



2019 CONFERENCE PROPOSAL PROCESS Information and Frequently Asked Questions (FAQs)

When is the session proposal form due?

The form must be submitted electronically through the web site by Nov. 1, 2018.

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 proposal form).

What is the difference between a single focus group proposal and a multidisciplinary proposal? There are two types of submissions for panels: single focus group (or committee) and multidisciplinary.

Single Focus Group panels are sponsored by one focus group or committee. You choose a focus group or committee in the **Session Sponsor** section of the online proposal process; the proposal will go to that group for vetting (each focus group or committee has its own individual process for this). It is highly recommended that the Session Coordinator work with the Conference Planner of that focus group or committee chair 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 or committee are accepted. (These do not include at least one membership or committee meeting and/or focus group debut panel, which are automatically accepted, if proposed.)

Multidisciplinary submissions must be sponsored by a combination of 2 focus groups or committees. It is your responsibility to contact each FG CP/Committee Chair to be sure that 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. Two Focus Groups you list as sponsoring will review and rank your proposal. You may list an additional group (meaning a third focus group or committee) 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 high ranking for or acceptance into the conference itself. The Conference

Planner/Committee Chair will rank all of the multidisciplinary proposals bearing their sponsorship.

Does my proposal have a better chance of being accepted if I propose it as multidisciplinary? There's no way of knowing this. It depends on how many submissions come through a specific focus group or committee as either single sponsorship 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 zero or 1 multidisciplinary submissions, we ask them to submit two lists to assure 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 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 to the FG and conference committee that these are linked panels, and whether or not 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) or 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 a Conference Planner or ATHE Committee Chair (or several) of groups 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 a part of and send notice out via email or message to some focus groups and committees for interest.

PLEASE NOTE: Do this EARLY so people have time to respond, and there is still time to put together a proposal for a panel.

When will I hear if my proposal has been accepted?

If you are the Session Coordinator, you will receive notification from the Conference Planner/Committee Chair no later than February 1, 2019. Focus Group Conference Planners will notify conference coordinators of sessions submitted to their focus group. Other sessions (MD, Committee sessions, etc.) will be notified by the ATHE office no later than February 1, 2019. It is the responsibility of the Session Coordinator to inform session participants of the acceptance or rejection of the session.

Do session participants have to register for the conference?

Participants in all sessions are required to register for the full conference. Recipients of guest passes must register for the day or full conference, depending on their type of pass.

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

Presenters are limited to two (2) appearances. 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 have gone out about conference acceptance March 1; others have earlier timelines. Debut panel sessions must be proposed by November 1 through the single session form online, but you can call for, vet, and submit the names of the selected panelists later, by the program deadline of May 1, in the spring before the conference. These debut sessions are also eligible for Debut Grants, which can 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 resources amongst related focus groups. 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 CPs and FGRs of the group(s), as well as Lionel Walsh, Member at Large (MAL) for Focus Groups (fgreps@athe.org) AND the VP for Conference, Andrew Gibb (conf2019@athe.org) so that all conference planning leadership is aware and might 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 committee? (Please note: this is 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) to submit the session and or pre-con proposals online for the groups.

Can combining focus groups apply for combined grant funds for pre-cons and/or debut panel support?

You may; however, please keep in mind that ATHE grant funds are limited; awards are not guaranteed and based on several factors (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 going above that amount and/or ATHE has a surplus of grant funds relative to the number of well-founded requests. Pre-con grant awards will

be considered in the same way.

Whom should I contact with questions about the process?

If you are a Conference Planner from a Focus Group or a committee chair, you can contact your Conference Committee liaison, ATHE VP for Conference Andrew Gibb at conf2019@athe.org, or ATHE Conference Planner Briana Baker at brianab@athe.org.

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 will need to provide current contact information (email addresses and phone numbers) for all individuals who are being proposed as part of the sessions when you apply. **Please note that incorrect contact information on the form may prevent notification about the status of your proposal.** You will also need to confirm that anyone listed as a participant is aware of the proposal.

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 (this 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 are able to request additional audio or visual aids; however, you will be responsible for the charge or you can apply for a grant for additional audio or visual equipment. It is recommended that you apply for a grant through the online forms immediately after you complete the proposal for the session connected to the grant. The deadline for grants is also November 1, 2018.

ATHE only provides microphones for sessions scheduled in ballrooms or larger event spaces.

Due to union rules, presenters and focus groups are NOT allowed to bring in their own projectors; however, you must provide your own laptop. If you have a question please contact ATHE Conference Planner Andrew Gibb at conf2019@athe.org.

Quick Reference for Upcoming Deadlines

November 1, 2018	Deadline for submitting online proposals and grant applications
February 1, 2019	Notification of acceptance
May 1, 2019	Materials due to your Focus Group Conference Planner : <ul style="list-style-type: none">• Finalized description of your session for the printed program (no more than 30 words)• Finalized title of your session• Finalized listing of session participants, paper titles, and institutions for the printed program

Mission of 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.