

ASSTA SST Guidelines

This is a special set of guidelines relating to the biennial conference organised by ASSTA Inc. The generic Terms of Reference for the conference were also included in Section 2 (Committees) and, as the major activity undertaken by the Association, the conference also links to Section 4 (Activities).

That the Association should hold a biennial, international conference is noted in Clause 2 (g) of the Constitution (amended to 13th December 1995). It is also the venue at which General Meetings are held in the year in which the SST Conference is held. As such, it is referred to in the Constitution in Clause 22.

As the Association's major activity, terms of reference and a number of guidelines have been developed for use by the Organising Committee, which is newly appointed for each conference. They are included here, and are as follows:

1. Terms of Reference for the Organising Committee of the Biennial Australasian International Speech Science and Technology Conference
2. Guidelines for SST Organising Committee Structure and Suggested Timetable
3. Guidelines for SST Conference Publicity
4. Guidelines for SST Conference Finance and Accounting
5. Guidelines for the Reviewing of Submissions and for the Published Proceedings of the SST Conference Series
6. Guidelines for the ASSTA Tutorial Day (held in conjunction with the SST Conference Series)

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Australian International Speech Science and Technology Conference

1. To organise, on behalf of the Association, the Australian International Conference on Speech Science and Technology, to be held in an Australian city designated by the Executive, in very late November or early December in the year designated for the conference, and in a format similar to previous conferences of the same name (the conference will henceforth be referred to in these Terms of Reference as the "SST Conference" or simply the "Conference"). In deciding the Conference dates, consideration shall be given first to the needs of the local speech science and technology community, secondly to the international community, and thirdly to the dates of other relevant conferences.
2. To name the conference "The Nth Australian International Conference on Speech Science and Technology" (where "N" equals the next number in the ordinal series which started in 1986 with the first conference) and to use the logo "SST-M" (where "M" equals the numeric label of the year in which the Conference is held - thus the first SST Conference in 1986 used the logo "SST-86").
3. To organise and run the Conference under the auspices of ASSTA Inc., whose name should appear on all conference letterhead and publicity, and to include in the organising committee a nominee of the ASSTA Executive who will represent the Executive on that committee.
4. To aim for a disciplinary breadth of the Conference which is not less than that achieved by previous SST Conferences, and for some balance of scientific background and country of origin of the Conference keynote speaker(s), taking into account keynote speakers at recent SST Conferences.
5. To identify the Conference with the city in which it is held, rather than with any particular institution, in all official correspondence and publicity.
6. To publish, on behalf of the Association, proceedings of the Conference, which are similar in format and quality to previous SST proceedings (see guidelines on proceedings). These proceedings must be made available in a web-based format for the ASSTA website.
7. To organise, on behalf of the Association, a Speech Science and Technology Tutorial Day in conjunction with the SST Conference in a format similar to previous SST tutorial days (see guidelines on the Tutorial Day).
8. To coopt additional Committee Members, who shall be financial members of ASSTA, subject to confirmation by the Association, which in turn will maintain public liability insurance for the named committee. SST organising committee members are covered by the ASSTA insurance policy ONLY if they are financial members of the Association. See guideline on committee structure.
9. To conduct the full organisation of the conference. The Organising Committee should aim for minimal administrative cost, and any professional organiser should only be used in extreme circumstances after consultation with the ASSTA Executive. All Committee Members should be available during the organising period.
10. To request a loan from the treasurer of the Association, to seed the activities under these terms of reference, and to repay any such loan by June 30th of the year following that in which the Conference is held.
11. To present budgets for all activities under these terms of reference on request from the treasurer of the Association. Such budgets to indicate an expected surplus of income over expenditure of approximately 20 percent (where this income and expenditure does NOT include the receiving or repayment of a loan from the Association)

12. To present income and expenditure statements which give true accounts of all financial activities under these terms of reference on request from the treasurer of the Association

13. To return the surplus of income over expenditure, which is expected to be approximately 20 percent of the Conference budget, to the Association before 30 June in the year following that in which the Conference is held.

14. To report activities of the SST Committee to the Executive of the Association on request, and to General Meetings of the Association.

