

ICMS Session Organizer Contract

Organizers of sessions of papers and roundtables agree:

- To explain to anyone they invite to participate that they must submit an official proposal in the Confex system by the deadline of **September 15**.
- To accept or reject all proposals submitted to their sessions by the deadline of **October 15**.
- Not to accept paper proposals or roundtable contributions by undergraduate students without prior permission from the ICMS Program Committee. (They may be directed to the “Papers by Undergraduates” sessions instead.)

Organizers of workshops, demonstrations, and performances agree:

- To collect the names, affiliations, and current contact information (postal and email) from all participants and to enter that information in the Confex system by the deadline of **October 15**.

Organizers of ALL sessions, regardless of format, agree:

- To name at least one person as presider for the session (this may be yourself) and enter their name, affiliation, and current contact information (postal and email) in the Confex system by the deadline of **October 15**.
- Not to schedule someone as presider or respondent in a session in which they are a participant.
- Not to contribute knowingly to anyone making more than three appearances in a given Congress as a presenter, roundtable contributor, presider, workshop leader, performer, or demonstrator. (Organizers may organize as many sessions as the Program Committee approves.)
- To respect and enforce ICMS deadlines.
- To become familiar with the Congress guidelines concerning social media and presider responsibilities and to make session presiders aware of the expectations concerning time keeping, introductions, and announcements of speakers’ social media preferences.
- To inform the Medieval Institute of any withdrawal from your session as soon as you become aware of it, so that the Institute can omit the listing from the Congress program or announce the withdrawal in the Corrigenda. If a presider withdraws, you agree to supply the name, affiliation, and contact information (postal and email) for a substitute presider.

Questions? medieval-institute@wmich.edu