

## FREQUENTLY ASKED QUESTIONS GUIDE (FAQ) FOR PROPOSALS

Q: What constitutes a full panel session?

A: A full panel session is a multiple-presenter format that consists of a session chair, at least three (3) individually titled papers thematically connected, and at least one (1) commentator; it can include up to four (4) individually titled papers and a second commentator. Three paper panels should afford twenty minutes (20) per presenter; four paper panels should afford fifteen minutes (15) per presenter. Commentator comments should be limited to no more than ten minutes (10) per commentator.

Q: I am planning to submit a proposal – what information do I need to enter into the All Academic database?

A: For a full panel session proposal, you MUST include ALL of the following information: (a) session title; (b) session abstract (no abstracts over 300 words will be considered); (c) name, affiliation, email, and contact number for the session chair; (d) name, affiliation, email, and paper title for each presenter; (e) name, affiliation, and email for each commentator.

Q: What constitutes an individual paper submission?

A: An individual paper submission is a single-presenter format exclusively reserved for non-academics, students (both undergraduate and graduate), and untenured assistant professors. Individual papers from Associate and Full Professors will not be accepted.

Q: What if I am submitting an individual paper proposal, what must I have?

A: For individual paper proposals, you MUST include a: (a) paper title; (b) paper abstract (no abstracts over 300 words will be considered); and (c) your name, affiliation, email, and contact number.

Q: What should a conference roundtable session look like?

A: A roundtable is a multiple-presenter format that consists of a session moderator that directs the discussion with four (4) to eight (8) designated speakers addressing a single theme. The moderator is expected to develop questions in conjunction with roundtable participant to drive the discussion, but roundtable participants are not expected to present prepared papers or comments; brief introductory remarks of no more than five (5) minutes from designated speakers are encouraged though. This session type is ideal for more free-flowing, unstructured discussions. “State of the Field” or “Future Research Directions” are examples of the kind of topics that are suitable for this type of session.

Q: If I want to submit a roundtable proposal, what do I need to do?

A: The following information is REQUIRED for a roundtable proposal to be considered for inclusion on the conference program: (a) roundtable session title; (b) an abstract clearly outlining the themes or subjects to be discussed (no abstracts over 300 words will be considered); (c) name, affiliation, email, and contact number for the moderator; (d) name, affiliation, email, and contact number for EACH designated speaker.

Q: What is a conference workshop supposed to look like?

A: A workshop submission is a multiple-presenter format that also involves hands-on audience participation. A workshop consists of at least three (3) session leaders and a clear program of activities to be completed by the audience during the session.

Q: What is required to submit a workshop proposal?

A: To submit a proposal for a conference workshop session, you MUST provide the following information: (a) workshop Title; (b) workshop abstract (no abstracts over 300 words will be considered); (c) name, affiliation, email, and contact number for each workshop leader; and (d) a detailed program of activities for the workshop audience

Q: What is a film session submission?

A: A film submission is altogether different from the film festival that takes place in conjunction with the annual conference. A film session submission consists of either: a) a viewing of an individual film, or b) a film panel where a moderated or group discussion of a film is conducted following the film screening with a maximum 5 designated commentators.

Q: I am planning to submit a film session proposal – what information do I need to enter into the All Academic database?

A: To submit a film session proposal, you MUST provide the following information through All-Academic: (a) a session title; (b) the title of the film to be screened; (c) name, affiliation, email, and contact number for the session organizer; and (d) name, affiliation, email, and contact number of the moderator and/or each designated commentators (if applicable).

Q: What is a poster session?

A: The poster session is a research where individual undergraduates or a group of undergraduates can display research and discuss their findings. Student posters will be reviewed on the basis of the quality of research, significance of research, and clarity of presentation. For more information regarding poster sessions, please see below)

Q: I want to submit a poster proposal—what do I need to do?

A: To submit an poster proposal, you MUST provide: (a) a poster title; (b) a

poster abstract (no abstracts over 300 words will be considered); (c) your full name, affiliation, email, and contact number.

Q: Is it possible to edit the original proposal if I can't enter all of the required information initially?

A: Yes, you can edit the proposal, and you may actually be asked to revise and resubmit a proposal. It is important that you remember the ID and password that you established at the time that you first entered your contact information into the All Academic System.

Q: If I forget my ID and/or password is there a way that I can retrieve it through the All academic system?

A: Yes. If you have created a login account and have forgotten your password you should enter your email address in the "User Name" field and click the "Forgot Password" button.

Q: How will I know that the information has actually been entered into the All Academic database?

A: You will receive a confirmation message prior to logging off of the All Academic website. In addition, you will receive an e-mail confirmation that your submission has been added to the database.

Q: How soon will I know whether the proposal has been accepted or not?

