PROPOSAL TO HOLD A SPECIAL SESSION AT SCMLA CONVENTION - 2006
(Fort Worth, Texas, October 26-28)
Theme: “Cultural Roundup”

Each member may propose only one special session per year. No panelist may read more than one paper at 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 15 May of the Convention year. Please do not send this proposal by fax.

Four copies of this entire form must be completed and returned to the SCMLA office no later than 20 FEBRUARY 2006:

Grady C. Wray, Executive Director, SCMLA, Dept. of Modern Languages, Literatures, and Linguistics, University of Oklahoma, 780 Van Vleet Oval, Room 202, Norman, OK 73019; Phone: (405) 325-5079; email: scmla@ou.edu

Selected panels will be announced in MARCH 2006

Required information (Please type or print clearly)

1. Title of special session.

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. 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.)

4. Complete program copy (use page 3).

5. Audio-visual equipment request (use page 3). Please note that late requests for equipment cannot be honored.

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.
Session Title:_______________________________________________________

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

Session Title__________________________________________________________

Session Organizer's Name __________________________ Institution________________________

Session Chair's Name (if different from organizer; note: for special sessions only, chairs may also read papers in their own sessions):

___________________ _________________________________________________

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

1. 

2. 

3. 

4. 


_____ This session will require no audio-visual equipment.

_____ This session will require the following audio-visual equipment. Due to increasing A/V costs, we ask your cooperation in limiting requests to equipment essential for papers in your session.

_____________________________________________________________________________________

_____________________________________________________________________________________

Other Special Requests:_________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
Names, Professional Titles, and Institutions of Participants

Session Title: ________________________________________________________________

Organizer: Name: ___________________________________________ Office phone: (____) __________________
Address: ___________________________________________ Home phone: (____) __________________
____________________________________________________ E-mail: __________________
Signature: ___________________________________________________ Fax: __________________________

Chair (if different from Organizer)
Name ___________________________________________ Office phone: (____) __________________
Address: ___________________________________________ Home phone: (____) __________________
____________________________________________________ E-mail: __________________
Signature: ___________________________________________ Fax: __________________________

Panelists (do not exceed 4 papers)

1. Name: __________________________________________________________
   Address: ___________________________
   Office phone: (____) ___________________________ Home phone: (____) ___________________________
   E-mail: ____________________________ Fax: (____) ___________________________

2. Name: __________________________________________________________
   Address: ___________________________
   Office phone: (____) ___________________________ Home phone: (____) ___________________________
   E-mail: ____________________________ Fax: __________________________

3. Name: __________________________________________________________
   Address: ___________________________
   Office phone: (____) ___________________________ Home phone: (____) ___________________________
   E-mail: ____________________________ Fax: (____) ___________________________

4. Name: __________________________________________________________
   Address: ___________________________
   Office phone: (____) ___________________________ Home phone: (____) ___________________________
   E-mail: ____________________________ Fax: (____) ___________________________
GUIDELINES FOR PARTICIPATING IN SCMLA ANNUAL CONVENTION

- All participants must be members by 15 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 please avoid 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, Fort Worth, 2006

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 to Summer Newsletter . . . . . . . . 15 May 2005
- Submit Call for Papers to Winter Newsletter . . . . . . . . 19 November 2005
- Submit panel Proposal to SCMLA office . . . . . . . . 20 February 2006
- Notify members of panel selections . . . . . . . . March 2006
- Final Program & AV Request to SCMLA office . . . . . . . . 07 April 2006
- Ensure that all panelists are SCMLA members . . . . . . . . 15 May 2006

Some of the highlights of these guidelines are:

- 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 sections will be encouraged.
- Completed special session proposals should include only those panelists who have agreed to read at the convention.