

# GUIDELINES FOR PARTICIPANTS

This document has been prepared by the Committee on Professional Rights and Responsibilities and ISA Headquarters to answer basic questions about Convention participation:

## Paper and Panel Proposal Deadline

*The deadline for paper and panel proposals is **June 1st**. All proposals should be submitted online using the MyISA Conference Management System.*

## Participant Pre-Registration Deadline

- The pre-registration deadline for Convention participants is: **October 17th**. Participants who do not register by this date will be removed from the Convention Program.

*Rationale: We request that participants pre-register for the program. If you fail to do so we will assume that you will not be participating and we will rearrange the program by removing your contribution and adding participants from the waitlist. In previous years, some participants have been, for various reasons, unable to meet their professional commitments to present at ISA meetings. In an attempt to limit these occurrences to only those with legitimate reasons, this new procedure was instituted.*

## Frequency of Appearances

- Participants are allowed to present no more than two papers with a total of four maximum participations, including acting as discussant and chair. ISA's MyISA Convention website will limit an individual participant's submissions.
- The limitation on the number of appearances will be waived for participants serving on a panel that is honoring an ISA member, or for other exceptional circumstances identified by the Program Chair(s).

*Rationale: Minimizing the number of appearances by any one participant increases the opportunities for participation by others.*

## Composition of the Program

- Panels may be organized according to a variety of formats, ranging, for example, from the traditional oral presentation of research papers to poster presentations to more innovative means of presentation that use computer software, film, or demonstrations of new teaching techniques.
- The numbers of roundtables on the program should not be increased at the expense of the number of panels.
- Panel proposals from ISA sections are subject to review by the Program Chair(s) using the same standards of quality and suitability that are applied to other proposals.

- Joint panels and roundtables organized collaboratively by two ISA sections are particularly encouraged and should be given special consideration by the Program Chair(s).

*Rationale: Scholars can participate in the program in a variety of ways: by chairing a panel or roundtable, by delivering a formal paper or prepared remarks on a given topic, or by serving as a discussant. The primary purpose of program activities are to encourage the full presentation and active discussion of theories and research findings, as well as to explore topics of interest from a wide range of disciplinary and theoretical perspectives. The specific format used in panels and roundtables to accomplish these goals may vary as deemed appropriate by panel chairs and the Program Chair(s).*

## **Composition of Paper and Poster Panels**

- It is standard practice for paper panels to include five papers, a chair, and at least one discussant.
- Approximately thirty minutes should be reserved for discussion from the floor and among the panelists. The panel chair has the right and responsibility to enforce this norm.
- Panel organizers should strive for a good mix of participants. The best panels often include scholars from different countries, a range of institutions, and different career stages. The best discussants are often scholars with significant experience in the field. In general, graduate students should not fill this role.
- Roundtables typically include four to six participants and a chair.
- Poster sessions for the Convention will be organized into poster panels grouped on a related theme. Each poster panel will have a discussant, who will give feedback on the papers and their posters to the authors.

*Rationale: There is no ideal composition for the panels. The number of formal papers and the time allocated for their presentation should be based on the scholarly objectives of the panel. In all cases, including roundtables, adequate time should be reserved for a full and active discussion after the formal presentations.*

## **Responsibility of Panel and Roundtable Chairs**

*By proposing and accepting responsibility for chairing a panel or roundtable, the chair accepts these obligations:*

- To inform the Program Chair(s) of all changes in the composition of the panel or roundtable prior to the publication of the final program. And, similarly, to inform all other participants of such changes well before the meetings begin.
- To inform the Program Chair(s) of any panelist who fails to attend the panel without providing advance notification of those extenuating circumstances preventing their participation.
- If chairing a roundtable, to circulate a detailed memo regarding the issues to be discussed by the participants well in advance of the meeting.

- If chairing a panel, to take all reasonable steps to ensure that the discussants receive advance copies of papers, even in draft form. Five working days prior to the commencement of the meetings is the absolute minimum acceptable lead-time.
- To hold participants to agreed-upon time limits for their presentations, so that at least thirty minutes are available for general discussion.

