Quick Guide for Roundtable Contribution Proposals

Navigating the Call for Papers

The Call for Papers on the Congress website (wmich.edu/medievalcongress/call) includes all Sponsored and Special Sessions approved by the Program Committee. The Sponsored Sessions are listed alphabetically by the name of the principal or sole sponsoring organization. The Special Sessions follow, listed alphabetically by session title.

Click the button on the Congress website to access the official Confex portal. Proposals *must* be submitted via the Confex portal in order to be considered. Sessions are listed alphabetically by title here.

You may propose an unlimited number of contributions to roundtables, but you will not be scheduled to actively participate in more than three sessions of any format.

Proposal Requirements

Proposals to contribute to roundtables require the author's name, affiliation and contact information; an abstract (300 words) for consideration by session organizer(s); and a short description (50 words) that may be made public. Roundtable contributions do not have titles.

Submitting Your Proposal

Locate the session you are interested in on the Confex portal and click "Begin a Submission." You will see a list of steps in the top navigation bar:

Discussant > Informational Step > Abstract Text > Description > Confirmation

Enter Discussant

Locate the individual who wishes to contribute to the roundtable by entering their email address. If that person is in our database, please select their preexisting record, even if they have changed affiliation or moved. You can verify their information and make any necessary updates by clicking "Select and Edit."

It is not possible to co-author a roundtable contribution. Each potential roundtable contributor must submit an individual proposal.

Once you have completed this step, you will receive an email message from Confex confirming that you have initiated a submission. That message includes an exclusive link through which you can return to complete, withdraw, or modify the submission until the deadline of September 15.

Informational Step

Answer questions about the proposed roundtable contribution. You will be asked to confirm that you will respect the session organizer's time limit, indicate whether you would like to place any

restrictions on sharing your contribution on social media, and state whether you are willing to have your contribution recorded.

Enter the Abstract Text
Enter your abstract (300 words). This will allow session organizer(s) to evaluate its quality and appropriateness to the session.

Enter Short Description
Next, enter a brief description of the paper (50 words). This will appear on the meeting site, should your roundtable contribution be accepted.

Confirmation
Look over your submission one more time to make sure all is complete, then scroll down to the bottom of the page and click "Conclude Submission."

Once you have completed this step, you will receive an email message from Confex confirming that your submission is complete. That message includes an exclusive link through which you can return to withdraw or modify the submission until the deadline of September 15.

Withdrawing a Submission
You can withdraw a partial or complete submission by choosing "Withdraw" from the left navigation bar. If you do not see it, click the three horizontal lines in the upper left corner of your screen to reveal the left navigation bar.

Notification
Notification of acceptance and rejection of contributions proposed for roundtables is made by the Medieval Institute in October, and you may also receive notification directly from a session's organizer.

Questions? medieval-institute@wmich.edu