SAMLA CONFERENCE SESSION GUIDELINES
If you still have questions after reading the guidelines, please submit questions to Stephanie Rountree at SAMLA@GSU.EDU—we are here to help!

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I. SESSION TYPES

Regular Session: A session recurring each year. The session typically relates to a specific discipline or area of study in the humanities. Call for papers can be general or specific. Each year at the annual conference, the Program Committee accepts proposals for new regular session topics. To submit a proposal for a regular session, contact SAMLA at samla@gsu.edu.

Affiliated Group Session: A session representing the work of scholars supporting the area of study defined by the sponsoring organization. The individual organization determines whether presenters must be members of the affiliation. SAMLA welcomes the addition of new affiliated groups.

Special Session: A session approved annually by the Program Committee. Proposals are welcome on any topic serving the mission of SAMLA to support the advancement of scholars in the humanities. Proposals supporting the annual special focus are particularly encouraged.

General Comment Regarding the Annual Special Focus Topic: In an effort to give scholars the opportunity to explore a topic in greater detail, each year a topic is selected. Recent special topics have included creative writing, drama, human rights & the humanities, text & image, and the power of poetry in the modern world. Session chairs create sessions related to the special topic or select an unrelated topic.

II. SESSION LENGTH
Each session is one hour and thirty minutes. SAMLA accepts proposals for extended and multiple sessions.

III. SESSION FORMATS
SAMLA encourages the organization of a session that best serves the panelists, presenters, and topic of the individual session. There are five primary types of sessions: roundtable or discussion panels; working paper(s) sessions; seminar or workshop sessions; traditional presentations; and poster presentations or visual representations of scholarly work. Provided space is available, SAMLA allows affiliated groups to hold meetings or other sessions related to the needs of an individual organization. The proposed format should be included in the call for papers (or session proposal)
Roundtable or Discussion Panel
A discussion topic is selected and group participants are named. Ideally, each panelist will make a few brief introductory remarks and a moderator will oversee discussion between the panelists and audience. This is an effective way to collaboratively explore a topic where multiple voices may offer more than a set of three or four 15-20-minute presentations. This is also useful for presentations centered on a single speaker or film.

Working Paper(s) Session
Authors and audience members discuss papers in progress and work to evaluate strengths, weaknesses, and opportunities within the written piece. For this type of session, papers should be forwarded in advance to the session chair as well as to all of those who plan to participate. Copies will be posted on the SAMLA website. Additional copies should be made available at the start of the session for those who did not receive an advanced copy. This is an effective session for scholars looking to advance theories and work with the input of colleagues and other scholars.

Seminar or Workshop Session
One or two leaders outline the session topic, purpose, and itinerary. If there are additional, pre-designated participants, they too can contribute a brief presentation. Most of the time, the session should be dedicated to participants interacting about a given topic.

Traditional Presentation
Three or four presenters deliver their papers to an audience (15- or 20-minute presentations). The chair of the session will introduce the presenters at the start and oversee a 15-minute question and answer session at the end. In addition, regular or affiliated group sessions typically set aside five-minutes at the end for the current-year secretary to lead administrative discussion about the following year’s conference: this includes preliminary brainstorming for the next call for papers, confirmation that the current-year secretary will serve as chair the following year, and election of a secretary for the following year (i.e. At the 2013 conference, the 2014 secretary is elected, and he/she will serve as chair in 2015).

Poster Presentations or Visual Representations of Scholarly Work
The focus of the session is the presentation of research in a visual format. Participants are encouraged to consider not only “poster” options, such as table-top displays, but also more creative outlets—electronic media, photography, etc. Presenters will be required to be present for a designated two-hour period during the conference when the poster display will be available to attendees. Typically, the session takes place at the same time as one of the receptions at the conference to allow for high visibility and attendance. Computer display equipment and other technology may be used but must be provided by the participant.

IV. MULTIPLE SESSIONS OR EXTENDED SESSIONS
SAMLA welcomes proposals for extended sessions or multiple sessions from chairs. Our goal is to serve the scholarly needs of our membership—including the addition of extra sessions focused on a single topic or the creation of a cluster of session exploring related topics. In addition, SAMLA also considers extended sessions. Submit proposals for multiple sessions and extended sessions to SAMLA by June 28th.
V. SESSION PROPOSAL, CALL FOR PAPERS, FULL PANEL DEADLINES, MEMBERSHIP, AND HARPER FUND DEADLINES

- February 15th: Deadline for inclusion in the winter issue of the SAMLA News newsletter.
- May 31st: Deadline for special session proposals.
- June 28th:
  - Deadline for full panel detail to the SAMLA office. Audiovisual requests must be received by this date.
  - Membership renewal paperwork due from chairs. The renewal information is on the web site: samla.memberclicks.net.
- August 30th: Membership paperwork for panelists due.
- September 16th: Draft of Conference Program posted on SAMLA website for Chair & Panelist review.
- October 1st: Corrections to conference program due to SAMLA office. (No further changes will be made to the program following this date.)

