This Handbook includes two parts:

I. Program Committee schedule for Annual Meeting.

II. Information on Annual Meeting program policies and best practices.

**Part I. Program Committee Schedule**

**Two Years Before Meeting**

PC Chair serves as a member of the Program Committee (PC) for the meeting preceding that which they are chairing, and/or reviews the PC Chair Handbook.

PC Chair receives the names of other PC members, appointed by the SEM Board at its spring Board meeting. Reminds PC members that, as part of their service, they may not submit abstracts and may not organize program sessions. They may chair program sessions, and may serve as respondents/discussants if requested to do so by someone else. They may also serve as a participant (but not a chair) for a roundtable. All PC members must hold a current SEM membership.

PC Chair exchanges email with PC concerning any special program plans for the meeting.

**One Year Before Meeting**

PC Chair meets with PC, Local Arrangements Committee (LAC), and SEM Executive Director on the Thursday evening of the Annual Meeting. PC finalizes any special program plans.

PC Chair announces Call for Proposals (CFP) and other program information at the General Membership Meeting.

PC Chair works with Executive Director to prepare Call for Proposals (CFP) in time for mid-December release. The CFP typically includes the following categories of abstracts: Individual Presentations (paper, film, performance/lecture-demonstration, participatory workshop); and Organized Sessions (organized panel of papers, roundtable, multiple films, group-led participatory workshop).
By mid-December, SEM launches the conference website, with conference information, CFP, and online abstract submission forms. Due date for abstracts: ca. February 15.

Executive Director circulates news item about CFP via SEM channels and to other academic societies.

Note: Indiana University Conference (IUC) managed an abstract submission system for SEM through 2021, and SEM, AMS, and SMT collectively managed a system in 2022. SEM will likely take over the management of a system in 2023.

**Year of Meeting: January**

PC Chair maintains communication with PC and Executive Director (and with LAC Chair on any issues of joint concern).

PC Chair holds an online meeting with the PC to discuss program goals for the conference, the abstract review process, and issues of bias. PC may test score a sample of abstracts.

PC Chair appoints three members of the PC to serve as the Travel Awards Subcommittee and designates one of these as chair. In July the subcommittee reviews applications and selects recipients (see instructions below).

**Year of Meeting: February-April**

SEM closes abstract submissions by mid-February deadline and prepares abstract databases (Individual Presentations and Organized Sessions) for review and scoring by PC. Provides PC with software instructions for reviewing and scoring abstracts.

PC Chair reviews abstracts received to ensure that they meet requirements stated in the CFP, such as compliance with submission deadline, limit of one submission per person, anonymity, and word count. PC Chair determines how to handle any non-compliant abstracts.

PC Chair advises PC members on schedule and procedures for review and scoring abstracts, consistent with guidelines stated in CFP. Chair advises members to write comments as well as enter scores. Chair may suggest that different members read abstracts in different sequences (e.g., first to last or last to first).

PC carries out review and scoring of abstracts in Individual Presentations and Organized Sessions databases. Review and scoring should be completed by ca. April 10.

Executive Director, in consultation with PC Chair and LAC Chair, prepares preliminary Annual Meeting program, including time slots for program sessions, Board-sponsored sessions, group
meetings (sections, committees, etc.), and special events organized by the LAC. Board-sponsored sessions are not reviewed by the PC.

SEM Program Specialist emails all SEM groups (sections, committees, etc.) with their assigned meeting times. Asks for requests for changes or special requirements by March 15.

Executive Director informs PC Chair of the number of 90-minute and 120-minute program slots available in conference schedule, based on available meeting rooms at hotel or other facility.

PC Chair ensures that all PC members have completed review and scoring by ca. April 10.

**Year of Meeting: May**

PC Chair evaluates average scores of abstracts and determines cut-off points for acceptance of Individual Presentations and for Organized Sessions, based on available 90-minute and 120-minute program slots. PC Chair may lead an online discussion with PC members to discuss abstracts and to provide an opportunity for re-scoring.

PC Chair may use discretion in special circumstances (in accordance with meeting program goals) to override the final scoring of abstracts. Such decisions should be made sparingly, since special acceptances result in the rejection of other abstracts.

