able to accept the proposal as a research paper, but would like to invite you to present your work in the Poster Session instead.

If you are willing to accept this invitation, it is important for you to take the following steps:

1. Confirm whether or not you will present your work as a poster NO LATER THAN FEBRUARY 15, 2018 by sending an email to LTRC2018@auckland.ac.nz and citing the submission ID and title.

2. Revise the abstract and proofread it carefully. If you anonymized the abstract by omitting authors’ names or other details, add that information, along with any update of the content. Through ConfTool you have access to the comments made by your reviewers, and you should take account of any suggestions they made for improving the abstract.

3. If you have made any changes to the abstract, submit the updated file by logging on at www.conftool.pro/ltrc2018/ no later than February 15.

4. Register for the conference on or before April 16, 2018. If you do not register by this date, your presentation will be removed from the schedule. Registration will be opening shortly. Visit the conference website regularly for updates on registration, accommodation and other details: http://iltaonline.site-ym.com/page/LTRC2018Landing.

We appreciate your support for LTRC and we look forward to seeing you in Auckland!

Best regards,

John Read, Chair
on behalf of the LTRC 2018 Organizing Committee
Dear

On behalf of the Organizing Committee, thank you for submitting the proposal below for the LTRC 2018 Programme.

Submission ID: XXX
Submission Title: XXXX

We received 275 proposals altogether and, after a rigorous review process, have faced some very difficult decisions about which ones to accept. In the end we could accommodate little more than a third of the submissions. At this point we have not been able to accept your proposal but, since we expect that a number of accepted presenters will not come to the conference, we have put your proposal on the waiting list. We will inform you as soon as possible whether we can offer you a place in the conference schedule.

If in the meantime you know that you will not be able to come to present at the conference, please let us know right away by sending an email to: LTRC2018@auckland.ac.nz .

We appreciate your interest in presenting at LTRC and hope that you may still have the opportunity to participate in the conference. Registration will be opening shortly, and you can find updates on registration, accommodation, programme highlights and other information on the website: http://iltaonline.site-ym.com/page/LTRC2018Landing .

Best regards

John Read, Chair
on behalf of the LTRC 2018 Organizing Committee
REJECTED

{dear_firstname},

On behalf of the Organizing Committee, thank you for submitting the proposal below for the LTRC 2018 Programme.

SUBMISSION DETAILS
--------------------
ID: {contribution_id}
Title: {contribution_title}

We received 275 proposals altogether and, after a rigorous review process, have faced some very difficult decisions about which ones to accept. In the end we could accommodate little more than a third of the submissions and I regret to inform you that this proposal has not been accepted.

We appreciated your interest in presenting at LTRC and are disappointed that we could not accept the proposal. We hope that it may still be possible for you come to the conference. Registration will be opening shortly, and you can find updates on registration, accommodation, programme highlights and other information on the website: 
http://ildaonline.site-ym.com/page/LTRC2018Landing

Best regards,

John Read, Chair
on behalf of the LTRC 2018 Organizing Committee

-----
Appendix 6: Sample Call for Papers

Call for Proposals

LTRC 2018

Theme: Language assessment in times of movement, transition and change

Dynamism and mobility are characteristics of many phenomena associated with modern life. Language testing and assessment practices are subject to contradictory pressures to adapt to rapidly changing circumstances and to maintain stability over time. From ‘macro’ concerns such as policy reform and migration flow, to ‘micro’ developments such as a rise in test fees, a change in cut-score or the introduction of a new form of classroom assessment, the tension between change and continuity is ever present.

As always we welcome proposals on the full range of research topics within the field, but for this LTRC we particularly encourage participants to share knowledge and experience of the pressures on language assessment practice as they manifest themselves in specific local circumstances, as well as in more global trends and developments. Proposals are invited that address work on language assessment in the following broad thematic divisions:

Movement – As a result of migration, displacement in conflict situations, and international travel, people are moving to new jurisdictions and education systems in extraordinary numbers. This creates a demand for language tests as gatekeeping devices and a need for new approaches to assessment to evaluate the educational achievement of more diverse populations of learners. Proposals addressing movement may consider particular tests or the broader policy issues which arise in national contexts.

Transition – Language assessments tend to cluster at entrance and exit points in education systems and societies. Students progress from one level of education to the next; people make the transition into the workforce or into a particular profession. Exit points often imply readiness for a further transition. Proposals addressing transition may consider the design of assessment at transition points or they may focus on the contexts of transition: target domains, notions of ‘readiness’ for entrance or exit, and institutional or community needs.

