**Regular/Allied Session Final Program Form**

**SCMLA 2017 Tulsa, Oklahoma**

Please complete this form **exactly** as you would like it to appear in the program

**THIS COMPLETED FORM IS DUE IN THE SCMLA OFFICE BY: APRIL 30, 2017**

Session Title:

Theme (if any):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair:

Affiliation:

Email:

Secretary:

Affiliation:

Email:

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**Presenters (maximum of 4):**

Presenter’s Name:

Affiliation:

Email:

Paper Title:

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Presenter’s Name:

Affiliation:

Email:

Paper Title:

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Presenter’s Name:

Affiliation:

Email:

Paper Title:

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Presenter’s Name:

Affiliation:

Email:

Paper Title:

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Please confirm:

[ ]  I have verified that all presenters have paid their 2017 membership dues. **I understand this proposal cannot be processed until all participants have paid their membership dues.**

[ ]  I have **verified that presenters** understand that they can deliver only one academic paper and one work of creative writing at the conference.

[ ]  I have **notified all submitters** of whether or not their papers were accepted.

[ ]  I have notified **all presenters** of the A/V and scheduling request policy.

Signature of Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE ABOUT SCHEDULING AND A/V REQUESTS:**

As SCMLA has grown, creating the conference schedule has become increasingly complex. We work hard to make sure that no member is scheduled to be in two places at once, try not to run panels on similar topics against each other, and place panels that require projectors in rooms that will offer them. In years in which many of our regular sessions split to accommodate interest, this job is particularly hard.

For this reason, SCMLA **does not** accept individual requests that sessions be scheduled at a particular time or on a specific conference day with one notable exception: if we are informed that a panelist cannot present on a specific day because of religious beliefs, we will make every effort to accommodate. Please be sure to make these special requests at the time when you submit session proposals.

**A/V EQUIPPED ROOMS:**

SCMLA will have some meeting rooms equipped with a projector and screen ONLY. **Presenters are responsible for bringing their own LAPTOP, CONNECTION CABLES, SPEAKERS, ETC.**

PLEASE NOTE: SESSION ROOMS DO NOT HAVE INTERNET ACCESS.

Will this session require a room with a projector?

**[ ]** YES **[ ]** NO

**DEADLINE FOR RECEIPT OF FINAL PROGRAM FORM AND A/V EQUIPPED ROOM REQUEST: APRIL 30, 2017**