

PANEL PROPOSAL

ASEEES 43rd Convention • Washington, DC • November 17–20, 2011

Deadline: January 15, 2011

*Proposals should include **two copies** of the completed Panel Proposal form and **one copy of the one-page c.v. form** for each panelist (see the last page of the call for papers for the c.v. form). Materials should be **mailed** to: Wendy Walker, Convention Coordinator ASEEES, 66 TYLER ROAD, WESTON, MA 02493. Deadline for **receipt** of proposals: **January 15, 2011**. This form is for traditional panels only, with a maximum of three papers plus chair and at least one discussant (maximum of two).*

PANEL TITLE: _____

PANEL CATEGORY (see list of categories on page with submission procedures): _____

EXPLANATION OF PANEL'S THEME:

ORGANIZER: _____ Affiliation: _____
(all panel organizers must be current ASEEES members or foreign non-members)

Address (Home or Office): _____

Phone: _____ Fax: _____ E-mail: _____

CHAIR: _____ Affiliation: _____

Address (Home or Office): _____

Phone: _____ Fax: _____ E-mail: _____

PAPER PRESENTERS (please list in order of presenter, if desired. If you do not specify this, papers will appear by author's last name in alphabetical order)

1. NAME: _____ Affiliation: _____

Address (Home or Office): _____

Phone: _____ Fax: _____ E-mail: _____

Paper Title: _____

2. NAME: _____ Affiliation: _____

Address (Home or Office): _____

Phone: _____ Fax: _____ E-mail: _____

Paper Title: _____

3. NAME: _____ Affiliation: _____

Address (Home or Office): _____

Phone: _____ Fax: _____ E-mail: _____

Paper Title: _____

DISCUSSANTS

1. **NAME:** _____ **Affiliation:** _____

Address (Home or Office): _____

Phone: _____ Fax: _____ E-mail: _____

2. **NAME:** _____ **Affiliation:** _____

Address (Home or Office): _____

Phone: _____ Fax: _____ E-mail: _____

Audiovisual equipment: Normally only projectors and screens can be provided. ASEES will provide up to \$150 worth of equipment; the panel organizer will be charged for A/V equipment exceeding that amount. Affiliate societies are expected to share equally with ASEES the cost of equipment requested for their sponsored panels up to \$150 and, as for all panels, to pay in full for any equipment that exceeds \$150. **Please be specific about types of equipment needed. Please note that we do not provide Power Point / LCD equipment. It is prohibitively expensive. Deadline for A/V requests is July 1, 2011.** A/V equipment needed:

Affiliate organizations: Each affiliate may sponsor only **ONE** panel or roundtable, which will be subject to regular screening by the Program Committee. If this panel is sponsored by a ASEES affiliate, indicate the name of the sponsoring affiliate organization:

Please note: Individuals who agree to participate in a panel assume a professional responsibility to do so and agree to be scheduled during any of the planned sessions. Failure to appear, other than in emergency circumstances communicated in advance to the panel organizer or sent in writing to the national office immediately following the convention, will disqualify defaulters from participating in national convention programs for the next three years.

*I certify that I have informed each participant of the membership and registration requirements and that all participants have agreed to serve on the panel. I have also verified that all participants understand the overall limits on convention participation (no more than **one** paper and no more than **two** panels/roundtables).*

Signature of Organizer: _____ Date: _____