Change – Language assessment is integrally involved in changes in language learning and development. In this process there are multiple agents, such as teachers, learners, schools and parents, with vital interests in monitoring or perhaps resisting change. Proposals addressing change may consider the effects of innovations in educational technology, curriculum design and assessment frameworks, either in individual classrooms or at a broader institutional level.
Presentation Categories

LTRC 2018 invites proposals for the presentation types listed below.

Research Papers

Research papers should present completed empirical research and are best suited to theoretically oriented work. Paper presentations are 20 minutes, followed by 10 minutes for questions and comments from the audience. Proposals for empirical studies should provide a motivation for the study, an appropriately detailed description of the method, the results, conclusions, and implications. Proposals for conceptual research should discuss an approach or a critical issue, or compare and contrast alternative approaches or issues, and provide significant new insights. Paper proposals must not exceed 500 words. Proposals not accepted as research papers may be considered as posters or works-in-progress.

Symposia

Symposia involve the presentation of several research papers in one single 120-minute session. They focus on a single, coherent theme and are best suited for the presentation and discussion of empirical research, theory, and practice. Ideally, symposia will offer complementary or differing perspectives on an important topic or issue, stimulating wider discussion of the topic by the presenters and audience. Symposia may include up to four individual presenters, a moderator and/or an independent discussant, and should include time for discussion of the symposium’s themes. In no more than 500 words, the symposium proposal should include a summary of the topic and overarching goal. In addition, the titles and abstracts of individual papers should be included, each not exceeding 250 words. The proposal should give evidence in careful planning in the allocation of the time available.

Demos

Demos are a demonstration of how technology has been innovatively applied to assessments. This may involve new means of designing and developing assessments; delivering assessments; text analysis and scoring of assessments; understanding assessment behaviours (e.g., eye-tracking studies); or other uses of technology in assessment. Presenters should be prepared to showcase their work through screen shots and/or actual demos. Demos are 20 minutes, followed by 10 minutes for questions and comments from the audience. In no more than 500 words, the proposal should fully describe the substantive goals of the presentation, outline how the demo will proceed, and discuss any implications.

Posters

Posters provide an opportunity for the presentation of test development projects, new tests, and technological innovations not suitable for consideration as a demo. Posters will be displayed during a timetabled session in the programme and presenters should be available to discuss their work and answer questions at that time. Poster proposals may not exceed 500 words.

Works-in-Progress (WIPs)

Research that is still in progress should be submitted as a work-in-progress presentation. This session, which has its own slot in the programme, provides an opportunity for the presentation of research in progress or research that is being planned. Presenters discuss their project with small groups of other participants and receive comments and suggestions on how best to proceed. The proposal must not exceed 500 words.
Proposal Deadline: Monday 13 November 2018

Note for student presenters:

We welcome proposals from graduate students. If your paper is accepted for a paper session or a symposium, you will be eligible for the Robert Lado Memorial Award for Best Graduate Student Paper, which is awarded at the end of the conference, provided that you either author the paper yourself or co-author it with one or more other students.
Appendix 7: Information for Presenters

PAPERS and DEMOS

Dear LTRC paper and demo presenters

As you prepare for the conference, we would like to share the following information with you about your presentation.

Equipment in the Room

All presentation rooms have an Internet access, a video projection system.

We strongly recommend presenters to bring their own laptop and cables as computers will not be furnished, and set-up before the session begins. HDMI and VGA cables are normally available, but Mac users will need to bring their own adapter. If you have any special technical requirements for your presentation, please contact (Add Organizing Chair name)

The projection system is optimized for wide-screen (16:9) PPT slides, but the standard 4:3 format works perfectly well.

Session Chairs

The Student Volunteers (University of Auckland doctoral students) will act as chairs for the paper sessions. They will give a brief introduction to each presenter and manage the timing of each presentation. They have some basic training on the use of the lectern and can call for technical assistance if necessary.

Timing of Sessions

Each presenter will have 30 minutes in total, with 20 minutes for the presentation of their work, and 10 minutes for questions and discussion. Five minutes has been scheduled between presentations to allow conference participants to switch rooms and for the next speaker to set up. If you are presenting in a symposium, the timing may be different; the symposium chair(s) will advise you about that.

Printing

Presenters will be responsible for copying handouts or any other printing.