Adopted by Executive – 24th September 2013

Based on the Terms of Reference adopted by the ASSTA Executive on the 26th November 1996, and 13th November 1997.

Timetable Guide for SST Organising Committee

This guide is not meant to cover every possible activity of the SST Organising Committee or of any individual member, but to indicate when in the two year schedule the major activities should be dealt with. Where ASSTA needs to be informed, a note to this effect has been included.

Abbreviations:

CFP – Call for Papers

OC – Organizing Committee

S/E – Sponsorship and Exhibitions

TPC – Technical Program Committee

<u>Year 3</u>	Chair	Secretary	Treasurer	TPC	Publicity	Web	S/E	Local Arrangements	ASSTA
By June 30		Present final report to ASSTA	Present final financial statement to ASSTA and return all monies	Arrange for Proceedings on ASSTA website if not already done		Arrange for website to be maintained or moved to ASSTA			

Guidelines for SST Conference Publicity

General

Publicity for an SST conference should aim to (a) be an ongoing source of information about ASSTA and the conference, as part of a well-established international series, to both Australasian and overseas researchers, and (b) promote ASSTA and speech science and technology generally to the public. In other words, one particular SST conference should not be seen as an isolated event but part of a vigorous discipline in which Australasia is an integral part of the international speech science community. (In fact SSTs began before the precursors of Interspeech (ICSLP, and Eurospeech).

It is important to see the conference publicity as a 2 year campaign. This is important to ensure all other relevant conferences are targeted and that the lead time needed to get advertising onto the website and in links on cognate websites and, as appropriate, published in, say, electronic bulletins newsletters and journals.

From the outset, publicity should be seen as having a connection with the conference mailing lists. The publicity officer should work closely with the conference secretary, therefore, who usually has these on file. Included in the mailing lists will be individuals, academic departments and laboratories, government departments and agencies, and commercial concerns. These should all be directed to the *Expressions of Interest* and the *Call For Papers* when they are published on the web. Other publicity such as posters, and downloadable pdfs will also be appropriate.

Recipients of and Venues for Publicity

There are a range of types of venue that should receive SST publicity: conferences, workshops, newsletters, bulletin boards, journals, the web.

Conferences

Posters and brochures should be on display at all relevant conferences with (if possible) information placed in the conference satchels as well. Permission should be sought to publicise SST from the conference secretariat in each case.

Most conferences are held regularly. Some of the more important ones to target include *Interspeech*, organised by the International Speech Communication Association. This conference is held annually, around August or September at venues throughout the world. Also the Australian *Language and Speech Conference* has been held in December in non-SST years, although this has been less frequent in recent years. Two other large international conferences are the *International Conference on Acoustics, Speech and Signal Processing (ICASSP)* organised by the Institute of Electrical and Electronic Engineers (IEEE) - held around April or May each year, and the another annual meeting worth noting is the *International Conference on Speech Processing* organised by the Acoustical Society of Korea and held in August.

In general, try to cover conferences in all areas covered by SST and associated areas. Look for conferences in phonetics, psycholinguistics, various perspectives on speech and language, including natural language processing, signal processing, artificial neural networks, speech and voice pathology, acoustics, computational linguistics, audiology, linguistics and so on.

Workshops

Professional associations hold workshops on specific topics throughout the year - the International Speech Communication Association (ISCA), for example, holds regular workshops. There are also the ARPA (formally DARPA) Speech Understanding workshops held annually in the USA. Others may be associated with particular academic institutions or laboratories. The publicity officer should check for any plans to hold these across the two year period and get material to them.

Newsletters and Bulletin Boards

Notices of the conference should appear at least once in all relevant newsletters and bulletin boards. Make sure to leave enough lead-in time for the newsletters. Find out early how much time is required from submission of the notice to publication. Notices should be timed to remind potential delegates of the date for abstracts and for registrations as well as providing general information. Some professional associations to check for newsletters and bulletin boards are:

ASSTA (you should provide material to the newsletter and electronic bulletin editor)

