**ASEEES 51st Annual Convention**

San Francisco, CA • Saturday, November 23 to Tuesday, November 26, 2019

**Deadline: 11:59pm PT, February 15, 2019**

**Late proposals will not be accepted**

Please email proposal to: aseees.proposal@pitt.edu DO NOT mail or fax the form.

**ROUNDTABLE PROPOSAL**

**Roundtables** entail structured discussion of a topic/theme, without the presentation of papers. Proposals for roundtables should be submitted only when the topic clearly justifies this format. **Roundtables must have: a Chair; and minimum of 3 to maximum of 5 roundtable speakers.** While one role per participant is strongly preferred, the chair may serve also as a roundtable speaker, if necessary, but in such a situation, there must be at least 4 roundtable speakers.

We are adding **book discussion roundtables**, which entail a slightly less formal discussion of a recently published book of importance to the field. In the roundtable title, please add "Book Discussion" followed by the title of the book and author. **Roundtables must have: a Chair; and minimum of 3 to maximum of 5 roundtable speakers.** While one role per participant is strongly preferred, the chair may serve also as a roundtable speaker, if necessary.

**IMPORTANT:** Before you start the submission process, please read the [general rules for convention participation](http://www.aseees.org/convention/rules) and make sure that your proposal is in line with the rules.

**TWO-SESSION/ONE-PAPER RULE:** A convention participant may appear on the program in no more than two sessions (panels, roundtables, lightning rounds) and may present only one paper on a panel. Roundtable or lightning round presentation does not count as a "paper" presentation.

The organizer **must** be a current **ASEEES member** in order to submit the proposal. To become a member, click [HERE](http://www.aseees.org/membership/individual). Please review the membership rules on convention participation [HERE](http://aseees.org/convention/rules).

**The proposal must be typed in mixed case (Do not type in all caps or all lower case). No hand-written proposals will be accepted.**

**SESSION CATEGORY/KEYWORDS FOR SCHEDULING**: You must select a [session category](http://www.aseees.org/convention/categories), which will be used for scheduling purposes only. You should select a category that best fits your session and will likely have other sessions against which your panel should not be scheduled. Please include up to 5 keywords to help the program committee avoid scheduling conflicts.

|  |  |
| --- | --- |
| **Session Category** (Select only one) | Choose an item. |
| **Roundtable Title** (For book discussion, add “Book Discussion”) |  |
| **Abstract**Provide a 1 paragraph description of the session’s topic, in language that would be clear to someone who is not a specialist on the topic. Also, explain why this session should be in a roundtable format, rather than a panel format.  |  |
| **Keywords**Please enter up to 5 keywords for the session. The keywords will be used for scheduling purposes only so that we can work to avoid having similar sessions scheduled at the same time.  | [Examples and types of useful keywords: Tolstoy, Pushkin, poetry, science fiction, Hungary, Romania, Central Asia, Balkans, Roma, Warsaw, St. Petersburg, Stalin, Putin, WWI, WWII, 18th century, post-socialist, nationalism, migration, digital humanities] |
| **Est. Attendance** | Choose an item. |
| **Sponsored by an ASEEES affiliate?** | [ ]  Yes [ ]  NoIf yes, Choose an item. |
| **Scheduling Request** | NOTE:If you agree to participate in the ASEEES Convention, you agree to be scheduled during any of the planned sessions. We will honor specific scheduling requests **ONLY for religious reasons.** Please enter such request below.  |
| **Roundtable Organizer****Organizer must be an ASEEES member to submit the proposal.** |
| Name  |  |
| Email  |  |
| **Roundtable Chair** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| CV Information Please include: education (institution, discipline, highest degree earned, year received/ expected to receive.); most recent teaching/work experience related to field; most recent publications or conference papers. For graduate students: indicate current program status.  | [Please be brief – no more than a paragraph. If you already added your information into the “CV Information” textbox under “My Information” on the ASEEES Member site, then you do not need to complete this portion.] |
| **Roundtable Member #1Roundtable presenters will appear in alphabetical order.** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| CV Information Please include: education (institution, discipline, highest degree earned, year received/ expected to receive.); most recent teaching/work experience related to field; most recent publications or conference papers. For graduate students: indicate current program status.  | [Please be brief – no more than a paragraph. If you already added your information into the “CV Information” textbox under “My Information” on the ASEEES Member site, then you do not need to complete this portion.] |
| **Roundtable Member #2** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| CV Information Please include: education (institution, discipline, highest degree earned, year received/ expected to receive.); most recent teaching/work experience related to field; most recent publications or conference papers. For graduate students: indicate current program status.  | [Please be brief – no more than a paragraph. If you already added your information into the “CV Information” textbox under “My Information” on the ASEEES Member site, then you do not need to complete this portion.] |
| **Roundtable Member #3** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| CV Information Please include: education (institution, discipline, highest degree earned, year received/ expected to receive.); most recent teaching/work experience related to field; most recent publications or conference papers. For graduate students: indicate current program status.  | [Please be brief – no more than a paragraph. If you already added your information into the “CV Information” textbox under “My Information” on the ASEEES Member site, then you do not need to complete this portion.] |
| **Roundtable Member #4** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| CV Information Please include: education (institution, discipline, highest degree earned, year received/ expected to receive.); most recent teaching/work experience related to field; most recent publications or conference papers. For graduate students: indicate current program status.  | [Please be brief – no more than a paragraph. If you already added your information into the “CV Information” textbox under “My Information” on the ASEEES Member site, then you do not need to complete this portion.] |
| **Roundtable Member #5** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| CV Information Please include: education (institution, discipline, highest degree earned, year received/ expected to receive.); most recent teaching/work experience related to field; most recent publications or conference papers. For graduate students: indicate current program status.  | [Please be brief – no more than a paragraph. If you already added your information into the “CV Information” textbox under “My Information” on the ASEEES Member site, then you do not need to complete this portion.] |