

## How to Propose a Panel Session

Panel sessions are distinct from paper sessions and involve less formal presentations usually including 4-5 participants and a moderator. They are organized around a topic of discussion, and generally address the conference theme. Panel sessions often include both scholar and author participants.

Panels involve opening statements by each participant of approximately five minutes, followed by a series of roundtable responses to questions set by a moderator. Approximately 35-40 minutes into the session, the panel is opened up to questions and comments from the floor.

To propose a panel session, submit the following to Sherryl Vint, 1<sup>st</sup> VP:

- A 300-word statement of the purpose of the panel and the kinds of questions it will address.
- A list of participants who have agreed to serve on the panel and their institutional affiliations and qualifications.
- The name and institutional affiliation of the panel moderator.
- A list of your A/V requirements. These must be identified at the time the paper is proposed. **Later requests may not be accommodated.** AV requests are limited to the following: DVD; LCD projector (the attendees *must* provide the computer and the appropriate cable for MAC computers); overhead projector; speakers.
- An indication if you are unable to present on the Wednesday of the conference or if you have a religious reason for being unable to present on Saturday. **These are the only scheduling requests that we guarantee we will accommodate.**

Panel submissions are due **November 15, 2011**. Individuals will be informed by **December 15, 2011** if their panel has been accepted to the conference.