GUIDELINES FOR ESCL-SELC CONGRESS & CONFERENCE ORGANISERS

The ESCL-SELC holds a biannual congress and yearly conferences (sometimes workshops and seminars).

ORGANIZATION: congresses/conferences have an organising committee formed by a) a local scientific committee in charge of the practical organisation of the congress; its chair (or joint chairs) will maintain regular contacts with ESCL-SELC Executive Committee (hereafter EC) or its representatives to ensure that all decisions are agreed; b) some members of the EC as well as the local organising team.

TOPIC: The topic will be proposed by the organising committee and has to be confirmed by EC.

TIME: The congress will normally spread over 3 days. Dates will be proposed by the local organisers and must be agreed by the EC (August and September have been dates chosen to ensure maximum participation and to avoid coincidence with other major comparative literature conferences.

WEBPAGE: The local organisers will establish a webpage with all necessary information (dates, CFPs, deadlines, addresses to contact, programme – ideally including keynote speakers –, accommodation, registration, and so on) for the congress. This will be created at least 12 months before the event, and will be linked to the ESCL-SELC website.

LANGUAGES: English and French, as well as the local language. Papers in other languages can be presented as posters.

The CFPs should be drafted by the local organisers and agreed by the entire organising committee; the EC should see it and make any further suggestions before it is published. The CFP should be issued in the languages of the congress (see above). The CFP should include: congress title; dates; location; addresses (postal and email) to contact and to submit paper proposals to; website address; an outline of the topics on which papers are invited; length and type of paper proposals invited; deadline by which to send proposals; date by which proposals will be selected; dates by which delegates should register to be included in the programme; keynote speakers will ideally also be indicated in the CFP. The CFP should be issued at least 12 months before the date of the congress.
The deadline to submit paper proposals should be at least 9 months before the congress; proposers of papers should be informed if their paper has been accepted or rejected at least 6 months before the congress takes place; the congress's registration and accommodation costs should be published at least 6 months prior to the congress, preferably earlier. It is the responsibility of the organising committee to publish the CFP on the website and disseminate it as widely as possible.

PROGRAMME: The conference's programme should include an opening/welcome address by the EC representative. There should be some time (at least 2 hours) scheduled and agreed with the EC for a meeting of the outgoing EC, and at least 90 minutes for General Assembly (GA) which includes all members. The GA will take place after the EC meeting. After the GA there will be another meeting of the new EC (at least 2 hours).

ELECTIONS: In agreement with the EC, provisions must be made to hold the election for the new Executive Committee members during the GA.

REGISTRATION COSTS: registration costs must be reasonable and take into account that some members will not be able to pay high fees; discounts for some members whose means are inevitably limited (e.g. research students) are encouraged. A budget and registration /accommodation costs will be proposed by the local organisers, with a justification for the expenses; the budget must be agreed by the EC (who may devolve this task to the organising Committee).
Registration costs must include ESCL-SELC membership for the year: reduced membership is 20€ for young/retired/independent scholars with limited means; ordinary membership is 25€.

PUBLICATIONS AND PROCEEDINGS: the organising committee, in agreement with the EC, will organise the publication of papers from the congress/conference.