

American Literature Association 25th Annual Conference

May 22-25, 2014

Conference Details: For the 2014 conference, the ALA will again rely on electronic submission of program information and conference proposals. As usual, the societies that make up the American Literature Association will organize much of the program. Individual societies will issue their own calls for papers, which may be listed on the ALA website as well as on the societies' own website and publications. Guidelines for author societies are detailed towards the end of this notice.

Individuals may also propose papers or panels to the conference director by January 30, 2014. Preference will be given to papers and panels that represent authors, genres, or topics that are not covered by the societies that make up the ALA. Proposals must follow the guidelines described at the end of this notice.

ALA Guidelines: The most common ALA format is a time slot of one hour and twenty minutes with three papers and a chair. This permits some time for discussion and three papers of approximately 20 minutes (or ten typed double-spaced pages). Organizers of panels are free to use other formats provided they respect the time limits. Please note that the normal reading time for a paper is two minutes per double-spaced page (or 20 minutes for a 10-page paper). Furthermore, the ALA encourages panel organizers to experiment with innovative formats including discussion groups and panels featuring more speakers and briefer papers. Chairs will make sure that the panels start and end on time and that no speaker goes beyond the allotted time limit. Chairs may NOT present papers on the panels that they are moderating, and no one may present more than one paper at the ALA conference. Individuals may, however, present a paper on one panel, and chair other panels, and/or also present on roundtable discussions.

Procedures for Author Societies: The representatives of the various author societies that make up the American Literature Association will organize most of the program. Societies are expected to offer their own calls for papers using their websites, email list-serves, newsletters, other publications, or mailing lists. Each society is also expected to post a call for papers or announce its plans on this ALA website by sending the CFP to Alfred Bendixen at abendixen@tamu.edu as soon as possible and No Later Than December 1, 2013. Societies are expected to advertise the national conference in their publications or on their websites. This expectation can be met by including the following notice in appropriate publications and websites:

The American Literature Association's 25th annual conference will meet at the Hyatt Regency Washington on Capitol Hill on May 22-25, 2014 (Thursday through Sunday of Memorial Day weekend). The deadline for proposals is January 30, 2014. For further information, please consult the ALA website at www.americanliterature.org or contact the conference director, Professor Alfred Bendixen of Texas A & M University at abendixen@tamu.edu with specific questions.

The official representatives of each author society should confirm tentative plans for sessions with the conference director by email at abendixen@tamu.edu before Nov 1, 2013. This is essential if any society is

requesting more than two sessions and a business meeting. All that is required is an email noting the number of desired sessions and any special requests. If your society, for whatever reason, chooses not to sponsor a session this year, please let the conference director know that.

By January 30, 2014, the conference director should receive an email with the complete program information. That information should follow the following format for each panel:

1. The subject line of the email should read ALA 2014: Name of Society. This enables the conference director to file emails efficiently. Then provide the rest of information as both an attachment (preferably in WORD) and pasted in. The ALA will use Ariel Narrow (12 point font); please do so if you can. If you cannot, do not worry about it.
2. Provide the program information so that it can be pasted into the final program. Please look at the following sample and then at the specific instructions that follow:

The Sublime in the Poetry of Sample
Organized by the Ima Sample Society

Chair: Joseph Goodscholar, University of Great Hopes

1. "Irony and *Angst* in the poetry of Ima Sample," Noah Problem, College of Notre Doubt
2. "The Beautiful Garden in *The Jungle*: Sample's Influence on Sinclair," Raphael Hythloday, University of East London
3. "Sample's 'Mambo' Poems and the Humor of Mark Twain: Beyond Beauty and Truth," Uriah Heap, Independent Scholar

Audio-Visual Equipment required: None

Requested slot: Thursday or Friday morning

Business Meeting Requested: immediately following panel if possible

Please note that the sample above has no formatting (no bold, no CAPS). Please note that the presentations are listed with numbers and then five spaces and then the information. They are NOT INDENTED as some word processing panels will do automatically unless you turn off auto-format. Book titles are italicized. If the conference organizer can cut and paste, then everything goes quickly.

- A. Provide the exact Title of the Session as you wish it listed in the Program. (Please try to be both concise and precise). **Please do NOT use CAPS or special fonts or highlighting or Bold or any special formatting in any part of the material you send!**
- B. On the second line, please write Organized by Name of Your Society
- C. Then list: Chair: Name, Affiliation
- D. For each paper, begin with a number, skip five spaces or hit tab, then provide the title of the presentation in quotation marks, and then the correct name of the presenter, and his or her academic affiliation. For independent scholars, you may identify a society, a place, or just note

independent scholar or biographer or anything you deem appropriate. For any questions about matters of format and style, please consult The Chicago Manual of Style.

- E. You may list a respondent, if appropriate and desired.
 - F. Then write Audio-Visual Equipment Required and state NONE or request the specific equipment desired. The ALA will normally provide projectors for powerpoint and dvd presentations and screens (but we will **not** provide laptop computers). We will no longer provide overhead projectors, slide projectors, vcrs, or cd or cassette tape players (but you may, of course, bring your own cd or tape player). Please note that audio-visual equipment is very expensive and usually takes up over \$12,000 of our budget. It costs much more to rent a piece of a/v equipment and a competent Tech person for three days than it costs to buy it. Feel free to use a/v if needed, but make sure that all audio-visual requests reach the conference director by January 30, 2014.
 - G. Because of the complexity of the program, we cannot permit individual societies to request specific time slots, but you may designate two preferred days and request either morning or afternoon. The conference director will attempt to honor all reasonable requests provided the required program information arrives by January 30, 2014, but no promises or guarantees can be made.
 - H. Please italicize book-length works and foreign phrases and use quotation marks for shorter works.
 - I. Please remind all of your participants that no-one may present more than one paper at the ALA conference and that we need to know about a/v requests immediately.
 - J. Proposals that fail to follow these directions will be returned to the proposer.
3. Please note that the ALA also welcomes Round Table Discussions. The difference between a panel and a round table is that a round table usually has a Moderator who is participating in the discussion (instead of a Chair who simply introduces speakers and monitors time) and more than 4 (four) participants. Roundtable presentations may or may not have titles listed but round table presentations normally are 8 (eight) minutes or less in length.
4. If you wish to also schedule a business meeting for your society, please request Business Meeting and provide any desired days and times. It is important that you let the conference director know if you wish the business meeting to come before or after a panel. Please note that we cannot guarantee to provide specific times, but we will usually try to put the business meeting directly after one of your sessions.
5. Please note that we no longer need you to provide the email address or mailing address of your participants since ALL communication with your panel will go through you. Please include a phone number where you can be reached in the event that the conference director is unable to email you. The conference director will confirm the receipt of all emails within 3 business days. The conference director may refer you to the website but will never send you an attachment to open, because of the danger of computer viruses. By the second week in March, the conference director will let you know the day on which your panel or panels are scheduled. You should inform your participants of the day and instruct them to register using the information on the website at www.americanliterature.org and explaining that their early registration and payment saves the organization time and money. You will also inform them to check the on-line program for accuracy and to send any corrections to both you and the conference director. We'll send a printed program to everyone who pre-registers.
6. If any conference proposal comes in after the deadline, the conference director may be unable to place it on the program and **will not be able** to consider requests for specific times.