International Speech Communication Association

Institute of Electrical and Electronic Engineers, Signal Processing Society

International Phonetic Association

International Society of Phonetic Sciences

Acoustical Society of Korea

The Japan Electronic Industry Development Association

Australian Linguistic Society

Acoustical Society of America

Audiological Society of Australia

American Speech, Hearing and Language Association

Australian Association of Speech and Hearing

Speech Pathology Australia

Association for Computational Linguistics

Australian Hearing and the National Acoustic Laboratories

The HEARing CRC

The Hearing Hub at Macquarie University

Australasian Language Technology Association

New Zealand Linguistic Society List (nzlinguist@lists.massey.ac.nz)

New Zealand Speech –Language Therapists Association

With Bulletin Boards, you may need to speak to someone who has access to a particular bulletin board to find out how to access it yourself. Sometimes, they are related to associations, but often they operate as independent entities.

A website should be created by the web person on the OC for the conference as soon as possible, with links to ASSTA's home page. This will involve liaising with the ASSTA Executive Committee member responsible for maintaining Web Services.

Types of Materials

The types of publicity material developed should include posters and notices for journals, newsletters and bulletin boards, as well as the website page. Many conferences vie for attention these days so a careful use of eye-catching colour and layout can make all the difference. This applies particularly to the *Call For Papers* and any posters that are produced for conferences. Newsletters, journals and bulletin boards often have specific requirements in terms of layout. It is useful to prepare a range of notices to suit the different formats from a single line to a full page.

With respect to such notices, not all information is known at the outset, however the following information should always be included:

- The name, venue and dates of the conference
- A contact name and email and web address for further information and for abstracts
- Basic details about abstracts - particularly length
- Due dates for submission of abstracts
- The range of areas covered by the conference
- That the conference is organised by ASSTA
- For the web page, an indication of when "last updated"

As soon as possible, update the details and start to include:

- Names of keynote speakers
- Details of the Tutorial Day
- Registration costs
- Accommodation details and costs

Where space permits also include:

- General details about the SST series, its aims and goals
- Details of social program and possibilities for holidays
- General details about the venue, climate, transportation

For the website, much more can be included. As well as the above, update as and when the following information becomes available:

- Details of Committee, review process
- Registration form (in ready to print format)
- Paper submission form (in ready to print format)
- Authors' kit
- Any important notices

International Contacts

Information should also be sent to prominent ASSTA supporters and major speech labs around the world, e.g., Haskins in New Haven, USA; KTH in Stockholm, Sweden; GIPSA Labs in Grenoble, France; the New

Zealand Institute for Language, Brain and Behaviour at the University of Canterbury, New Zealand , Institute of Phonetic and Speech Processing in Munich. Some other indication of these can be gleaned by looking at the past keynote speakers at SSTs.

Closer to the Event

While media releases should be spaced throughout the two year period (see **Timetable Guide for SST Organising Committee**), there are many things to do closer to the event. As the conference approaches, more local publicity is needed. Notices of the conference should appear in campus newspapers and University eBulletin Boards. Contact the host campuses local newspapers and/or newsletters as well as Campus Review. These notices can be either local interest stories with basic conference details or just plain advertisements as covered above. Academics and students in associated areas on the host city campuses should be notified if they haven't already received information. Send them the draft program; they may want to attend for single days to listen to a particular address or paper session.

The media should also be informed, particularly of any displays, keynote speakers and opening addresses. If possible get these events on the TV and Radio evening news bulletins and even current affairs programmes - they occasionally show interest (including Quantum and Catalyst. Try to arrange interviews for the keynote speakers with the media. This could be at the conference site or in the studio/offices. Check the local radio stations, TV stations and newspapers to find suitable programs and/or interviewers, and make direct contact with that person or the program producer. The same applies to news bulletins.

Provide information to your host campus media services unit. You can provide basic information such as the Call for Papers or other advertising material. Talk directly to one of the journalists in the unit suggesting particular papers, keynote addresses, applications or displays they may be interested in. They may not know the right questions to ask, so give them a few clues. They will circulate notices to print and electronic media in the form of press releases. Be ready to give interviews to the media before and during the conference, including live-to-air radio interviews, or have someone else prepared to do so. Have a few points you wish to emphasise about the conference, speakers, displays or even ASSTA, and that you get across regardless of the questions asked.

