YOUR ROLE

Session chairs are the liaison between SECAC and session presenters. Please promptly share all pertinent emails from the SECAC Administrator or Conference Director with the members of your session. Email is the official mode of communication for all conference-related business. As session chair, your SECAC membership must be current to ensure that you receive all communications addressed to SECAC members.

SECAC MEMBERSHIP & CONFERENCE REGISTRATION

All session chairs and presenters must be current SECAC members to participate in the conference. You can join SECAC or renew your membership online (https://secacart.org/page/MembershipInfo). Dues are $70 for individuals, $50 for adjunct and independent members, $45 for retired members, and $35 for students.

Online registration will be available on the SECAC website starting August 4, 2020. There are three levels of registration—early, regular, and onsite—for each membership type. Payment can be made by check, MasterCard, Discover, Visa, or American Express. Paper registration forms will not be available.

Individual member:	early $195	regular $245	onsite $295
Adjunct/Independent:	early $130	regular $175	onsite $250
Student member:	early $95	regular $110	onsite $140
Retired member:	early $115	regular $125	onsite $150

CALL FOR PAPERS & JUDGING

The Call for Papers is open from February 11 through April 1, 2020. Please promote the Call for Papers to your network. You will receive access to the online review platform, OpenWater, allowing you to judge paper proposals on a rolling basis, as outlined below.

Whenever possible, your session should include individuals from institutions other than your own. **You must complete the initial review and scoring of all proposals by April 15, 2020.** Please be aware that many members submit two proposals but can present at only one session. Judge each proposal on its own merits. In the event that a member is accepted by multiple sessions, we will put you in direct contact with the other session chair(s) so that you can work together to make a mutual decision about the paper in question. We would appreciate your flexibility and collegiality throughout this process to help us craft the best and most inclusive conference program possible.

Accepted Proposals & Notifications

We encourage you to accept all proposals that are a good fit for your session. Please mark these as "accepted" in OpenWater. As mentioned above, presenters could be accepted to more than one session. In some instances, a robust response to a session might result in splitting a session into two sections (space permitting). In this case, you would work with the Conference Director to facilitate additional sessions. For these reasons, we would strongly encourage you to accept all proposals that would be a good fit for your session in order to allow the Conference Director to work with you and other chairs as we finalize the conference program.

If you have duplicates, beginning on **April 22, 2020** you will see that information indicated on each affected proposal. We will contact you then to begin duplicate resolution. Chairs' decisions regarding duplicates must be finalized by **May 6, 2020**.

We will send official notifications on **May 19, 2020**. Chairs should contact their presenters by **May 27, 2020**. A sample letter is available for session chairs to send to their presenters. Providing your presenters with a formal letter of acceptance is an important benefit to colleagues that might be building tenure dossiers, preparing promotion documents, or entering the job market. Please contact the Conference Director for a copy of the sample letter.

Once notifications have been made, chairs will formally assign papers to their session and put them in the order of presentation on the online submissions platform.

Merit Proposals
Proposals with a "merit" rating are quality proposals; however, they might not be a good fit for your session. Marking a proposal as "merit" allows the Conference Director to find the best fit for the paper. Should you have fewer papers than you need to run your session, we might ask that you consider working with the authors of "merit" papers to see if it would be possible for them to more directly address your session topic.

Rejected Proposals
Please mark papers "rejected" that are not, in your opinion, acceptable or a good fit for any session.

SECAC POLICY FOR CONFERENCE PARTICIPANTS
Your most important responsibility as session chair is to uphold SECAC policies for conference participants. They are as follows:
- The annual SECAC meeting is for the professional benefit of the organization's membership. Conference costs are met only through registration fees and SECAC membership.
- Conference coordinators, program chairs, and session chairs have the responsibility of informing all participants of SECAC conference policies when persons are accepted and/or invited to participate in sessions.
- Participants may only give one paper or be on one panel. They may chair a session in addition to giving a paper or being on a panel.
- The Conference Director coordinates your needs and requests along with those of more than 130 other session chairs. It is your responsibility to coordinate the needs and requests of your presenters and communicate any needs to the Conference Director. You are expected to reply promptly to any inquiries from the SECAC Administrator, specify the order of presenters in your session, and monitor special requests, including AV needs, scheduling limitations, etc.

ORGANIZING YOUR SESSION
Media Policy
Participants should have reported their equipment and AV needs to you on the Call for Papers online submission platform. Some special requests might not be granted due to financial or logistical constraints. Participants must provide their own laptops, USB and power cables, and any necessary adaptors. Internet access will not be available in the conference meeting area.

Session Scheduling
It is your responsibility to collect and coordinate scheduling requests from presenters during the selection process. If any of your participants report that they can attend only one or two specific days of the conference, or if you have attendance limitations, the deadline to request these and any other special scheduling needs to the Conference Director is **June 3, 2020.** After this date, sessions cannot be moved.

As soon as you know the final date and time of your session, please communicate this information to your presenters. Set a structure for the session, and let the presenters know how many minutes they will have. Ask presenters to provide a draft paper or comparable material two weeks before the conference. Well in advance of that deadline, clearly communicate how long the paper and its presentation may be. If you receive a paper that does not conform to stated time limits, follow up with your presenter. Please share the Crimes and Misdemeanors document (available at https://cdn.ymaws.com/secacart.org/resource/resmgr/docs/crimes_and_misdemeanors.pdf) with your presenters to make sure that they are aware of SECAC policies and expectations.

Keeping in Touch
You should establish regular communication with your presenters. In your initial notification, emphasize that acceptance is a professional responsibility and that there are significant costs related to conference participation, including transportation, lodging, meals, membership, and registration fees. Realistic budgeting will help your presenters prepare for the financial commitment of participation in a professional conference. If you have a graduate student presenter whose institution is more than 200 miles from Richmond, please send them the link to the Gulnar Bosch Travel Award information: https://secacart.org/page/BoschTravel.

Frequently remind your presenters that all conference participants must be SECAC members and must pay the conference registration fee. When registration materials are available, email your presenters and remind them to register as early as possible.

AT THE CONFERENCE
You are the session manager; you must state your expectations clearly before the conference and be prepared to act if those expectations are not met. It is imperative that your session begins and ends on time. Please run your session with an eye on the clock and put your presenters and those attending your session at ease by keeping to a strict schedule. It is a professional faux pas for a presenter to take more than their allotted time; it is an equally significant professional error to inadequately prepare your presenters to finish on time or allow them to take more than their fair share of time. When planning out your session, be sure to allow time for speaker introductions and your remarks about the session. Within the hour and 45 minutes allotted for each session, set clear time limits for each participant to ensure adequate time for discussion and questions. Plan to alert a speaker a minute or two before time expires and to stop a speaker if they exceed the time limit. Please hold all questions until the end of the session.

Please make sure that your session room is cleared promptly and in enough time for the next session to set up and begin on time. If you have a discussion that extends beyond the end of your session, then take it out of the room and make way for the next session.

CONTACT INFO
The Conference Director and the SECAC Administrator are resources for session chairs. Do not hesitate to ask questions; we are here to help. Communication is key to a successful conference.
SECAC 2020 Conference Director: Carly Phinizy, secac2020@vcu.edu
SECAC Administrator: Christine Tate, admin@secacart.org