

PROPOSAL TO HOLD A SPECIAL SESSION AT SCMLA CONVENTION - 2008
(San Antonio, Texas, November 6-8, 2008)
Theme: "Borders"

Each member may propose only one special session per year. No panelist may read more than one paper at the convention (see complete rules page 5). Proposers must be current SCMLA members.

After completing this form, the organizer must sign at the bottom. All proposals must be submitted using this form. **All proposed panelists must be SCMLA members by 12 May of the Convention year.** YOU MAY SEND THE PROPOSAL BY POSTAL MAIL OR ELECTRONIC MAIL. PLEASE ENSURE ALL INFORMATION IS INCLUDED.

Four copies of this entire form must be completed and returned to the following SCMLA address no later than **18 FEBRUARY 2008**:

Grady C. Wray, Executive Director
 SCMLA,
 University of Oklahoma,
 104 Fourth Street, Baker House B47
 Norman, OK 73019-6410
Phone: (405) 325-6011; **email:** scmla@ou.edu

Selected panels will be announced in **MARCH 2008**

Required information (Please type or print clearly)

1. **Title of special session** (use page 2).
2. **Detailed description of session** (use page 2). (Please limit to 500-1,000 words.) Sessions run 90 minutes. Description of topics should include (a) an explanation of the topic and of the way it will be approached; (b) the justification for a session on this particular topic; (c) a brief statement of the elements that would distinguish the session from others (permanent or special) that have been arranged along similar lines; and (d) a description of the papers or presentations. Please do not send abstracts.
3. **Complete program copy** (use page 3).
4. **Audio-visual equipment request** (use page 3). Please note that late requests for equipment cannot be honored.
5. **Names, professional titles, and institutions of panelists** (use page 4). Please do not send vitae. (Review the complete rules for panel formation and participation at SCMLA Conferences, page 5.)
6. **Name, professional title, and institution of organizer** (use page 4) to whom correspondence should be addressed. List summer addresses if appropriate. The organizer must notify the SCMLA of any changes to the proposal.

1. Session Title: _____

2. Detailed description of session. Please describe each paper. (Use one side only; attach additional sheets only if absolutely necessary.)

3. Complete Program Copy

Session Title _____

Session Organizer's Name _____ Institution _____

Session Chair's Name (if different from organizer)

_____ Institution _____

Note: Special Session chairs may read papers in their own session. This rule does not apply to Regular and Allied Sessions.

Panelists' Names, Institutions, and Paper Titles (4 papers maximum):

1.

2.

3.

4.

4. Audio-Visual Equipment Requests

_____ This session will require no audio-visual equipment.

The following equipment is essential:

LCD Projector Overhead Projector TV/DVD/VCR Screen

Other Special Requests: _____

Names, Professional Titles, and Institutions of Participants

Session Title: _____

Organizer: Name _____
 Office phone: (____) _____
 Address: _____
 Home phone: (____) _____
 E-mail: _____ Fax: _____
 Signature: _____

Chair (*if different from Organizer*)

Name _____
 Office phone: () _____
 Address: _____
 Home phone: () _____
 E-mail: _____ Fax: _____
 Signature: _____

Panelists (do not exceed 4 papers)

1. Name: _____
 Address: _____
 Office phone: () _____ Home phone () _____
 Email: _____ Fax: () _____

2. Name: _____
 Address: _____
 Office phone: () _____ Home phone () _____
 Email: _____ Fax: () _____

3. Name: _____
 Address: _____
 Office phone: () _____ Home phone () _____
 Email: _____ Fax: () _____

4. Name: _____
 Address: _____
 Office phone: () _____ Home phone () _____
 Email: _____ Fax: () _____

GUIDELINES FOR PARTICIPATING IN SCMLA ANNUAL CONVENTION

- ☞ All participants must be members by **12 May** of the convention year.
- ☞ No member may read a paper in more than one session (respondents count as paper readers).
- ☞ No member may act as chair or as secretary of more than one session at the annual conference.
- ☞ For special sessions only, chairs may also read papers in their own sessions.
- ☞ In addition, please avoid pairing with the same colleagues on more than a single panel, and appearing on closely related panels. We strongly encourage the representation of several institutions on a single panel.

GUIDELINES FOR PROPOSING A SPECIAL SESSION AT THE ANNUAL CONVENTION, San Antonio, 2008

The SCMLA follows the general guidelines for special sessions published in the 1993 MLA September issue, pp. 662-664, with the following exceptions: SCMLA members must use the SCMLA form to submit proposals and must **observe the following deadlines:**

Submit Call for Papers for inclusion in Summer Newsletter	14 May 2007
Submit Call for Papers for inclusion in Winter Newsletter	19 November 2007
Submit Panel Proposal to SCMLA office	18 February 2008
Notify members of panel selections	March 2008
Ensure that all panelists are SCMLA members	12 May 2008

NOTE:

- ☞ Special Sessions do not repeat from year to year. They must be proposed each year on the SCMLA form designed for this purpose. They will be refereed by the SCMLA Program Committee. The Committee will be favorably disposed to Special Sessions with aims and titles different from those held the previous years.
- ☞ Special Sessions that do not duplicate permanent sessions will be encouraged.
- ☞ Completed Special Session proposals should include only those panelists who have agreed to read at the convention.