After the Conference

The website should be retained after the conference, if possible up to the next conference. Material should include:

- A pointer to the next conference, including a WWW link
- Final conference program
- Information on how to order conference proceedings (hardcopy or CDROM) including an order form

Adopted by Executive 24th September 2013

This supersedes the earlier guidelines in use

Guidelines for SST Conference Finance and Accounting

General

The SST Conferences are run under the auspices of ASSTA and the funds belong to the Association, although the SST organising committee are responsible for their management. Under this arrangement, ASSTA provides the SST organising committee with seed money of up to \$10K (excluding GST) to get the conference started on a firm financial basis. ASSTA requires the committee, on request from the treasurer of the Association, to present budgets for approval for all activities, and to present income and expenditure statements which give true accounts of all financial activities, as detailed in the Terms of Reference for the organising committee. In addition, the committee must return all funds to ASSTA when the conference organisation is wound up.

In addition to these formal requirements, ASSTA can also provide an informal body of experience from previous SST conferences that may be helpful in budgeting and accounting in the future. Some of this experience is contained in this guideline.

Budget and Record Keeping

Profit and contingencies

The ASSTA executives require the SST conference treasurer to prepare a budget early in the organisation of the conference. It is impossible to produce a completely accurate estimate of all expenses and income, but the conference budget is important in setting the level of the conference registration fees. The conference should be self-supporting and should aim to return to ASSTA an amount at least as much as the seed money provided plus 20% of the total budgeted amount. This 20% may be considered an allowance for contingencies, but the conference committee should be aware that ASSTA relies heavily on this income to keep membership fees to a very low level while providing a growing range of services to ASSTA members.

Estimating expenses

Major expenses such as the cost of the venue, invited speakers' expenses, printing of proceedings, publicity, and hired help need to be estimated carefully and quotations obtained early. Some of the variability can also be allowed for by making sure that charges for items like the conference dinner and student registrations cover their costs. For example, the minimum student registration fee should cover the cost of providing lunches (if they are to be provided by the conference), other refreshments and functions, and a copy of the proceedings.

Estimating income and sponsorship

The number of registrants and the amount of sponsorship need to be estimated. The number of registrants should be guessed conservatively on the basis of past conferences and allowing for any special local conditions (such as extra travel involved, or competing conferences). It is prudent to ensure that the number of registrants required to break even in a worst-case scenario should be well below the expected number. Sponsorship needs to be substantial, and needs to be committed early if it is to have any impact on the registration fees (for example, a \$1000 sponsorship will only change the fees by \$10 if there are 100 expected registrations). If a major sponsorship is envisaged, a written agreement must be reached before registration fees are determined. It is unwise to rely on less definite agreements as an expected sponsorship of \$6000 fell through at a fairly late stage for one SST conference. (Fortunately, the contingency allowance and a higher than expected number of registrations allowed the organisers to cover this loss.)

Sponsorship can come in many forms including direct cash donations; funding special events - a welcome reception, for example; supplying or paying for items such as conference satchels or notepads; and sponsoring keynote speakers. Minor sponsors, whose sponsorship will bear no significant impact on the setting of the registration fee, may not be found until later in the two year schedule. However, be aware that

major sponsors from government departments or the private sector must be contacted early during year one - their budgets are planned well in advance.

Infrastructure support may also be provided by the host institutions through committee members' departments. This may well cover photocopying or the cost of mailouts and so on.

Unless sponsorship is committed AND received quite early in the two year period, it should not be allowed to determine registration fees. The budget must balance without sponsorship.

Winding up

The ASSTA executives require the SST conference treasurer to prepare a summary of all income and expenditure when the conference organisation is wound up. This should be by 30th June in the year following the SST conference as defined in the Terms of Reference for the SST Organising Committee. Full records of the conference must be sent to the ASSTA treasurer and must be kept by ASSTA for at least seven years. The organising committee must return all funds to ASSTA when the conference organisation is wound up.