Printers on campus are available only to University staff and students. Here are some companies offering copy services close to the campus:

Auckland Copy Shop, 16 O’Connell St: https://aucklandcopyshop.co.nz
Warehouse Stationery, Level 2, 17-25 Victoria St West: https://www.warehousestationery.co.nz/store?StoreID=385
Colour Copy and Print, 26 Hobson St: www.colourcopy.co.nz

We look forward to welcoming you to the University of Auckland.
SYMPOSIUM CHAIRS

This message is to complement the information we sent out a little earlier in the day for paper presenters. You and all the presenters in your symposium should have received that.

First, we assume you will chair your own session, giving an overview of the topic and introducing each speaker. Student volunteers will be assigned to your session and can assist with loading PowerPoints and other setup needs. They will have time cards and, if you want one of them to be a timekeeper, you should provide them with a printed copy of your symposium schedule. Alternatively, you may wish to do the timing yourself.

Let me know if you have any questions or requests.

We were really pleased to receive your symposium proposals and are confident that they will make memorable contributions to the LTRC programme.

POSTERS

Guidelines for Poster Presenters

At LTRC a particular timeslot in the conference program is devoted to the display and discussion of posters. This year it will be on Thursday 5 July from 2.20 to 3.30 pm. No other sessions are scheduled during that time.

Poster setup

The posters will be on display boards set up in rows in their own space adjacent to the main conference lobby. The boards will be available during Thursday morning, but you should set up your poster by 2 pm at the latest.

Each display board is 1.2 metres wide by 2.3 metres high (3 ft 11 in x 7 ft 6 in). This will easily accommodate a poster of the A0 metric size (84 cm wide by 119 cm high/31 in x 47 in), but obviously you can choose how to present your work graphically within the space available. Note: Size of poster boards will vary based on location. Size in US is 4ftX8ft. If poster is printed horizontally, then length should be no more than the length of the poster board.

Poster preparation

We have no facilities for preparing or printing posters, so you will need to bring your completed poster with you to the conference.

WORK-IN-PROGRESS PRESENTATIONS

The work-in-progress (WiP) session has become a standard part of the programme at each LTRC. It gives you the opportunity to present research that is in progress rather than completed and, more importantly, to discuss issues related to your work informally with small groups of conference participants.

Session setup

The WiP session is scheduled for Friday 6 July from 11.20 to 12.30 pm. It is a plenary session in the sense that no other sessions are scheduled in that time slot.
The session will be held in a large room designed by the Auckland Business School for team learning activities. It is furnished with hexagonal tables, so there are six seats around each one to facilitate small-group discussion. There will be space for other people to stand by the table as well.

Your table will have a number card which corresponds to the number of your presentation in the conference programme. There will also be a poster at the door of the room giving a list of the numbers, titles and presenters.

The session is divided into three periods of 20 minutes each. At the end of each period a bell will ring to signal that you should end your discussion and allow the participants to move to other tables. Thus, you will engage in three rounds of presentation and discussion with three small groups during the session.

**Presenting and discussing your work**

WiP presenters should bring their own laptop loaded with a PowerPoint presentation. It is also possible to have a handout in addition to, or instead of, a ppt. Your presentation should take no more than 7-8 minutes, because it is important to allow as much time as possible for questions, discussion and feedback. Given the limited time, it is best to focus on one aspect of the design or analysis of your project as the basis for the discussion.

**Points to note**

You will have access to the free wifi system in the room.

However, there will not be a power source at the table, so if you plan to use your computer, please make sure it is well charged.
Appendix 8: Exhibitor Information

Dear Exhibitor

Below is the key information you will need for this year’s LTRC exhibition and attached is the layout of the exhibition hall showing allocated booths.

To ensure you get the most out of the exhibition opportunity, please ensure your booth is manned throughout the conference, particularly during catering breaks as outlined in the LTRC programme.

https://www.ildaonline.com/page/LTRC2018SOE

<table>
<thead>
<tr>
<th>VENUE:</th>
<th>Level 0, Owen G Glenn Building, 12 Grafton Road, Auckland</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBITION SET UP:</td>
<td>Tuesday, 3 July, 2pm to 6.30pm</td>
</tr>
<tr>
<td></td>
<td>*The Welcome reception on Tuesday 3 July will be held within the exhibition space. We recommend your setup to be completed prior to its commencement at 7pm.</td>
</tr>
<tr>
<td>EXHIBITION PACK OUT:</td>
<td>Friday, 6 July 4pm to 6pm</td>
</tr>
</tbody>
</table>

**PRE CONFERENCE DELIVERIES:**
All Sponsors and exhibitors may provide a flyer or small branded item (pen, chocolate, or notepad) for inclusion within the LTRC conference bag. Company must provide a minimum of 300 units delivered to the below address by Monday 25 June 2018.

