

General Annual Meeting Information

Meeting Location

The 2012 AAR Annual Meeting, Book Exhibit, and Employment Center will be held at the McCormick Place in Chicago, Illinois.

Registration and Housing

You must be registered for the meeting in order to secure a room in an Annual Meeting hotel at our specially negotiated hotel rates (which are often half the published room rate for the property). When you receive your preregistration information by mail or online, carefully review and follow the instructions in order to secure your housing. Although registration may be completed without submitting your housing request, you are encouraged to submit both together.

Questions about the Call

The work of the Program Unit is coordinated by the Chair(s) and a Steering Committee who design the sessions and make the decisions about which proposals will eventually be on the program. Each proposal is carefully refereed, usually in an anonymous procedure (i.e., without the name of the proposer being provided to the referees). All proposals, abstracts, and completed participant information (as well as any questions you may have) should be sent to the individual(s) named in the Call; this occurs automatically in the [online system \(PAPERS\)](#), which opened February 29.

The deadline for proposal submission is Thursday, March 15

Please inquire with the appropriate Program Unit Chair about the amount of time granted for your presentation and by what date the respondent (if any) must receive your completed paper.

Questions about the Annual Meeting

Concerns of a general nature may be sent to the AAR Executive Office to the attention of the following:

Director of Meetings

825 Houston Mill Road NE

Suite 300

Atlanta, GA 30620

Phone: 404-727-3049

Fax: 404-727-7959

E-mail: This e-mail address is being protected from spambots. You need JavaScript enabled to view it

Guidelines for Submitting Proposals

Step 1: Find a topic in the Call that interests you. Determine which type of proposal you wish to submit.

- Individual paper proposal — A paper written by you that you will present in response to a theme within a Program Unit's Call.

- Prearranged papers session proposal — A proposal for a complete session of different papers on a theme, complete with a presider, paper presentations, and respondent. Presenters in a prearranged paper session must submit their proposals to the paper session organizer, who in turn is responsible for uploading them into [Program Administration Proposal, Review, Evaluation, and Submission System \(PAPERS\)](#)

- Prearranged panel session proposal — A proposal of a complete session, including a presider, list of panelists, and a respondent; all of whom will speak on a common theme.

Step 2: Write your proposal and 150-word abstract. You have 1,000 words to make the case for your proposal. Prearranged paper sessions require a separate 1,000-word proposal for each paper in the session. The abstract will be listed in the online *Program Book*.

Step 3: Submit your proposal via the method requested by the Program Unit no later than **Thursday, March 15**

. A [Participant Form](#)

is required for any proposal submitted outside of the online system. Carefully note any audiovisual equipment you require before you submit your proposal.

Step 4: Notification of your proposal's acceptance status for the Annual Meeting program will be sent by **April 13, 2012.**

Participation Requirements at the Annual Meeting

- Membership is not required to submit a proposal in response to the [Call for Papers](#) . However, all participants accepted to the program must be current (2012) AAR members and registered for the Annual Meeting by June 15, 2012.
- Participants may appear no more than two times in any capacity (e.g., paper presenter, panelist, presider, or respondent). The only exception is a business meeting presider.
- A person can have only one role in a session. You cannot preside and present a paper in the same session.
- People can submit no more than two proposals in response to the Call for Papers. This includes submitting the same proposal to two separate units or two different proposals to two different units.

Wildcard Sessions

Wildcard sessions are intended to be experimental, creative, or exploratory sessions that address an area of interest that does not naturally fall within the purview of an existing Program Unit. These sessions offer members direct access to the Annual Meeting program outside of the normal Program Unit structure.

Guidelines for wildcards:

- All wildcard sessions are ninety-minutes in length and will be scheduled for Sunday afternoon at the Annual Meeting.
- Wildcard sessions are accepted through PAPERS only.
- Wildcard sessions must use one of the prearranged session proposal formats (papers or panel).
- Make sure the wildcard session does not cover an area already covered by an existing Program Unit. If a proposal fits within an established Program Unit's mission, the proposal will be forwarded to that Unit. If a proposal is submitted as a Wildcard session and also to another Program Unit, it will be eliminated from consideration as a Wildcard.

- The Program Committee evaluates all Wildcard proposals. Notification of program acceptance will be announced by **April 13, 2012.**

Ninety-Minute Sessions

The Sunday afternoon schedule for the Annual Meeting program consists of three ninety-minute sessions, scheduled for 1:00–2:30 PM, 3:00–4:30 PM, and 5:00–6:30 PM. The AAR encourages creative and innovative proposals for these sessions. Some possibilities include: restricting a panel to two thirty-minute papers followed by discussion; posting papers in advance to focus on discussion rather than presentation; topical panel discussions; discussion of a book or film; a panel on teaching in the field; or workshop-style sessions. The ninety-minute format is perfect for hosting specialized conversations on an aspect of the field or "teaching" a topic to the audience.

Audiovisual Requests

The AAR recognizes the importance of using digital equipment during presentations. A limited number of meeting rooms are supplied with LCD projectors for connecting to a personal laptop. AAR encourages participants to bring or share a personal or departmental laptop to run any PowerPoint, CD, or DVD presentation. Analog equipment such as overhead projectors, slide projectors, etc., are available to rent at the participant's cost. All AV requests must be received at the time of the proposal. Late requests cannot be accommodated.

Submission Methods

PAPERS

Submit your 1,000-word proposal and 150-word abstract via the [Program Administration Proposal, Review, Evaluation, and Submission System \(PAPERS\)](#) system. NB: Do not place your name or other identifying remarks in the body of the proposal field or abstract field in PAPERS; this may endanger the anonymous review process of the Unit and acceptance of your proposal may be jeopardized.

E-mail

Submit your 1,000-word proposal and 150-word abstract within the BODY of ONE single e-mail to the contacts listed in the unit's call (usually the Chairs). [Click here to open the Participant Form for E-mail Submission](#). Please be sure you use the exact same title on the Participant Form for E-mail Submission as you do on the e-mailed proposal. Proposals received without the participant forms will be disqualified.

Participant forms received without proposals or abstracts will also be disqualified.

If you are requested by the Program Unit to submit a copy to both co-Chairs or Steering Committee members, follow the instructions listed. If no one person is specified, send your complete proposal to either one of the co-Chairs.

E-mail with Attachments

Submit your 1,000-word proposal, 150-word abstract, and Participant Form as attachments in one single e-mail. Please [click here](#) to open the Participant Form for E-mail Attachment Submission for your participant form. Be sure you use the exact same title on the Participant Form for E-mail Submission as you do on the attached proposal you e-mail. Proposals received without the participant forms will be disqualified. Participant forms received without proposals or abstracts will also be disqualified.