ASSTA Membership and Award

ASSTA members

Financial members of ASSTA should be charged a reduced registration fee for the conference

New Researcher Award

The ASSTA executives have instituted a scheme to recognise the achievements of new researchers and encourage their attendance at SST conferences. ASSTA offers up to six New Researcher Awards for the best papers submitted for presentation at its SST conference (refer to <http://www.assta.org/?q=assta-grants-program>). The award consists of a \$750 grant, plus the SST conference dinner. For award winners, the executive will budget separately for travel to and from the conference, accommodation during the conference and the conference dinner. This award can be sponsored by participating companies or institutions.

Liability

Insurance

The ASSTA executive maintains an insurance policy to cover public liability arising out of the Association's activities. This includes the running of the SST conferences. SST organising committee members are covered by the ASSTA insurance policy ONLY if they are financial members of the Association. Therefore, it is recommended that all committee members join the Association if they are not already ASSTA members. It should be noted that only public liability is covered. Committee members are not covered for personal injury, for example.

In the case of a financial loss

In the event that the conference makes a loss, liabilities of the conference should be met from funds held by the organising committee, including the seed money originally supplied by the ASSTA executive. ASSTA's executive committee is not ready for directing any more funds than the original seed money to meet debts incurred by the SST organising committee. ASSTA's funds are limited, and if fully expended would probably result in the winding-up of the Association. ASSTA members have no personal liability for debt incurred by the Association, including the SST organisation.

Adopted by Executive 25th June 2013

This supersedes the earlier guidelines in use

Guidelines for the Reviewing of Submissions and for the Published Proceedings of the SST Conference Series

Review Process

1. The SST Organising Committee shall set up a Technical Programme Committee (TPC) to develop and oversee the review process, which should conform to these guidelines. At least the Chair of this sub-committee will be a member of the Organising Committee..
2. The TPC should set a date for the submission of abstracts and full papers. . The date selected should allow for the review process, for successful authors to complete and submit their camera ready papers for the proceedings (see section on "Published Proceedings" below), and for the editing and printing processes. In the past, this date has been in June or July of the year of the conference.
3. The TPC should ensure that the ASSTA New Researcher Award is well advertised and a mechanism in place to handle accepted submissions which applied for this award (the TPC should familiarise themselves with <http://www.assta.org/?q=assta-new-researcher-award>). As per clause 9 of http://www.assta.org/initiatives/newresearchers/assta_nra_guide.php, the ASSTA executive will need to be consulted in regards to the formation of the assessment panel.
4. The TPC should also develop the criteria which will be used in the administrative and scientific review process. These criteria should be developed no later than the start of the year in which the conference is held but will need to ensure that full papers (not abstracts) satisfy the HERDC publication audit requirements for E1 of an independent, peer review. Advice on these criteria may be sought via the ASSTA Executive.
5. Full submission details should be included in all conference advertising (and especially in the Call for Papers) no later than the start of the year in which the conference is to be held. Details should include submission date, word length (in the past, this has been 400 words a statement on the review process to satisfy E1 category HERDC requirements, timeframe of the review process and important dates, the criteria used for review, and any differentiation between how abstracts and full papers will be treated.
6. During the months leading up to submission of abstracts, the TPC shall collate a list of names of possible reviewers, ensuring all areas usually covered by SST conferences are included. Potential reviewers should be contacted to ascertain their willingness to act as reviewers. Reviewers should be external to the Organising Committee and the TPC.
7. Although it is expected that most reviewers will be Australasian residents it is desirable that international reviewers be used where available.
8. At least two reviewers should be used for each abstract and full paper. It is expected that no reviewer should be asked to review more than 6 full paper or 10 abstract-only submissions. The TPC will make final decisions on borderline cases.
9. Reviewers should be asked to provide brief comment on each criterion (see clause 4 above); rank the submissions they have been asked to review; give an indication of whether the submission should be accepted or rejected and, if the former, recommend which presentation format (oral or poster) should be offered. In all cases, however, it is the TPC that will determine acceptance or rejection, and which format is offered.

Published Proceedings

1. The Organising Committee of each SST Conference shall publish, on behalf of the Association, proceedings of the Conference, which are similar in format and quality to previous SST proceedings. One copy shall be given free to each delegate attending the conference.

