



WESTERN MICHIGAN UNIVERSITY

Medieval Institute

**International Congress
on Medieval Studies**

Quick Guide for Proposals for Roundtables

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.

Proposers of contributions to roundtables for blended-format sessions should also indicate in their abstracts whether they intend to present in person or virtually.

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 participate in the roundtable by entering their email address. If there is a record for the person (and there will be, if the person attended ICMS in 2021 or 2022), please choose that record, even if the person has 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 discussant 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 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 your contribution (50-word limit). This will appear on the meeting site, should your 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.