



2018 CONFERENCE PROPOSAL PROCESS

Information and Frequently Asked Questions (FAQs)

Revised 9.25.17

When is the proposal due?

The form must be submitted electronically through the website by November 1, 2017. (The applications close at 11:59 PM Central Standard Time November 1, 2017.)

What happens if I submit an incomplete proposal?

Incomplete proposals will not be accepted. You must complete all of the required fields, indicated with an asterisk (*) on the forms.

What is the difference between a Single Focus Group (FG) and a Multidisciplinary (MD) proposal? There are two types of submissions for concurrent sessions: Single Focus Group (or ATHE Committee) and Multidisciplinary.

Single Focus Group panels are sponsored by one Focus Group or ATHE Committee. You choose a group or committee in the **Session Sponsor** section of the online Proposal Form; the proposal will go to that group for vetting. (Each Focus Group or ATHE Committee has its own individual process for this.) It is highly recommended that the Main Contact/Session Coordinator for the proposal work with the Focus Group Conference Planner (FGCP) or Committee Chair of the selected sponsoring group in advance of submitting the proposal. The Conference Planner will submit a ranking of submissions selected for sponsorship by their Focus Group or Committee. While there are no guarantees, the Conference Committee strives to make sure that the top 3 ranked submissions for each Focus Group are accepted. (These do not include at least one Focus Group or ATHE Committee meeting and/or Debut Panel, which are automatically accepted, if proposed.)

Multidisciplinary submissions must be sponsored by two Focus Groups or ATHE Committees. It is your responsibility to contact each FGCP/Committee Chair to ensure the Focus Group(s) and/or Committees are willing to be included in the application as sponsors. Please do not assume acceptance unless you hear back from them. The two Focus Groups you list as sponsors will review and rank your proposal. You may list an additional third group as a secondary sponsor, but that additional group will not be sent

the proposal for ranking. Please note that sponsorship in the application process does not indicate a guarantee of high ranking for the proposal, or acceptance into the conference itself. The Conference Planner/Committee Chair will rank all of the Multidisciplinary proposals listing their group as a sponsors.

Does my proposal have a better chance of being accepted if I submit it as Multidisciplinary (MD)? There's no way of knowing this. It depends on how many submissions come through a specific Focus Group/Committee as either Single or Multidisciplinary, as well as how the panel is ranked.

Does the Conference Planner/Committee Chair need to complete two separate rankings lists? Yes. Even if they received one Multidisciplinary submission (even none), we ask them to submit two lists to ensure single and MD panels are ranked separately.

I have an idea for a large panel. Should I submit it as a double session?

Double sessions are not accepted. However, you may submit two separate but linked sessions, indicating that one session is #1 and the second is #2 (Part 1 of 2; Part 2 of 2). Please put a note in the Proposal Form to the FG and Conference Committee that these are linked panels, and indicate if you wish them to be sequentially scheduled in one room. Note that it is possible that only one of the two sessions may be accepted for the conference. Each session counts singly in the rankings, and neither the sponsoring Focus Group(s)/ATHE Committee nor the Conference Committee is obligated to make sure both sessions are scheduled.

Can I submit a single paper?

Single papers are not accepted through the regular Proposal Form, although sometimes there are special calls and Debut Panels by FGs or the CC. If you have an idea for a single paper, please contact Conference Planner(s) or the ATHE Committee Chair of the group(s) who might be interested in the subject matter, and let them know your idea several weeks in advance of the due date. Better yet, think about a provocative panel idea (or a few) that your paper might be part of, and send notice out via email or message to relevant focus groups and committees for interest.

PLEASE NOTE: Do this EARLY so people can respond in time for you to assemble a proposal for a panel by the deadline.

When will I hear if my proposal has been accepted?

If you are the Main Contact/Session Coordinator for a Single Focus Group proposal, you will receive notification from the Conference Planner/Committee Chair by mid-February 2018. Other sessions (MD, Committee, etc.) will be notified by the ATHE staff no later than March 1, 2018. It is the responsibility of the Session Coordinator to inform Session Participants of the acceptance or rejection of the session.

Do participants in accepted sessions need to register for the conference?

Participants in all sessions are required to register for at the Full Conference Registration rate. Recipients of passes must register at the Day or All-Conference rate, depending on their type of pass (Day DP or All-Conference ACP).

What is the maximum number of sessions in which a single individual may participate?

Presenters are limited to presentations in two sessions. Exceptions are at the discretion of the Conference Committee.

What is a Debut Panel? Who qualifies as a debut panelist?

Some Focus Groups submit for a session that allows presentation by one or more people who have never presented at ATHE previously. This helps attract new members to ATHE and to Focus Groups. Focus Groups have their own processes and timelines for soliciting and vetting debut panelists. Some have calls that go out in the winter after notices about conference acceptance on March 1; others have earlier timelines. Debut Panels must be proposed by Nov. 1 of the year before the conference through the Proposal Form online. However, you can call for, vet, and submit the names of the selected panelists later, by the deadline for program information (May 15, 2018). These debut sessions are also eligible for Debut Panel Grants, which help offset the cost of the conference registration, travel, hotel, etc. Awards are paid by check to the debut panelist, NOT directly to ATHE or the hotel, for travel, etc.

