Conference Handbook

This handbook provides information on how to organize the ACL conference.

Policies and Guidelines

• Conference acronym

• Policy
  • Policy on registering domain names for conferences
  • Policy on joint conferences
  • ACL Conference Conflict-of-interest policy
  • Double Submission Policy for Conferences

• Guidelines
  • ACL Guidelines on Remote Conference Presentation
  • Invited speakers, and their reimbursements

• Schedule
  • Conference planning schedule
  • Typical schedule

• ACL Executive Committee
  • Actions and duties of the Exec in overseeing the conference
  • Meetings held by Exec at conferences

• Conference Bid
  • Call for conference bids
  • Bid Guidelines

• Chairs
  • Selecting a General Chair
  • Selecting a Program Co-Chair
  • Guidelines and policies
  • Chairs and Sub-chairs for Conferences
  • A list of conference chairs and conference locations [1]

• Tutorials
  • Past tutorials (since 2016)
  • Tutorial chair handbook
  • Tutorial teacher payment policy
  • Tutorial teacher instructions
  • Tutorial notes

• Workshops
  • Workshop-proceedings
  • Workshops at Conferences
  • ACL Policy on Workshop Support and Sponsorship
  • Types of ACL Workshops
  • ACL General Policies on Workshops
  • ACL Policies on Conference Workshops
  • ACL Policies on SIG Workshops
• **Student Sessions & Student Fund**
  * student session policies
  * Student travel funding
  * Don and Betty Walker International Student Fund

• **Repository**
  * Overview of repository organization
  * Instructions on how to access the repository

• **Others**
  * Financing exhibits
  * Invited speakers
  * Satellite Events

**Duties of Conference Chairs**

• General (conference) chair duties
• Local arrangements chair duties
  * arranging the meeting rooms
  * arranging the poster presentations
  * arranging the accommodations
  * arranging the food
  * arranging the social events
  * arranging local support, registration, etc.
  * webmaster
• Program chair duties
  * How to be a program chair [2]
  * ACL 2017 materials (START email templates / Google Spreadsheets)
• Publications chair duties
• Handbook chair duties
• Publicity chair duties
• Sponsorship chair duties
• Student chair duties
  * Useful checklist of things to do (from a past student chair)
• Faculty advisor duties
• Tutorial chair duties
• Workshop chair duties
• Demo chair duties
• Webmaster duties
• Exhibits chair duties
**Post-conference Breakfast**
- Post-conference Breakfast (ACL2018)

**Supplementary Documents from Chapters & SIGs**
- Student Volunteer Coordinator Duties (EMNLP-2017)

**Reference Documents**
- 2017 sponsorship booklet
- 2016 NAACL HLT Program Chairs Report

**Sample Documents**
- example budgets
- sample conference paper calls
- paper style files
- camera ready instructions
- tutorial calls for proposals
- sample letter to panelists
- student workshop paper call
- Acl 2004 camera
- Acl 2005 camera
- Student workshop paper call
- Recent ACL calls for workshop proposals
- Sample workshop calls for papers
- Workshop-proceedings
- Sample Calls for Demos & Posters
- ACL 2007 Call for Demos and Posters
- ACL-07 Call For Workshop Proposals
- ACL-10 Workshop Instructions
- ACL-07 Call for Tutorial Proposals
- CFP for student session at ACL-07
- CFP for student session at ACL-05
- Sample invitation letter

**Miscellany**
- Handbook old
- Johanna Moore document (Guidelines for ACL Program Committee)
- Software for producing conference schedules from ACLPUB output
- Best Paper Award Selection - ACL-05
- Instructions for Authors for Camera-Ready Final Versions of ACL-04 Main Conference Papers
- Copyright - 2004
- Policy for ACL conferences held jointly with local Chapters
References

[1] https://aclweb.org/aclwiki/Conference_Chairs
Article Sources and Contributors