

Irec 2012 istanbul2



LREC2012

Lütfi Kırdar Istanbul Exhibition and Congress Centre

Istanbul, Turkey

21 - 27 May 2012

Recommendations to Chairpersons

Dear LREC2012 Chairperson,

We would like to thank you for having accepted to chair a session at LREC2012.

You have already been informed on the title and time schedule of the session you will chair.

For any further information, please contact the Scientific Secretariat within the Lütfi Kırdar Istanbul Exhibition and Congress Centre (ICEC).

This letter gives information and instructions aiming at facilitating your work and ensuring that everything runs smoothly.

One person of the local organization will be present in the room to assist you during the session. These persons will be recognized by the colour of the badge string (which will be **RED**) and will get in touch with you before the beginning of the session.

You should be in the allocated room at least 5 to 15 minutes in advance of the session in order to meet the Authors and check with them that the required audio-visual aids are available.

In oral sessions, authors must use the PC available in the room, connected to a Data Projector. They should therefore copy their presentation file to the PC beforehand for avoiding any loss of time during the session.

It is essential to begin your session promptly at the scheduled time. Please also make sure that the session ends on time. The Conference programme is very tight indeed!

*****Oral Sessions*****

The speakers have 15 minutes to present their papers. The remaining 5 minutes are reserved for questions. A wireless microphone and one assistant will be available in each room.

If a speaker does not show up, please leave the 20 minutes time slot assigned free and wait until the next presentation.

You may use this extra time for questions and discussion on already presented papers, if you wish.

Do not modify the order of presentation of the papers, as it appears in the final program except for last minute changes decided and communicated to you by the Programme Committee.

You may want to have prepared some questions of your own, in case none comes from the floor.

*****Poster Sessions*****

Poster Sessions are distributed in parallel with 4 Oral Sessions and are allocated on the two floors of the Anadolu Auditorium Foyer (Poster 1 and Poster 2 areas correspond to the side corridors on each floor of the Anadolu Auditorium) within the Lutfi Kirdar Istanbul Exhibition and Congress Centre.

You should get where your Poster Session is located before the beginning of the session: you will find a table with your name.

Please make sure that all posters are placed on the boards before the session starts and that everything runs smoothly during the session.

You should also help the authors to solve practical problems (in co-operation with the assistant present in the poster area).

Please stay there during the whole poster session.

Please remember that there is no difference in quality between oral and poster papers.

Given this structure, Poster Sessions length can vary from a minimum of 1 hour and 20 minutes to a maximum of 1 hour and 40 minutes. The speakers have all this time to present and discuss their papers and present their demos (only in case of an already scheduled poster+demo presentation).

Please ask the authors to remove their posters as they leave.

*****Contribution to the ELRA Newsletter*****

As in previous editions of LREC, we would like to ask you for a further contribution.

The ELRA newsletter will dedicate a special issue to LREC2012, which will be released/published by this coming Fall, and we would be happy to offer to our readership a detailed overview of the conference.

The ELRA newsletter is distributed to over 1,000 contacts world-wide, involved in academic and industrial sectors related to HLT/ Language Resources and Evaluation.

If you agree and can spend some time on a short (maximum ½ page) summary of the session you chaired (whether oral or poster, there is no qualitative difference), we would be very grateful. In such a case, please confirm your intention by email soon after the conference and send your contribution by **August 1st 2012** to H  l  ne Mazo (mazo@elda.org).

If any question arises, please, do not hesitate to contact the ELRA Newsletter editor, H  l  ne Mazo (mazo@elda.org).

Thanks again for helping us making this Conference very successful.

Looking forward to seeing you in Istanbul!

Best regards,

Nicoletta Calzolari

Chair of LREC2012