ATHE 2022 Acting Focus Group (AFG)
Proposal Guidelines

Here's the information you'll need before submitting an application for an ATHE session by the deadline on December 3, 2021 (11:59 p.m. Eastern).

- Title of Session
- Brief Description of Session (25-words) If chosen, your description will be used for program book and schedule
- Full Description/Abstract (300-words). It is used to rank your proposed session for approval
- Names, institutions and contact information for all panel members
- If your panel requires AV support
- If you panel will be a presentation of papers, a work demonstrations, a round table, etc.
- **Previous support or backing from all focus groups listed as sponsors on your application. Please contact your Co-Conference Planners, Artemis Preeshl (moxaherb@hotmail.com) and Dr Evi Stamatiou (E.Stamatiou@chi.ac.uk).**

Tips & Guidelines for Proposals

As you begin to plan and draft your session proposals, keep the following in mind.

1. **Look to get as many collaborators involved as possible in your sessions.**
   a. Often members must present at the conference to receive institutional funding to attend. Involvement of all AFG members builds a strong community.
   b. **To increase the likelihood of inclusion in the conference, submit panel with 2 or more presenters.** Proposals with 3 or more presenters receive higher priority.
1. **Having more presenters on your proposal safeguards against last minute cancellations.**
   Many people want to present at the conference. A last-minute absence may result in session cancellation and a missed opportunity for another AFG member. Help us by including a robust panel of collaborators.
2. **Plan and recruit ahead of time so that you’re not scrambling for collaborators.**
   a. Consider inviting a new member to collaborate on a session rather than submitting a proposal with colleagues with whom you’ve previously worked.
   b. Many AFG members have never attended a conference or have yet to get actively involved with the AFG group. Bringing in new members strengthens our community helps them attend the conference, and increases AFG engagement.
   c. You can find newer members through the AFG section on the ATHE website, AFG Facebook page. If you’re looking to attract newer members, you might send a message to the entire AFG on ATHE.org or post on the Facebook page. Cole Cook is our **New Member Liaison**: ccook26@lion.lmu.edu.
3. **After decisions have been made and the final conference schedule is put together, there are still opportunities to present in some way.**
   a. See ATHE or AFG emails about other ways to be involved in the conference.
   b. Additionally, look for last-minute replacements on panels due to changes in travel plans or funding for presenters.
4. **Visit the ATHE FAQ documents at ATHE.org about submitting session proposals.**
   a. Grant applications for the conference are due on March 1.
5. If you have questions or need assistance, contact your AFG Conference Planners: Artemis Preeshl (moxaherb@hotmail.com) and Dr Evi Stamatiou (E.Stamatiou@chi.ac.uk). We will do our very best to help!