PROPOSAL TO HOLD A SPECIAL SESSION AT THE 2005 MLA CONVENTION

FOR OFFICE USE ONLY

Current MLA members may propose only **one** special session a year. If you are not a current MLA member at the time you submit your proposal, your proposal will **not** be considered by the Program Committee. Before completing these forms, organizers should read carefully the Procedures for Organizing Meetings at the MLA Convention, published in the September 2004 issue of *PMLA* (pp. 694–700) and available on the MLA Web site (www.mla.org). The calendar of deadlines is published in the Winter 2004 *MLA Newsletter* and on the MLA Web site.

Proposers should understand that proposals are at a disadvantage if the special-session forms are not used, if all the information requested is not provided, or if the proposal includes people who are not MLA members by 7 April 2005 or for whom the membership requirement has not been waived. A request for a waiver must be submitted in writing no later than 1 April and should accompany this form if possible.

Please keep in mind that proposals will be photocopied. *Handwritten and faxed proposals do not copy well*. Proposals that are difficult to read are not likely to be accepted. Please use standard typeface (no smaller than 10 point).

All **six** pages of the proposal must be **received together** in the MLA convention office. Proposals must be submitted electronically or postmarked no later than **1 April 2005**. The 2005 special-session form is also available on the MLA Web site (www.mla.org).

1. **Session title** _____

_____

Organizer name _____

2. **Detailed description of session** (Use page 2. Length can be no more than 1,000 words. Use only one side of the sheet[s]. You may attach an additional sheet if absolutely necessary.)

   The description of the topic should include (1) an explanation of the topic and the way in which it will be treated and (2) the rationale for organizing a session on that particular topic and an explanation of how the topic relates to existing scholarship. **Do not send abstracts, but do briefly describe the individual presentations and explain how they relate to the topic of the session**.

3. **Information on the panelists' and the moderator's scholarship** (Use page 3. Identify participants only by name in this section—see item 4 for instructions for providing additional identification information.)

   Particularly relevant is scholarship that directly relates to the session topic. **Do not send vitae.**

4. **Complete program copy, including names, professional titles, and institutions of participants** (Use pages 4–5.)

   All participants **must be members of the MLA by 7 April 2005** and can appear in the Program as speaker, respondent, or chair only twice at a single convention. A member who submits papers or agrees to be a respondent or chair for more than two sessions must inform each session organizer, and the organizers should then indicate on their proposals who will replace the member if a replacement is necessary. Sessions may not include more than two participants from the same institution. To ensure consistency in the convention program, panelists' names should appear as listed in the online membership database. (See pp. 694–700 of the September 2004 *PMLA* for additional information.)

5. **Audiovisual equipment**, if appropriate (Use page 5.)

   It is the session organizer's responsibility to submit requests for audiovisual equipment to the convention office. We encourage session organizers to check with their participants about their audiovisual needs and include those requests with this form. **Requests must be submitted electronically or postmarked no later than 1 April 2005; late requests cannot be honored.**

6. **Contact person** (Use page 5.)

   If any of the contact information changes for the organizer to whom correspondence should be addressed, notify the convention office in writing immediately. (If the organizer does not intend to serve as session leader, information must be provided about how the panel will function.)

 Detailed description of session

Please keep in mind that fifteen minutes must be left at the end of the session for discussion. The Program Committee may reject proposals that list more than four panelists. (Use one side only; attach an additional sheet if absolutely necessary.)

FOR OFFICE USE ONLY

Page 3. **Information on panelists' and moderator's scholarship, particularly scholarship that directly relates to the session topic**

(Use one side only and confine to this page.)

FOR OFFICE USE ONLY

Page 4. **Final program copy.** Printed program information is taken from this section only.

FOR OFFICE USE ONLY

PLEASE TYPE OR PRINT LEGIBLY—ILLEGIBILITY MAY CAUSE INPUT ERRORS.

Title of special session _____

Session leader _____
Last name First name Middle name or initial

Affiliation _____
Institution with campus or city and state

The Delegate Assembly has approved a policy that there must be a fifteen-minute discussion period at the end of each session; therefore, the Program Committee recommends that there be no more than three principal papers in a session. The Program Committee will reject proposals that do not appear to leave fifteen minutes for discussion.

