SECAC POLICY FOR CONFERENCE PARTICIPANTS

The annual SECAC meeting is for the professional benefit of its membership. Conference costs are met only through registration fees and SECAC membership.

Conference coordinators, program chairs, and session chairs have the responsibility of informing all participants of SECAC conference policies when persons are accepted and/or invited to participate in sessions.

Participation is an honor and a professional benefit for all presenters, not a service to the organization.

Participants may give only one paper or be on one panel. They may chair a session in addition to giving a paper or being on a panel.

The conference director coordinates your needs and requests, and those of more than 100 other session chairs. You, on the other hand, must coordinate the needs and requests of those who comprise your session or panel. It is your job to specify the order of presenters in your session and to monitor requests as AV needs, scheduling limitations, etc., and communicate any needs to the conference director.

ORGANIZING YOUR SESSION

Media Policy

Participants should have reported their equipment and AV needs to you on the Call for Papers online submission platform. Some special requests may not be granted due to budgetary constraints.

Participants must provide their own laptops, USB and power cables, and any appropriate video adaptors. WIFI is not available in the conference meeting area.

Session Scheduling

Participants should have provided scheduling limitations and requests on the online Call for Papers submission platform. If any of your participants report that they can attend only one or two specific days of the conference, or if you yourself have attendance limitations, the deadline to request these and any other special scheduling needs to the conference director is June 1. Thereafter, sessions cannot be moved. Every effort will be made to meet individual member scheduling needs; however, some requests may not be granted due to logistical factors.

As soon as you know that your session is scheduled, please let your participants know the day and time. Set a structure for the session, and let the presenters know how many minutes they will have. **Ask for delivery of a draft paper or comparable material two weeks before the conference.** Well in advance of that, make clear exactly how long the paper and its presentation are expected to be. If the paper does not come in on time, follow up. For tips about writing and giving a paper, see "Crimes and Misdemeanors" on the SECAC website, under Annual Conference, and Information for Session Chairs.

KEEPING IN TOUCH

Communication is the key to a well-organized session. You are SECAC's liaison to your participants. Please keep the members of your session regularly updated, provide the list of topics in your sessions with your session members, and promptly share all pertinent emails from SECAC.

Emphasize that acceptance is a professional responsibility, and that there are significant costs relating to participating in a conference, such as travel, lodging, taxes, meals, membership fees, and registration. Realistic budgeting will help your presenters prepare for the financial commitment of participation in a professional conference. If you have student presenters whose institutions are more than 200 miles from Birmingham, send them the Gulnar Bosch Travel Award application.

Frequently mention that all conference participants must be SECAC members and must pay the conference registration fees. When registration materials are available, email your presenters and remind them to register.

Write your participants again before the meeting reminding them of the order, length, place, time, etc. Remind of the length for papers and you intend to enforce that limit.

AT THE CONFERENCE

It is imperative that your session begin and conclude on time. Please run your session with an eye to the clock and put your presenters and those attending your session at ease by keeping to a strict schedule. It is a professional faux pas for a presenter to take more than their allotted time; it is an equally significant professional error to inadequately prepare your presenters to complete on time or allow them to take more than their fair share of time.

You are the session manager; you must state the expectations clearly and in advance, and be prepared to act if the expectations are not met. Minutes add up, everything takes time, and discussion is an important part of your session.

Allow time for introductions and your remarks about the session. Within the 1 hour and forty-five-minute limit for the session, set time limits for each participant. Alert a speaker a minute or two before the time limit expires, and stop a speaker if the presentation exceeds the time limit. Please hold all questions until the end of the session.

Please make certain your session room is cleared promptly and in enough time for the next session to set up and begin on time. If you have a discussion that extends beyond the end time of your session, take it out of the room and make way for the next session.

CONFERENCE REGISTRATION

Online registration will be available on the SECAC website on or about August 1. There are three levels of registration for each membership type. Payment can be made by check, MasterCard, Discover, or Visa. Paper registration forms will not be available.

Individual member: early $190 | regular $220 | on-site $280
Adjunct/Independent: early $150 | regular $180 | on-site $250
Student member: early $95 | regular $105 | on-site $130
Retired member: early $95 | regular $105 | on-site $130

CONTACT INFO

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