



WESTERN MICHIGAN UNIVERSITY

Medieval Institute

**International Congress
on Medieval Studies**

Quick Guide for Proposals for Roundtables and Panel Discussions

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, and the Special Sessions follow alphabetically by session title.

Click the button on the Congress Call for Papers web page to access the Confex call for papers portal. There, all approved sessions of papers, roundtables, and panel discussions are grouped by format, and the sessions are often more fully described. We suggest that you reach out to the session's Contact Person if you are interested in learning more about a session's focus or probable receptibility to your planned proposal.

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

The Proposal

Proposals to contribute to roundtables and panel discussions comprise name, affiliation and contact information for the proposed discussant or panelist; answers to questions about social media and live recording; an abstract (300 words) for consideration by session organizer(s); and a short description (50 words) for public view on the meeting site, should the proposal be accepted. Contributions to roundtables and panel discussion do not have titles.

Top Navigation

Having chosen Begin a Submission, you will see the steps involved in completing a submission articulated in the top navigation bar:

Discussant > Informational Step > Abstract Text > Description > Confirmation
(for roundtables)

Panelist > Informational Step > Abstract Text > Description > Confirmation
(for panel discussions)

Enter Discussant or Panelist

You will be prompted to search the database. If there is a record for the person (and there will be, if the person attended the 2021 Congress), please choose that record, even if the person has changed affiliation or moved. Having chosen that record, please make sure affiliation and email and postal contact information are up-to-date. If necessary, please update the data in the existing record; please do not create a new person record or a new address record.

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. Required are a confirmation that you will respect the time limit imposed by the session organizer(s) and an indication of whether or not you are willing to have your contribution recorded and made available to Congress registrants for a two-week period immediately following the Congress's live events. You should also indicate whether you want to place any restrictions on sharing your paper on social media.

Enter the Abstract Text

Enter the text of an abstract of your proposed contribution (300-word limit) that will allow session organizer(s) to evaluate its quality and appropriateness to the session.

Enter Short Description

Enter a brief description of the contribution (50-word limit). This will appear on the meeting site, should your paper be accepted.

Confirmation

You will have a chance to look over the submission to make sure all is complete.

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 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. If you do not see the left navigation bar, click on the "hamburger" (three horizontal lines) at the upper left.

Notification

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