PC Chair and PC begin assembling Individual Presentations into sessions.

By mid-May, PC Chair makes final determinations on the acceptance, waitlisting, and rejection of Individual Presentation and Organized Session abstracts. The waitlist should include approximately 50 Individual Presentations and perhaps a couple of Organized Sessions.

PC Chair marks abstracts in Individual Presentation and Organized Session databases as accepted, waitlisted, or rejected.

Executive Director sends PC Chair for review updated drafts of abstract acceptance, waitlist, and rejection emails.

SEM disseminates abstract acceptance, waitlist, and rejection emails by ca. June 1. Accepted presenters are required to join SEM and register for the meeting by July 1. Any waitlisted presenters accepted after July 1 must join SEM and register immediately.

**Year of Meeting: June**

SEM launches online registration through the conference website in early June.
Executive Director sends PC Chair updated meeting program, with time slots for program sessions, Board-sponsored sessions, group meetings, and special events. Also provides PC Chair with list of meeting rooms and capacities.

Program Specialist provides PC Chair with list of current and incoming Board and Council members. PC Chair arranges program to avoid conflicts with Board and Council meetings.

PC Chair continues organization of program sessions.

PC Chair recruits chairs for sessions assembled with Individual Presentations. May consider individuals whose abstracts were waitlisted or rejected, especially overseas scholars and junior scholars. (Note that overseas scholars greatly appreciate early requests for chairing.) PC Chair may also post a call for session chairs on SEMAnnouncements-L.

PC Chair, with assistance of PC, assigns program sessions to meeting rooms, based on projected attendance.

PC Chair should assign to the designated “Video-Streaming Room” sessions that have broad appeal and that have received video-streaming consent from all participants in abstract submission forms. The President’s Roundtable and other Board-sponsored sessions are also generally assigned to the Video-Streaming Room.

PC Chair downloads abstract content from databases to prepare the preliminary program.

PC Chair prepares preliminary program as a Word document, including assignment of sessions to time slots and rooms. This document integrates the preliminary program from Executive Director and all PC program session information. Information for a program session should include time, room, session format, session title, presentation titles, presenters and other participants, affiliations, and Section/SIG sponsorship (if applicable). It is not necessary to format text for the program book—this will be handled by IUC later. However, session and presentation titles should have all main words capitalized. Phrases in English cited in titles should be placed in quotation marks, phrases cited in other languages should be italicized, and titles of works cited should be italicized. Individual non-English words are generally not italicized.

Note: A few organized sessions may have as a participant a non-chair organizer who is a presenter, or a non-chair organizer who is not a presenter. This organizer role should be listed in the session information.

From this point forward, the PC Chair’s Word document is the official program for the meeting. All changes should be sent to the PC Chair. PC Chair must be careful to make all edits to names, affiliations, and presentation titles both in the Word document and in the Individual Presentations or Organized Sessions database. The content of the Abstracts Book is generated directly from the databases.
PC Chair receives presenter cancellations and replaces with names from the waitlist. PC Chair must be careful to make all changes both in the Word document and in the Individual Presentations or Organized Sessions database. All waitlisted abstracts that are accepted must be changed to “Accepted” in the databases.

**Year of Meeting: July-August**

After July 1, Program Specialist obtains a preliminary draft of the program from PC Chair and compares against SEM membership list and meeting registrant list. SEM sends a message in the Chair’s name to individuals who are delinquent with their membership and/or registration. Delinquents who do not respond may be dropped from the program.

After July 1, Program Specialist prepares a list of Annual Meeting Travel Fund applicants (International Awards, North American Awards, and Student Awards), including places of residence, affiliations, and abstract scores. Program Specialist and Executive Director review applicants for eligibility and forward list to PC Chair for review by Travel Awards Subcommittee. Subcommittee reviews award guidelines (International Awards, North American Awards, and Student Awards) and selects recipients. Notifies recipients and sends form message to non-recipients by August 1.

PC Chair continues preparation of preliminary program and handling of cancellations, waitlist replacements, and other changes. Sends preliminary program to Executive Director for review by late July.

Executive Director posts preliminary program on conference website by ca. August 1.