VI. CALL FOR PAPERS—GENERAL DETAILS

Call for Papers/Session Proposal Form
Using the “Call for Papers/Special Session Proposal Form” available on the SAMLA web site at http://samla.memberclicks.net/forms, please present your call for papers or special session proposal. The form should be sent electronically to the SAMLA office at samla@gsu.edu as a Word document. If you have any problems with the form, please submit the requested data in the body of an e-mail. Forms and proposals will be accepted beginning November 1st of the year preceding the conference.

Call for Papers
The recommended call for papers is about 300 words. Please include name, contact information, affiliation of session chair, and deadline for abstract submission on the “Call for Papers/Special Session Proposal Form.”

Posting of Call for Papers
SAMLA posts the call for papers on our website and updates the listing at least weekly from February 15th through June 28th. We encourage chairs to utilize other listservs or resources (UPenn, etc.) to reach to scholars beyond the active SAMLA membership.

Revisions to the Call for Papers
SAMLA is glad to revise or supplement the content, abstract deadlines, or title of the call for papers until May 31st each year. Please send requests to Conference Coordinator Stephanie Rountree at samla@gsu.edu.

VII. CONSIDERATIONS FOR PANEL PARTICIPATION

- Session chairs are asked to serve as a chair for only one session (you may request approval to serve as the chair for multiple sessions related to the same topic—for example, English IV-A, English IV-B.)
- An individual can chair and present a paper.
- An individual can chair a session and participate as panelist or presenter in another session.
- Individuals are asked to give only one scholarly paper at the SAMLA Conference each year.
- In some circumstances, individuals can obtain permission to give a paper in one session and participate in another panel if a second session does not follow the traditional model—i.e., poetry reading, panel discussion, or working papers session.
- If you have questions or seek approval for a special situation, please contact Diana Eidson at deidson@gsu.edu.

VIII. DUTIES OF THE SESSION CHAIR

Preparation of the Call for Papers
- Prepare call for papers/session proposal.
- Receive, review, and select abstracts for session.
- Communicate directly with those submitting abstracts.
- Revise CFP as needed.

Submission of the Full Panel Detail
- A panel detail form will be sent under separate cover in late spring. The chair will need to complete all sections and submit it to the SAMLA office by June 28th at samla@gsu.edu.
- All AV equipment must be identified at the time the panel is submitted to the SAMLA office. It is not possible to accommodate late AV requests.

Communicate with and Prepare Presenters for Conference
- Forward key information about the conference directly to your panelists. We send only a few emails, but we ask that you help us reach the individuals serving on your panels.
- Ensure that panelists have renewed their SAMLA membership by the August 16th deadline; otherwise they will be removed from the conference program and will not be allowed to present.
- Panelists should register for the conference prior to attending, though we do accept registration fees at the conference.
- Name tags and a conference program, which serve as confirmation of paid registration, are distributed at the conference beginning Friday at 8:00 a.m.

Appoint a Secretary
- Regular and affiliated group session chairs are requested to name a secretary who will succeed them as the session chair the following year. Special sessions do not need a secretary unless the session topic will be proposed again the following year.
- The current chair should advise the secretary that he or she is encouraged, but not required, to attend the session to discuss possible CFP topics or to announce the CFP topic.
- The secretary should be appointed by June 28th when the full panel detail is submitted.

Moderate the Session
- Introduce the panelists.
- Moderate the session and ensure panelists keep to the session schedule, with particular attention to allowing time for a 15-minute question-and-answer session before adjourning.
- Distribute session attendance sheet for the audience and panel participants to sign in, and return the completed attendance sheet to the SAMLA staff at the registration desk.
IX. DUTIES OF THE SESSION SECRETARY

General Information Regarding Duties of the Secretary
The secretary is typically either appointed by the session chair or elected during the session at the conference. The secretary ascends to the role of chair for the session the following year. His or her primary duty is to identify the topic and draft the CFP for the session that will be held at the next conference.

Prepare Call for Papers Topics for Presentation at the Conference
- Touch base with the session chair to confirm all details for the session are in order. Inquire about possible topics for the next year.
- During the session, present the CFP and/or discuss possible topics.

Following the Conference
- Draft and submit the CFP or session proposal to samla@gsu.edu.

X. SAMLA Contacts

- Stephanie Rountree and Briana Devaser, Conference Coordinators
  - Call for Papers/Session Detail
  - Email: samla@gsu.edu
  - Phone number: 404.413.5817

- Jennifer Olive, Membership Coordinator and Webmaster
  - SAMLA Membership and Conference Registration
  - Email: samla@gsu.edu
  - Phone number: 404.413.5817

- Diana Eidson, Editorial and Production Manager
  - Session and Speaker Approvals
  - Email: deidson@gsu.edu
  - Phone number: 404.413.5816