



WESTERN MICHIGAN UNIVERSITY

Medieval Institute

International Congress on Medieval Studies

Session Proposal Quick Guide

Session Format Selection

Choose the session format that you will be submitting from the list to begin your submission.

- Demonstration
- Panel Discussion
- Performance
- Poster Session
- Practicum
- Roundtable
- Session of Papers
- Workshop

The names of expected session participants are not required at this point. In the case of sessions of papers, roundtables, panel discussions, and poster sessions, proposals for contributions will be submitted and accepted or rejected via Confex. Note that only sessions of papers and poster sessions have titled contributions. In the case of workshops, performances, demonstrations, and practicums, the session contact person will supply the names and contact information for all session participants.

Session Type Selection

Choose the type of session that you will be submitting from the list on the first step of your submission, either a **Special Session** or a **Sponsored Session**.

Sessions of the Congress, which are 90 minutes long, are constituted as follows:

- **Sponsored Sessions** are organized by learned societies, associations, institutions and research projects. The organizers set predetermined topics, usually reflecting the considered aims and interests of the organizing group.
- **Special Sessions** are organized by individual scholars and ad hoc groups. The organizers set predetermined topics, which are often narrowly focused.
- **General Sessions** are organized by the Program Committee at the Medieval Institute. Topics include any area of medieval studies, with individual session topics determined by the topics of paper proposals submitted and accepted.

Enter Title and Session Information

Enter the title of the proposed session, your email, and answer questions about the session, some of which are optional. Required is a description of the importance and/or timeliness of proposed

session (100 words). Optional fields include descriptions of encouraged methodology or discourse (100 words), plans for outreach (100 words), and a description for the Confex call for papers (100 words). (Only sessions of papers, roundtables, panel discussions, and poster sessions are included in the Confex call for papers.)

Enter in Keywords (optional)

You may enter a maximum of 6 keywords.

Principal Sponsoring Organization (if applicable)

If applicable, indicate the principal sponsoring organization for the proposed session. If the organization is not on the list, please select **Other** (at the end of the list) and supply the organization's name.

Enter any Co-Sponsoring Organizations (optional)

If applicable, indicate up to two (2) co-sponsoring organizations for the proposed session. If the organization is not on the list, please select **Other** (at the end of the list) and supply the organization's name.

Enter the Contact Person

Enter the contact person's name, affiliation, and contact information here. Should the session be accepted, the session contact person will be named in the call for papers and will be responsible for accepting and rejecting proposals and supplying names and contact information for presider(s), organizer(s), and respondent(s) in the case of sessions of papers, roundables, panel discussions, and poster sessions, and for supplying names and contact information for all session participants in the case of workshops, performances, demonstrations, and practicums.

Confirmation

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

Each session is to be proposed once.

Submitting authors will be automatically informed of the unique ID numbers and passwords assigned to their abstracts. Sessions may be viewed and modified at any time between submission and the deadline, using the assigned ID# and password.

The Program Committee considers the proposals in June, and proposed session contact people are informed of the committee's acceptance or rejection of sessions in July, when the call for papers is posted on the Congress website and the Confex call for papers opens.