Stephanie Szmurlo
c/o University of Auckland Commercial Services
Level 6
1-11 Short St, Auckland CBD
New Zealand, 1010

Should your sponsorship activation include additional disbursement of collateral these should also be sent in advance to the address above by Monday 25 June 2018.

**EXHIBITOR SPACE DETAILS:**
Your allocated space will consist of 1 kite table (1.5m wide X 0.75m deep) and 1 Velcro adhesive panel which is 1.2m wide X2.3m high. Velcro will be available at the registration booth for affixing posters to the panel. Your allocated space extends 2.2m forward of the back wall of your booth.

All banners and materials must be affixed to your booth walls or be free standing. No signage of any kind is permitted to be affixed directly to OGGB surfaces.

**ADDITIONAL RENTAL EQUIPMENT**
If you require additional items hired for your booth, we recommend contacting:
Brittany Taylor at Exhibition Hire
Phone: xxxxxx
Mobile: xxxxx

Email: xxxxxx
PARKING
Parking is available directly below the Owen G Glenn Building (OGGB), accessible from Grafton Road (at the traffic lights midway down the road.)

Public parking costs $5 per hour to a maximum of $30. A special conference rate of $12 per exit/entry is available by purchasing a ticket from the registration desk. These tickets have no restrictions on entry or exit time (single entry and exit only). Enter the car park as normal then come to the Conference reception desk to purchase the replacement exit ticket.

LOADING ACCESS
The most direct access from cars or vans to the exhibition hall is from the OGGB carpark via the elevators. Exhibition will be located on Level 0.

If you are bringing items in a vehicle larger or are only dropping items off, delivery access is available via a security barrier to Wynyard Street from Alten Road. Use the intercom to speak to University Security to gain access (just advise security that the delivery is for the LTRC Conference). Access to OGGB is at the far end of Wynyard Street from the entry and that entry is on the same level as the exhibition hall (Level 0).

Please be aware that the venue cannot accept pre-conference deliveries of equipment on your behalf.

VENUE SECURITY
Please do not leave valuable items at the venue. The venue is locked to public access and is monitored by security overnight, but a great many people have swipe card access to the venue so we would not advise leaving any easily ‘liftable’ items in the venue overnight. A lockable room will be available and managed by our registration staff.

We look forward to seeing you at LTRC2018. If you have any further questions please feel free to contact me.

Kind regards,

LTRC Conference Committee
ILTA SPEAKER RELEASE FORM

Background

A. The International Language Testing Association ("ILTA") seeks to make recordings of keynote lectures delivered at its annual Language Testing Research Colloquium for educational purposes and to promote its international mission through dissemination of these recordings to its members (the "Recordings").

B. Recordings may be adapted, altered or modified, or merged with power point slides as necessary and:
   (a) Catalogued and archived as digital media on a secure server, to be accessed with a valid security permission;
   (b) Made available to ILTA members via the ILTA website for viewing and downloading without charge ("ILTA Members").

Statement of Release

Name:  
Institution:  
Email:  

The Presentation:

Presentation title:  
Presentation date:  
Description:  
  □ Davies Lecture
  □ Messick Lecture
  □ Distinguished Achievement Award Lecture
  □ Other (please specify) ____________________________

(the "Presentation")

1. I give permission for the University to make a Recording of the Presentation and to make the Recording of the Presentation available for dissemination and broadcast for its educational and promotional purposes. Subject to clause 4 below, I release the Recording of the Presentation for dissemination to:

   ILTA (The recording will go in the ILTA Members’ section of the ILTA website)

2. The rights granted to use the Recording of the Presentation or extracts from it shall be non-exclusive, royalty free and perpetual

Revised January 2020
3. I confirm that:

   (a) The audio and visual material presented does not breach the rights of any other person and that I either own the copyright in the work; or have permission to reproduce it for the purposes set out in this Form and attach copies of that permission.

   (b) I have not granted any other rights over the Presentation or the works contained in it which would preclude me from giving ILTA the right to use the Recording for the purposes set out above.

4. Where I am unable to grant permission to use copyright material included in my Presentation the University may make a Recording of the Presentation but must remove the following material before disseminating and broadcasting the Recording of the Presentation in accordance with clause 1 above:

<table>
<thead>
<tr>
<th>Type of Media</th>
<th>Description</th>
<th>Location in presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g photo</td>
<td>e.g Woman using a pump</td>
<td>e.g. Slide 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. I shall provide an electronic file (eg Powerpoint, BBFlash) to accompany the recording of the Presentation.

   Yes

Signed: ........................................................................

............ Date:

........................................................................