The conference director and the SECAC administrator are resources for session chairs, and in particular, for first-time session chairs. Do not be afraid to ask questions. We are here to help. Communication is the key to a successful conference.

SECAC 2019 Conference Co-Directors – Katie Hargrave and Christina Vogel, secac2019@gmail.com
SECAC Administrator – Christine Tate, admin@secacart.org

YOUR ROLE

Session chairs are the liaison between SECAC and session presenters. Please promptly share all pertinent emails from the SECAC administrator or conference coordinator with the members of your session. To keep costs down, all SECAC conference business will be conducted via email. Your membership must be current to ensure that you receive all conference-related notices/reminders addressed to the full membership.

CALL FOR PAPERS & JUDGING

The Call for Papers is open from February 1 through April 1, 2019. 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. Please note, the process is slightly different than in years past, so please read this document carefully. Whenever possible, your session should include individuals from institutions other than your own. You must complete the review by April 15th. In mid-June, you will indicate the order in which your session will be structured.

Please note 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 submits to, and is accepted to multiple sessions, we will put you in direct contact with the other session chair(s) to determine the best fit for the person in question. We would appreciate your flexibility and collegiality throughout this process, as conference directors are considering the programming as a whole.

Accepted proposals

We would encourage you to accept all proposals that are a good fit for your session; please mark these as "accepted" in OpenWater. As mentioned above, members may be accepted to two sessions. For this reason, we encourage you to accept a minimum of five proposals in order to allow conference directors to work with you and other chairs as we finalize the program. Because some panelists will be accepted to two sessions, we request you do not contact your accepted panelists until we have resolved all duplicates. Should you have duplicates, we will be in touch by 4/22 to begin duplicate resolution. We expect to have completed duplicate resolution by May 6, 2019, at which time we will alert you that you should reach out to your panelists.

In some instances, a robust response to a panel may result in splitting a session into two panels (space permitting). In this case, you would work with conference directors to facilitate that, and we would encourage you to accept all proposals that would be a good fit for your session.

Merit proposals

Proposals judged as merit are quality applications; however, they are not a fit for your session. Marking as “merit” allows conference directors to find the best fit for this paper. Should you have fewer proposals than you need to run your session, we may ask that you consider working with papers judged as merit to see if they can more directly address your panel theme.

Rejected proposals

These proposals are unacceptable. Please mark papers “rejected” if they are not, in your opinion, 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 its 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 give only 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 directors coordinate your needs and requests, and those of more than 150 other session chairs. You, on the other hand, must coordinate the needs and requests of those who comprise your session or panel. It is your job to specify the order of presenters in your session and to monitor requests such as AV needs, scheduling limitations, etc., to communicate any needs to the conference directors, and to reply promptly to any inquiries from the administrator.

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 may not be granted due to budgetary constraints. Participants must provide their own laptops, USB and power cables, and any appropriate adaptors. WIFI is not available in the conference meeting area.

Session Scheduling

Participants should have provided scheduling limitations and requests on the online Call for Papers submission platform. If any of your participants report that they can attend only one or two specific days of the conference, or if you yourself have attendance limitations, the deadline to request these and any other special scheduling needs to the conference director is June 1. Thereafter, sessions cannot be moved. Every effort will be made to meet individual member scheduling needs; however, some requests may not be granted due to logistical factors. As soon as you know that your session is scheduled, please let your participants know the day and time. Set a structure for the session, and let the presenters know how many minutes they will have. Ask for delivery of a draft paper or comparable material two weeks before the conference. Well in advance of that, make clear exactly how long the paper and its presentation are expected to be. If the paper does not come in on time, follow up. For tips about writing and giving a paper, see "Crimes and Misdemeanors".

KEEPING IN TOUCH

Emphasize that acceptance is a professional responsibility, and that there are significant costs relating to participating in a conference, such as travel, lodging, taxes, meals, membership fees, and registration. 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 Chattanooga, please send them the Gulnar Bosch Travel Award application.

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

Write your participants again before the meeting reminding them of the order, length, place, time, etc. Remind them of the length for papers and that you intend to enforce that limit.

AT THE CONFERENCE

It is imperative that your session begin and conclude on time. Please run your session with an eye to 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 complete on time or allow them to take more than their fair share of time.

You are the session manager; you must state the expectations clearly and in advance, and be prepared to act if the expectations are not met. Minutes add up, everything takes time, and discussion is an important part of your session. Allow time for introductions and your remarks about the session. Within the 1 hour and forty-five-minute limit for the session, set time limits for each participant. Alert a speaker a minute or two before the time limit expires, and stop a speaker if the presentation exceeds the time limit. Please hold all questions until the end of the session.

Please make certain 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 time of your session, take it out of the room and make way for the next session.

CONFERENCE REGISTRATION

Online registration will be available on the SECAC website on or about August 1. 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 $190	regular $220	on-site $280
Adjunct/Independent:	early $130	regular $175	on-site $250
Student member:	early $95	regular $110	on-site $140
Retired member:	early $105	regular $125	on-site $150

CONTACT INFO

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