PC Chair maintains a list of any individuals who cancel after presenter cancellation deadline of ca. August 5. Records dates and reasons for cancellation. Individuals who cancel after this deadline are not permitted to present at the following year’s meeting, except in the case of major emergencies.

PC Chair writes an article about the program and sends to Newsletter Editor for Fall issue (due September 1).

PC Chair continues preparation of program and sends updated drafts to Executive Director for posting approximately every two weeks.

**Year of Meeting: September until Meeting Date**

PC Chair continues revisions of meeting program and prepares final version for Program Book at least 6 weeks before start of meeting. Additional changes may be sent after this date.

Executive Director compiles material for introductory pages of Program Book.
PC Chair writes brief welcome letter for inclusion in introductory pages of Program Book (due at least 6 weeks before meeting).

IUC lays out Program Book. PC Chair, Executive Director, and IUC proofread.

IUC and Business Office prepare program data for uploading to conference mobile app.

IUC lays out Abstract Book. PC Chair reviews and makes sure it includes all abstracts moved from Waitlist.

IUC arranges for printing of Program Book and Abstract Book.

Executive Director and PC Chair prepare instructional email message for program session chairs. Business Office sends out message. PC Chair sends message to individuals not in abstracts databases, i.e., appointed session chairs.

PC Chair and IUC prepare Program Book errata as hand-out at registration desk and for bulletin board. IUC or Business Office also post changes to conference mobile app.

**Year of Meeting: At the Meeting**

PC Chair is available to respond to last-minute program changes and issues.

As stated in the CFP, SEM policy does not permit proxy readings or virtual presentations during program sessions, unless these were approved by the PC Chair in advance. The PC Chair should include notes on any unauthorized proxy or virtual presentations in their written report to the SEM Board.

PC and LAC meet with incoming PC and LAC and Executive Director on Thursday evening.

PC Chair presents written and oral report to SEM Board on Sunday morning. Written report should include statistics on individual presentations and organized sessions, including abstracts received, accepted, waitlisted, and rejected, as well as numbers of cancellations.

**Year of Meeting: Within Two Weeks of End of Meeting**

PC Chair sends Executive Director a list of individuals who canceled after presenter cancellation deadline of ca. August 5, with dates and reasons for cancellation.
Part II. Annual Meeting Program Policies and Best Practices

Participation of PC Members in the Annual Meeting

PC members may not submit abstracts in any abstract category and may not organize program sessions. PC members may chair program sessions, may serve as respondents/discussants if requested to do so by someone else, and may serve as participants (but not chairs) on roundtables. The Board President informs PC members of this policy in appointment emails. The PC Chair should remind them of the policy.

Presentation Requirements in Call for Proposals

The CFP states the following policies:

1. Limit on Number of Presentations: During regular sessions of the Annual Meeting, an individual may participate in ONLY ONE of the following ways:

   - Give one paper (individually or as part of an organized session)
   - Act as a discussant for a panel
   - Participate in one roundtable, workshop, performance, or lecture-demonstration
   - Present one film/video program

   In addition, an individual may chair ONE panel, roundtable, or workshop. Therefore, an individual may submit ONLY ONE abstract proposal to SEM. (Organizers of panels may submit an individual presenter abstract as well as the panel abstract.)

2. SEM Membership and Registration Requirements. All participants whose proposals have been accepted for the program must hold a current SEM membership and must register for the meeting by July 1. Waitlisted submitters whose proposals are accepted after July 1 must join SEM and register immediately. Any presenter who has not purchased an SEM membership and registered for the meeting by July 1 may be deleted from the program, following a final reminder email.

   Note: SEM will waive the membership requirement and/or conference registration fee for presenters who are fulltime musicians or community members with no regular involvement in formal ethnomusicology. The PC Chair should consult with the Executive Director on waivers.

Language of Abstract/Presentation

Abstract submissions in a language other than English are acceptable, if accompanied by an English translation. If an abstract is accepted, it is the responsibility of the presenter (in consultation with the PC) to provide a translation of the presentation at the meeting, through such means as copies of the paper/abstract or PowerPoint slides.
**Organized Sessions and Individual Presentations**

The CFP solicits proposals for Organized Sessions (in which a group of members propose a series of presentations around a theme) and for Individual Presentations. The PC assembles accepted Individual Presentations into sessions. The CFP also solicits abstracts for roundtables, forums, workshops, performances/lecture-demonstrations, and film/video programs.

