SCMS Proposal Submission Tips

Tip #1: Read the guidelines and instructions in the proposal system and know these rules:

- Everyone must be a registered website user either as a temporary member (good for web access for 30 days) or as a regular (paid) member.

The system searches the website database by last name. If you are submitting a panel or workshop proposal and have a presenter who is not in the database, you can create a temporary member record for the presenter. You will need to enter the individual's name, institutional affiliation, and mailing and e-mail addresses. You will also need to create a username and password for him/her. Be sure that you inform the presenter of his/her username and password AND of the SCMS membership and conference registration requirements.

- Only one proposal submission per person.
- Only one paper presentation per person.
- Participation is restricted to two, different activities.

Chairing and presenting are two different things. Presenting on a workshop and presenting a paper are also considered to be two different activities.

- Panel proposals should have a chair and four presenters or a chair, three presenters, and a respondent. In each case, the chair can be a presenter on the panel.
- Workshop proposals should have at least four, but no more than five presenters (including the chair).
- Membership in the Society is required to present at the annual conference.

Requests for waivers of the membership and/or conference registration fees may be granted in exceptional circumstances for artists or renowned scholars from other disciplines or filmmakers whose contributions are essential to the panel or workshop topic. Waiver requests must be submitted with the proposal by August 30, 2013 (5:00 pm Central Time).

Tip #2: Develop and save the text of the proposal as a document in advance rather than typing it directly into the form.

Open call paper proposals need: 1) a title, 2) a summary no longer than 2500 characters including spaces and hard returns, 3) 3-5 bibliographic sources, and 4) an author bio no longer than 500 characters. If prepared in advance, paper proposals can be submitted in one visit to the proposal system. Paper proposals that are part of a panel proposal should not be submitted to the open call. They should be sent to the panel chair/organizer to be submitted as part of the panel proposal.

Panel proposals need: 1) a title, 2) a summary no longer than 2500 characters including spaces and hard returns, 3) 3-5 bibliographic sources, 4) a chair bio no longer than 500 characters PLUS the titles, summaries, bibliographic sources, and bios for each author. Text can be entered and saved in multiple visits to the system if you are waiting to receive the presenters' paper summaries, bibliographic sources, and bios. The papers can be added one at a time and saved. After the third paper has been added, the submit button will activate and you can submit if the panel is complete.

Workshop proposals need 1) a title, 2) a summary no longer than 2500 characters including space and hard returns, 3) 3-5 bibliographic sources, 4) bios no longer than 500 characters per bio for each presenter. The summary should explain why the topic is suited to a workshop format and how you will involve the audience.

Tip #3: Know the difference between a Workshop and a Panel.

Workshops are distinct from panels in that they focus on field-specific topics with brief presentations by panelists that lead to focused and substantive discussion and debate among workshop participants and others attending the event. Workshops are intended to be dialogical and productive workspaces. Topics are typically focused on pedagogy, research strategies and methodologies. They may also explore major intellectual issues/trends in the discipline. Workshops should have at least 4 but no more than 5 participants (including the chair) with individual presentations of no more than 5-7 minutes. As you are formulating your proposal, please make sure to clarify why your topic is best suited to the workshop format rather than the typical panel format. In addition, please describe the strategy that you will use to ensure full engagement with the workshop model and to achieve dynamic audience involvement.

Tip #4: Save your proposal often if you are not submitting the entire proposal at one time or if you have frequent interruptions.

After you log in, the proposal system pages and forms will time out after two hours. Open call paper and workshop proposals should not require much time to cut and paste the text into the form and then submit. Panel proposals may require more time to

gather and enter all of the information. After entering the third paper of a panel proposal, the submit button will activate. If the proposal is complete, save it and proof before submitting. If the panel will have four papers, save the proposal after entering the fourth paper and then do the final proof before submitting.

Tip #5: Proof the proposal carefully before submitting.

- You cannot make changes or corrections after it has been submitted.
- If you need minor corrections or edits, email them to the SCMS Office.

Tip #6: Submit early.

Submitting your proposal before the end of August allows you time to contact the SCMS Office (office@cmstudies.org) with submission questions and ensures that your proposal has been submitted well before the deadline. If your hard drive dies or you experience a power outage or other unforeseen events, you will still have time to submit before the deadline.

Looking for a paper topic? Visit the SCMS Conference Bulletin Board here: https://cmstudies.site-ym.com/?page=ConfBBoard**. Send abstracts in response to announcements by Monday, July 15.**

Save these dates:

July 15	**Last day to submit abstracts to the Bulletin Board announcements**
August 30	**2014 Seattle conference proposal deadline**
November 15	**Accept and decline notices emailed**
December	**Preliminary conference program draft available on SCMS website**
January 6	**Last day for minor corrections to the preliminary draft**
January 17	**Last day for early registration and registration for presenters**
March 19-23	**2014 Seattle conference**