In the fields below, supply the titles of papers (if applicable) and the speakers' names and affiliations (as listed in the online membership database). Only *one* affiliation may be listed. Please specify campus for institutions that have several branches or city and state for nonaffiliated persons.

All participants must be MLA members by 7 April 2005. A member may participate as a speaker, respondent, or chair only twice at a single convention. (At the discretion of the executive director, waivers may be granted for nonscholars [e.g., creative writers, lawyers, etc.], scholars who work outside of the United States and Canada, and scholars in the United States and Canada who work in disciplines other than language and literature. If you are requesting a waiver of membership, the request **must** be submitted in writing no later than 1 April and should accompany this form if possible.) No more than two participants (including the session leader) may be from the same institution. If more space is needed, use additional sheets; be sure to include the title, author, and affiliation information. Please double-space the copy and follow the format on this page.

Meeting Information

Expected attendance: _____ (If you don't indicate expected attendance, your session could be assigned to an inappropriately sized room.)

☐ **Formal session** (include speakers' names, affiliations, and paper titles)
or
☐ **Roundtable** (brief presentations and group discussion; include speakers' names and affiliations only. Limited to 8 participants, including presiders and respondents.)

The Program Committee encourages members to make papers or abstracts available on members' Web sites. To include in the program a notice that papers or related materials will be available before the convention, provide the following information:

For copies of _____, go to _____ after _____.
type of material Web site deadline

1. _____
Paper title

_____
Last name First name Middle name or initial

_____
Affiliation (Institution with campus or city and state)

2. _____
Paper title

_____
Last name First name Middle name or initial

_____
Affiliation (Institution with campus or city and state)

3. _____
Paper title

_____
Last name First name Middle name or initial

_____
Affiliation (Institution with campus or city and state)

Respondent (optional) _____
Last name First name Middle name or initial

Affiliation _____
Institution with campus or city and state

FOR OFFICE USE ONLY

Audiovisual Equipment

It is the session organizer's responsibility to submit requests for audiovisual equipment to the convention office. Requests for audiovisual equipment must be received by 1 April 2005. Check the appropriate box for the equipment you wish to order. Cost may prevent the MLA from providing equipment other than what is listed below.

☐ No equipment needed
☐ Cassette tape player [CAS]
☐ CD player [CD]
☐ Slide projector, carousel, and screen [SL]
☐ Standard VHS VCR and monitor [VHS]
☐ DVD player [DVD]
☐ Overhead projector and screen [OVR]
☐ Other VCR (please detail) _____

☐ Projection equipment for a computer. Presenters must bring their own computers and software [CPRO].
Best way to reach presenter who is using computer projection:

Name _____

Tel. no., fax no., or e-mail address _____

☐ Other (please detail) _____

Contact Person

This is the person to whom edited program copy should be sent for approval in July and who can respond to queries at that time. **Please note that the July mailing is the <u>only</u> opportunity you will have to verify the accuracy of your program copy.** Program copy will be sent by e-mail.

Name _____

Affiliation _____

Current mailing address _____

_____

_____

Home phone _____ Office phone _____

E-mail _____ Fax _____

Start and end dates of summer mailing address _____

Summer address _____

_____

_____

Phone (day) _____ Phone (evening) _____

E-mail _____ Fax _____

Request for Funding

See September *PMLA* or the MLA Web site (www.mla.org) for guidelines on applying for these limited funds for **nonmembers**. MLA members and allied and affiliate organizations are not eligible for funding. Requests must be on the MLA's Request for Program Funds form and must be postmarked by **15 April 2005**.

FOR OFFICE USE ONLY

Accessibility

♿ ☐ Check here if the session includes any presenters with disabilities and provide contact information for those persons.

Please indicate what kind of assistance is needed.

☐ Sign language interpreters ☐ Large-print handouts ☐ Papers in advance

☐ Real-time captioning ☐ Ramps and space for wheelchair access at head table

☐ Other (please detail) _____

_____

Contact information _____

_____

Please double-check to be sure you've included

1. a title for the session
2. a thorough description of the topic and the individual presentations
3. the names of the session leader and the panelists who will participate and their professional titles and institutions
4. final Program copy that includes all paper titles, names of all participants, and only one affiliation per participant.

For more details, see pages 694–700 of the September 2004 *PMLA* or the MLA Web site.