**ASEEES 55th Annual Convention**

**Virtual - October 19-20, 2023**

**Philadelphia, PA – Marriott Downtown - November 30-December 3, 2023**

Theme: Decolonization

**Deadline: 11:59pm PT, March 15, 2023**

Please email the 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.

**Book discussion roundtables** 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. Book r**oundtables 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 in the program on no more than two sessions (panels, roundtables, lightning rounds) and may present only one paper on a panel. A 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. Please explain why this session should be in the roundtable format, rather than 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.  |
| **Participation Preference****IMPORTANT:** *Please note that a panel, roundtable, or lightning round must be held either entirely in-person or entirely in a virtual format. Presenters, for example, may not present virtually on a panel that is being held in person.* | Are the members of your session willing to participate in: *This information will not be considered during the review process*.Choose an item. |
| **Virtual Convention Time zone Preference** | Please note that the convention will be held in Philadelphia (EST).Are you willing to present during Choose an item. |
| **Roundtable Organizer****Organizer must be an ASEEES member to submit the proposal.** |
| Name  |  |
| Email  |  |
| **Roundtable Chair** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| Professional Bio Please include: current position, education (institution, discipline, highest degree earned, year received/ expected to receive); most recent publication or conference paper. For graduate students: indicate current status. | [Please be brief – there is a 1,000 character limit. This field is NEW for 2023 and can be edited in your profile on the ASEEES Member site.] |
| **Roundtable Member #1Roundtable presenters will appear in alphabetical order.** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| Professional Bio Please include: current position, education (institution, discipline, highest degree earned, year received/ expected to receive); most recent publication or conference paper. For graduate students: indicate current status. | [Please be brief – there is a 1,000 character limit. This field is NEW for 2023 and can be edited in your profile on the ASEEES Member site.] |
| **Roundtable Member #2** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| Professional Bio Please include: current position, education (institution, discipline, highest degree earned, year received/ expected to receive); most recent publication or conference paper. For graduate students: indicate current status. | [Please be brief – there is a 1,000 character limit. This field is NEW for 2023 and can be edited in your profile on the ASEEES Member site.] |
| **Roundtable Member #3** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| Professional Bio Please include: current position, education (institution, discipline, highest degree earned, year received/ expected to receive); most recent publication or conference paper. For graduate students: indicate current status. | [Please be brief – there is a 1,000 character limit. This field is NEW for 2023 and can be edited in your profile on the ASEEES Member site.] |
| **Roundtable Member #4** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| Professional Bio Please include: current position, education (institution, discipline, highest degree earned, year received/ expected to receive); most recent publication or conference paper. For graduate students: indicate current status. | [Please be brief – there is a 1,000 character limit. This field is NEW for 2023 and can be edited in your profile on the ASEEES Member site.] |
| **Roundtable Member #5** |
| Name  |  |
| Email  |  |
| Institutional Affiliation |  |
| Position |  |
| Professional Bio Please include: current position, education (institution, discipline, highest degree earned, year received/ expected to receive); most recent publication or conference paper. For graduate students: indicate current status. | [Please be brief – there is a 1,000 character limit. This field is NEW for 2023 and can be edited in your profile on the ASEEES Member site.] |