



GUIDELINES FOR SUBMITTING A PROPOSAL FOR THE SOCIOLINGUISTICS SYMPOSIUM 23 (2020)

I. ABOUT THE HOST INSTITUTION

Please tell us about the institution which will organize SS23:

1. Name
2. Contact person and title
3. Contact information: address, telephone, fax, email, web site
4. Short description of the institution, including some basic statistics, and of the department
5. Short overview of the institution's expertise and activities in the field of Sociolinguistics

II. CONFERENCE PLANNING

Please tell us your plans about SS23:

1. Proposed dates (and how these were determined, with, for example, avoidance of religious holidays, weather, local events)
2. Proposed location (both city and the specific venue –if possible include some photographs of the venue)
3. Planned number of participants
4. Membership and structure of the organizing committee
5. Estimated registration fee and what it will include. The conference host is responsible for conference advertising, obtaining sponsors and donors. They need to determine the registration fee structure and balance other costs so that the conference will be affordable and self-sufficient.
6. Estimated budget, including projected expenses and projected revenue. The local organizing committee is responsible for raising all the funds necessary to host the conference.
7. Number and nature of scholarships to be offered (please specify the type of scholarship, for example, waived registrations, travel and/or accommodation).
8. The conference host must support the participation of academics from economically disadvantaged countries, and conference organizers will commit to do their best to provide support for delegates whose research is selected for inclusion in the conference program.
9. Language/s: presentations at SS conferences should be made in English or in any other language(s) chosen by the local organizing committee.
10. Preliminary ideas about nature of the program, plenary speakers, invited panels, etc. Criteria to consider for the final selection of the plenary speakers are: an individual's specialization, coverage of the field, gender balance, continent, quality



as a speaker, impacting publications, not been a plenary at SS before, and other aspects. SS has a tradition of being inclusive and the goal is to reach out to all researchers in the field.

11. Why will this be an important meeting in your institution and your city at this time? Which benefits do you expect to gain from hosting the symposium?
12. Please list any experience hosting conferences and other international events.
13. Are there any factors which would restrict participants from attending the conference in your country (transportation difficulties, visa restrictions, lack of facilities for people with disabilities)?
14. The conference host is responsible for the full conference structure, including planning the program, abstract review and printing the abstract book. Please note that the local organizer of the SS conference is responsible for the financing of the conference, because SS is not an organization or a legal entity. The function of the steering committee is to provide advice based on previous experience so as to successfully plan and deliver SS23.
15. The selected applicant will be announced and invited to present pre-planning details during the business meeting at the immediately preceding SS.

A note about the location:

The conference venue needs facilities to have all delegates in one plenary room or to video-stream plenary lectures to an additional room. Furthermore, the venue must support some conference rooms capable of holding 100 delegates each (for colloquia and invited panels) and about 20-30 rooms capable of holding 30-50 delegates (for parallel sessions), and a suitable location for posters. Some basic guidelines for a location are:

- Lunch for 800+ people should be organized, either at the conference venue itself, or very close to it.
- It should provide a variety of accommodation options near the venue (preferably within walking distance), including inexpensive accommodation for students.
- There should be no burdensome visa requirements or other political considerations that might limit the opportunities for delegates or exhibitors to attend the conference. Any potential organizer must tell us in advance what travel restrictions, for any particular nationality, might be. This is often a key concern of delegates.
- It should be reachable in less than a hour from a major airport, with good connectivity to major international hubs.

In order to know what to expect and how big the magnitude of the conference needs to be, it is important to take into account the total number of conference delegates in recent SS: for example, SS19 had 1,144 registered participants in Berlin in 2012, SS20 had 801 in Jyväskylä in 2014, and SS21 had 1,147 in Murcia in 2016, where up to 40 simultaneous sessions had to be scheduled sometimes.



III. FORMAT OF THE APPLICATION

Applications may take the form of your choosing but must include all of the information requested above, in numbered order AND must include a formal commitment from the authorities of the host institution.

Your bid may be submitted via email to the address below no later than 30th September 2016.

IV. TIMING OF DECISION

The standing committee of Sociolinguistics Symposium 21, with consultation of previous SS organizers and members of Scientific Committee, takes the entirety of the bid into consideration and is the deciding body. It is expected that a decision on the winning bid will be made in Autumn 2016 and communicated to bidding organizations in November-December.

Following submission of bids, but prior to the decision, it is possible that representatives from bidding institutions will be asked to respond to emails should the SS committee require any further information or clarification.

V. ADDRESS FOR SUBMITTING PROPOSALS

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