*Rationale: Stimulating scholarly interchange requires that panelists attend their panels and roundtables, and that adequate time be set aside for discussion among panelists and the audience. The purpose of these guidelines is to provide accurate information about the nature and composition of a particular panel or roundtable and to provide sufficient time for the participants and audience to interact.*

## **Responsibility of Panelists and Roundtable Participants**

*By proposing and accepting formal participation, participants accept these obligations:*

- To inform the panel chair, discussant of your paper, and Program Chair(s) at the earliest possible date of any changes in the status of your work, your availability, or travel funding which will or is likely to prevent your participation. Failure to show up for your panel without having previously notified the panel chair, discussant, and Program Chair(s) could adversely affect the likelihood of your being included on the program in future years.
- If giving a prepared paper, to circulate copies to discussants and other panelists in advance of the meetings, and at least five working days before the commencement of the meetings. Paper presenters are also responsible for providing copies of their paper to other attendees and uploading their paper to the online paper archive.
- If serving as a discussant, to read carefully each of the papers that you receive at least five days prior to the Convention and comment upon these papers in a constructive manner.
- To abide by the panel chair's stipulations regarding the length of presentation and comments.
- Unless you are a co-author and the other author(s) are presenting your paper, you have an obligation to attend and fulfill the responsibility for which you applied. This year, like last, we had far more people applying than we had space for in the program, and literally hundreds of worthy applicants were turned away. In turn, ISA's Governing Council imposed a deadline of no later than **November 21st**, by which time you could still cancel your participation (and the Program Chair(s) could substitute another worthy participant); or if you failed to cancel your professional obligation by that date, you would be penalized by not allowing you on the program for future Conventions.
- If you are a co-author, you are not planning on attending, and your co-author is presenting your work, please notify us immediately so we may plan for this and not spend resources unnecessarily. You can notify us by e-mail at [isa@isanet.org](mailto:isa@isanet.org).
- For the 2012 Convention, ISA is providing both laptop personal computers and LCD projectors in all panel rooms. Software capabilities are LIMITED to Powerpoint reader and Adobe reader ONLY. The reader software can accommodate presentations created in Microsoft or Mac formats. Presenters will not be able to use their own

laptop computers since the audio visual setups in the meeting rooms MUST NOT be changed in any way. Presenters must bring their Powerpoint or Adobe presentations on a flash drive and insert the flash drive into the ISA netbook computer at the start of the presentation.

*Rationale: The quality of scholarly interaction among panelists and the audience increases when panelists receive copies of papers in advance of the meeting and when members of the audience have access to the papers. The inability of attendees to purchase papers is a source of considerable frustration. Panelists have a professional responsibility to make copies of their papers available to convention attendees.*

## **Participation of Scholars from Outside North America**

- Panel and roundtable chairs are encouraged to invite the participation of relevant scholars outside of North America.
- Letters confirming the participation of scholars from outside North America should be sent by ISA Headquarters at the earliest possible date.

*Rationale: The participation of scholars from outside North America is in keeping with the purposes of the Association. Their participation is most effective if North American members have ample opportunities to interact with them as panelists and discussants and vice versa. Early indication of the need for funding will allow the Program Chair(s) and section organizers to provide the potential participant with the appropriate application.*

## **Proposal Submission**

- Scholars who submit proposals for panels or roundtables must not place an individual on the proposed panel or roundtable without his or her consent.
- Scholars wishing to participate in the program must adhere to the submission deadline. Proposals received after the deadline stipulated by ISA will not be considered for the program.

*Rationale: The fact that some scholars submit multiple proposals without informing the Program Chair(s) and other appropriate personnel creates serious difficulties in preparing the program. Accurate information on multiple submissions will assist the Program Chair(s) in making the most efficient use of available sections. Adherence to the submission deadline facilitates timely completion of the program.*

## **Notification of Unsuccessful Proposals**

- It is the responsibility of the Program Chair(s) and section organizers to ensure that scholars who cannot be accommodated on the program are notified by letter of that fact prior to the publication of the preliminary program. Acceptance and waitlist letters will be sent by e-mail from ISA in late September.

*Rationale: Not informing scholars that their proposals are unsuccessful until publication of the preliminary program is a professional discourtesy.*

## **Travel Grant Deadline**

- ISA has a relatively small budget set aside for travel grants. Any grants awarded are considered to be "seed" support of a limited amount and will only assist in funding a limited part of the entire cost of attendance. Please note that the ISA travel grants program has been created to allow junior scholars and senior graduate students some assistance to enable them to attend conferences that would otherwise be out of reach for all but the better paid, senior faculty. Travel grants are available only for ISA members. If you are not an ISA member you may still apply, your membership fee will be deducted from your grant. The travel grant application deadline is **September 9th**. For more information on the grant application process, please see the website located at the following URL: <http://www.isanet.org/travelgrants/>

*Rationale: We ask that you submit your travel grant application prior to receiving your participation confirmation; this allows us to carefully consider the many applications received before awarding the limited funds available.*