PLEASE NOTE: Some Focus Groups are interested in sharing sessions for Debut Panels and other related resources. This allows ATHE to use session space to maximum benefit and groups to share papers, etc. Sharing is supported by the CC, but not required. If you are interested in combining or sharing resources with another group, please contact the CP/FGRs of the group(s) as well as Becky Prophet, Member at Large (MAL) for Focus Groups fprophet@alfred.edu, and the VP for Conference, Ann Shanahan (conf2018@athe.org), so that they are aware and can help coordinate if needed.

Who should submit the proposal for a Debut Panel or Pre-Conference Event organized by more than one Focus Group or ATHE Committee? (Please note: Since these are not ranked, these processes are NOT the same as an MD panel which is submitted by individual members as described above.) If you are sharing with (an)other group(s) please designate a single person (CP or FG officer/Committee Chair) amongst you to submit the proposals online for the groups.

Can partnered focus groups apply for combined grant funds for support of Pre-Conference Events and/or Debut Panels?

Yes. However, please keep in mind that ATHE grant funds are limited. Awards are not guaranteed and they are based on several factors, as described in Grant FAQs. Individual session limits of \$500 may be observed for single session debut panels (even if co-sponsored) unless your proposal offers compelling rationale for exceeding that amount

and/or ATHE has a surplus of grant funds relative to the number of well-founded requests. Pre-Conference Event Grants will be reviewed with the same considerations.

Whom should I contact with questions about the process?

You may contact Focus Group Conference Planners and/or ATHE Committee Chairs relevant to your proposal. You may also contact the ATHE VP for Conference, Ann Shanahan, at conf2018@athe.org, or the ATHE Conference Planner, Erin Babarkis, at erinb@ewald.com.

How do I contact a Focus Group Conference Planner/Committee Chair? A listing of Focus Group Conference Planners can be found at: http://www.athe.org/?Conference_Planners.

General Information

Concurrent Sessions are open to all conference registrants.

Participants' names, paper/presentation titles, and descriptions of sessions will be included in materials promoting the conference, such as the conference website and brochure.

Session length is one hour and thirty minutes with no breaks.

You must include current contact information (email addresses and phone numbers) for all individuals in the proposal when you apply. **Please note that incorrect contact information on the form may prevent notification about the status of your proposal.** Please confirm that anyone listed as a Session Participant on the Proposal Form is aware of their inclusion.

Audio Visual Requests

Each session is automatically granted ONE audio or visual aid from the list below, **if selected/requested on the proposal form:**

- Audio for laptop/speaker
- CD player
- Flip chart
- LCD projector (does NOT include sound)

NOTE: If you do select an item, you will be asked to indicate if provision of AV is absolutely required, or if you would be willing, in the case of a shortage relative to the items selected, to present without AV. Please understand that you will increase your opportunities to present if you are able to indicate flexibility in this regard.

You may request additional AV, but you will be responsible for the charge. You may also apply for a grant to cover the charge for additional AV. The option to apply for these grants appears at the end of the relevant Proposal Forms. The deadline to apply for grants is also November 1, 2017.

ATHE provides microphones only for sessions scheduled in ballrooms or auditoriums. Presenters must provide their own laptops to connect to the AV system. However, due to union rules, presenters may NOT bring in their own projectors to use in sessions. If you have a question, please contact the ATHE Conference Planner, Erin Babarkis, at erinb@ewald.com.

November 1, 2017	Deadline for online proposals
February 15, 2018	Notification of acceptance
May 1, 2018	<p>Materials due to your Focus Group Conference Planner:</p> <ul style="list-style-type: none"> • Finalized session description for the printed program (no more than 30 words) • Finalized session title • Finalized listing of session participants, paper titles, and institutions for the printed program
June 15, 2018	Conference registration required for all presenters

Mission Association for Theatre in Higher Education (ATHE)

To support and advance the study and practice of theatre and performance in higher education. The association’s goals include:

- Promote theatre as an essential component in higher education and as a lifelong tool for learning.
- Position ATHE as a global participant within higher education.
- Continue to develop strategic and sustainable partnerships to advocate for and advance the study of theatre and performance in higher education.
- Support the professional development of ATHE members.
- Develop strategies for sustaining the administrative and organizational viability of ATHE.
- Continue to diversify participation in every facet of the organization including membership, programming, scholarship and governance.

A non-profit organization, ATHE is an advocate for the field of theatre and performance in higher education. ATHE serves as an intellectual and artistic center for producing new knowledge about theatre and performance-related disciplines, cultivating vital alliances with other scholarly and creative disciplines, linking with professional and community-based theatres, and promoting access and equity.