A: Notification of the status of proposals will not occur until after the submission deadline and after the Academic Program Committee has considered all proposals and organized sessions by grouping papers with common themes. This process typically occurs 10-14 days of the deadline.

Q: If I submitted a panel proposal will all participants automatically receive notification regarding the status of the proposal?

A: Yes. However, please make sure that each participant has a valid and current email address in the All Academic system.

Q: What are my responsibilities as Session Chair?

A: The Session Chair should contact each participant to make sure that notification has been received and ensure that the panelists have all registered for ASALH and the conference. In addition, to make the conference as valuable an intellectual experience as possible, Chairs should plan to receive the papers in advance, if possible, and provide substantive comments that summarize the papers and point out connections and/or dissimilarities, with at least one comment critical or positive about each paper before moderating the discussion with the audience.

Q: Once I have received notification of acceptance of my proposal what other actions do I need to take to ensure inclusion in the program?

A: All conference participants MUST complete the membership process for ASALH and register for the conference. Persons who are not members and /or register for the conference will not appear in the printed program and are not allowed to present. Panel organizers should be sure that all panelists know that they must join ASALH and register for the conference by the stated deadlines in order to be able to attend and present at the conference.

Q: What do I do if unforeseen circumstances prevent me from attending the conference?

A: You should provide notification of your inability to attend the conference at least two (2) weeks prior to the conference so that this information can be included in the program addendum.

Q: Are there repercussions if I fail to provide notification?

A: Yes. ASALH maintains record of no shows and this information is used in the proposal evaluation process for two years.

## ASALH FREQUENTLY ASKED QUESTIONS GUIDE (FAQ) FOR POSTER SESSIONS

### Poster Session Information

Posters typically include pictures, data, graphs, diagrams and narrative text on boards that are approximately 40x32 inches. Authors are required to present their posters during scheduled times during the meeting. These presentations are more like elevator speeches that summarize the poster content with attendees that stop by the poster to view it and ask questions. Helpful tips on creating posters are available at these links:

- [ALA Poster Presentations \(at conferences\): http://www.ala.org/tools/atoz/poster-presentations](http://www.ala.org/tools/atoz/poster-presentations)
- [Penn State University: Designing Communications for a Poster Fair](http://www.personal.psu.edu/drs18/postershow/)  
<http://www.personal.psu.edu/drs18/postershow/>
- [The Writing Center at UW-Madison: Creating Poster Presentations](https://writing.wisc.edu/Handbook/PosterPresentations.html)  
<https://writing.wisc.edu/Handbook/PosterPresentations.html>
- [UNC Grad School Poster and Presentations Resources:](http://gradschool.unc.edu/academics/resources/postertips.html)  
<http://gradschool.unc.edu/academics/resources/postertips.html>

Poster sessions cannot be used to advertise products or to display vendor items. If you are unsure if your proposal qualifies, please email the committee at [asalhpostercom@gmail.com](mailto:asalhpostercom@gmail.com). If you are interested in advertising or selling items at the conference, please visit the exhibitors and advertisers page.

Q: Who can submit a poster session?

A: Any individual, organization, or branch can submit a poster following the guidelines in the call. We welcome proposals from the public, scholars, researchers, and students on topics

relating to the theme or on a timely subject matter. Any presenter at the ASALH Annual Meeting has to become a member and register for the conference.

Q: Will ASALH pay my travel expenses and/or registration fee to attend the Conference if I am presenting a poster?

A: No, ASALH would not reimburse you for your travel or conference registration expenses.

Q: What if I have a conflict between my poster session presentation time and a meeting?

A: At least one author of the poster must be present during the poster sessions. This is the opportunity to give feedback to conference attendees who stop to ask questions. Poster sessions cannot be presented unless at least one author is present during the allotted times.

Q: What happens if I have to cancel my poster session because I can't attend the conference?

A: Please plan on a backup person who will be able to represent your poster if an emergency arises.

Q: Can I have an Internet connection or other electrical support?

A: If your poster session includes electrical equipment, you will need to provide your own source of power (e.g., batteries). No electrical support or Internet connections are available in the poster session area. Audio-visual presentations that include sound are not encouraged. These can be very distracting to the presenters located nearby. If you are able to supply headphones for viewers/listeners, sound is acceptable.

Q: What about simultaneous submissions? Can I submit a poster session proposal about a project for which I've also submitted a manuscript for publication in a journal?

A: Yes, poster submissions for articles that have been simultaneously submitted for publication are welcomed, as long as you note the simultaneous submission in your abstract. IMPORTANT: Please note at the end of your abstract if the project has been submitted to other conferences, for publication in a journal, or has been published or presented before.

Q: Can I submit more than one poster?

A: Yes, but you can only present on one.

Q: What is the difference between the ASALH Exhibit area and the ASALH Poster Session Area?

A: The poster session area is expressly not for vendors to display or promote new products, or for organizational displays.