2. The front cover should be formatted similarly to previous proceedings. This includes the full name of the conference, giving details of city, month and year. In addition, the logo "SST-M" (where "M" equals the numeric label of the year in which the Conference is held) should be printed in hollow font several times across the top of the front cover. The lower part of the cover should display a photograph relating to the city in which the conference is held or some aspect of speech science and technology. It should not relate to one specific institution hosting the conference. The photograph may be colour or black and white. Organising Committees should refer to previous proceedings for details of size and proportion.

3. The Secretary of the Organising Committee has often become the Editor of the proceedings, but this could equally well be the Chair of the TPC.

4. The proceedings should contain a title page and a page giving publishing details. This should indicate that copyright is owned by ASSTA. The page should also give details of the printer and the ISSN number - see item 5. The Editor should refer to previous proceedings for details.

5. The Proceedings Series has an ISSN number issued by the National Library. This is ISSN 1039-0227. The Editor should check with the National Library that this is still current, and if not, organise a new number which must appear on the publisher's page. A copy of the proceedings should be given to the National Library in Canberra.

6. Submissions that are accepted for presentation at the conference should be submitted in camera ready format by a date set by the Organising Committee allowing enough time for the editing and publication process. Details of paper formatting and size are given on the author guides which are available from the Secretary of ASSTA and should be provided to all authors when they are notified of acceptance.

7. In previous proceedings, papers have been organised into technical areas that are the same as those used for the conference sessions, and are ordered in the same chronological order of presentation.

8. A table of contents page, author index and search facility should also be included.

9. There are a small number of other items that ASSTA requires in the proceedings. These are: a) a foreword by the Chair of the Organising Committee; b) a list of the New Researcher Award winners for the year in which the conference is held; c) a list of the Corporate Members of ASSTA; d) a list of the sponsors of the conference; and e) the list of reviewers used under the heading "Review Panel".

11.. It is useful to obtain quotes from both University and Private Commercial media production companies for CD/DVD or USB flashdrive conference proceedings.

Adopted by Executive – 25 June 2013

It should be noted that this set of guidelines is not a legally binding document but provides a guideline to practice.

Guidelines for the ASSTA Tutorial Day, Held in Conjunction with the SST Conference Series.

1. The Tutorial Day has, at past conferences, been held on the day immediately prior to the Conference starting, and comprised two parallel morning sessions and two parallel afternoon sessions. One member of the SST Organising Committee should be appointed to organise this event. This involves the tutorial sessions themselves, lunch for attendees and presenters, morning and afternoon tea/coffee, venue, any special equipment or facilities required, and possibly photocopying of notes.

2. Three underlying aims which have been reflected to various degrees in tutorial days over the past ten years are:

- a) to provide non-experts (usually students) with the opportunity to gain a basic knowledge of Speech Science and Technology;
- b) to provide an introduction to key research areas of Speech Science and Technology;
- c) to provide state-of-the-art sessions particularly for academic and industry researchers and others with appropriate experience.

3. The structure of the sessions, the mix of areas covered, and the extent to which each aim is realised are determined by the SST Organising Committee. Recent experience has shown, however, that introductory sessions may not attract many participants. Every attempt should be made, however, to ensure a range of sessions appropriate to the membership of ASSTA. If necessary, quotas may have to be placed on some sessions (e.g., due to lack of special facilities).

4. In recent years, keynote speakers at the SST Conference, as well as other senior professionals, have been invited to present tutorial sessions. There is some expectation that keynote speakers will become involved in the Tutorial day activities. One night's free accommodation plus lunch on the day can be offered, otherwise an honorarium of at least \$200.

5. Cost of attending sessions in the Tutorial Day is determined by the SST Organising Committee, and is additional to the conference registration. Delegates attending the conference should be provided with information about each tutorial session to be offered on the conference brochures, and be asked to register for individual tutorial sessions separately.

6. The SST Organising Committee has the right to cancel tutorial sessions if expected attendance is too small. Delegates who have indicated they wish to attend a session that is subsequently cancelled must be notified as soon as possible and receive a full refund of monies paid.

7. Publication of tutorial notes by ASSTA may be arranged. The SST Organising Committee should consult with ASSTA Executive Committee on this matter.

Accepted by Executive – 25 June 2013

This supersedes the earlier guidelines in use