The PC arranges 90-minute and 120-minute sessions. 90-minute sessions contain three 30-minute papers, while 120-minute sessions contain four 30-minute papers or three papers and a discussant. The PC may also combine other types of presentations into 90-minute or 120-minute sessions.

**Sponsorship of Proposals by SEM Sections, SIGs, and other Groups**

SEM’s abstract submission form includes a field for indicating sponsorship of Organized Sessions by SEM sections, special interest groups, and other groups. The PC does not give any preference to sponsored sessions during abstract review. However, past PCs have observed that pre-submission consultation among group members typically improves the quality of abstracts and increases the likelihood of their acceptance.

**Board President’s Roundtable and Other Board-Sponsored Sessions**

The SEM President’s Roundtable addresses issues of concern to SEM and to the discipline of ethnomusicology. The Board also typically sponsors several other sessions, such as a public policy discussion, an exchange panel with the British Forum for Ethnomusicology, professional development workshops, and sessions highlighting current initiatives. The Board organizes these sessions independent of the PC. Participants in these sessions are exempt from the rule that individuals may only give one presentation at the meeting.

**Scoring of Abstracts**

PC members generally score abstracts on a scale of 1 (low) to 10 (high), though other scales may be arranged. Comments are very helpful for the Chair in making final decisions and are easily entered in the abstract databases.

**Session Chairs**

PC Chair recruits chairs for sessions that are assembled from Individual Presentation abstracts. In advance of the meeting, an instructional email is sent to chairs of all organized and assembled
sessions. Chairs should ensure that sessions adhere to the presentation order and timetable that appear in the Program Book.

**Listing of Names of Special Speakers/Performers in the Program Book**

At its May 2013 meeting, the SEM Board voted to allow the inclusion in the Program Book of the names of special speakers/performers invited by the LAC, Sections, SIGs, or other groups for their meetings/events. However, these groups must have a peer review process for inviting special speakers/performers.

**Proxy Readings and Virtual Presentations**

As stated in the CFP, SEM policy does not permit proxy readings or virtual presentations during program sessions. Presenters are required to be onsite at the meeting. PC Chair may waive this policy in exceptional circumstances. When an exception is made, PC Chair should ask the session chair to announce the exception at the beginning of the session. An offsite presenter should either arrange a proxy reading or send a pre-recorded presentation video to the session chair in advance. Session participants should not plan on Internet access in meeting rooms.

**Annual Meeting Travel Fund**

SEM has established an Annual Meeting Travel Fund for International Awards (5 at $1,000/each), North American Awards (4 at $800/each), and Student Awards (5 at $800/each). For more information, see:

Annual Meeting Travel Fund – International Awards
[http://www.ethnomusicology.org/?Prizes_AnMeetTrav](http://www.ethnomusicology.org/?Prizes_AnMeetTrav)

Annual Meeting Travel Fund – North American Awards
[http://www.ethnomusicology.org/?Prizes_AnMeetTravNoA](http://www.ethnomusicology.org/?Prizes_AnMeetTravNoA)

Annual Meeting Travel Fund – Student Awards
[https://www.ethnomusicology.org/page/Prizes_AnMeetTravSt](https://www.ethnomusicology.org/page/Prizes_AnMeetTravSt)

Contributions to the Fund are collected through SEM’s Sound Future Campaign and online conference registration. Presenters apply for awards through a simple form administered with registration. In July the Executive Director provides the PC Chair with the names of qualified applicants for review and selection by the PC’s Travel Award Subcommittee.

The Travel Award Subcommittee should select winners based on quality of abstracts and geographic diversity of residence. Selections should be made by August 1 to facilitate the winners’ travel arrangements. The subcommittee chair should inform winners of their awards
and advise them that they will receive checks in U.S. dollars at the Annual Meeting. The chair should also send a form email to applicants who were not selected.

**Deadlines**

Deadlines related to the program are stated in the CFP and on the conference website. It is important for the PC Chair to enforce these deadlines consistently.