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Deadlines

Proposal review will begin **Friday, March 2**. Because we allow submitters to edit their proposals up until the deadline, we thought it unfair to allow review to happen before this time. **March 19** is the first date on which proposals may be accepted or rejected, and on which participants may be notified. All participants should be notified of acceptance or rejection by **April 2**. All Program Units should complete their session creation by **April 2**.

To begin reviewing proposals, you need to go to [https://papers.aarweb.org](https://papers.aarweb.org).

Logging In

The first page you will come to is the login page. In the box that says **Current and Former AAR Members**, click the button to **Log in with your AAR Account**.

Once you click on the **Log in with your AAR Account** button, you will be taken to AAR’s Central Authentication Service page. Here you may log in with your **AAR Member ID** and your **Password (unless you’ve changed it, this will be your last name)**. Please note that these fields are case-sensitive, so you need to capitalize the first letter of your Member ID and the first letter of your last name. Also note that you cannot use diacritics (such as à or é) in the last name field, so if your last name includes diacritics, please type it with standard Latin characters. Then click the **Log In** button to enter the PAPERS site.
Your Program Unit privileges as chairs and steering committee members are attached to your member ID. If you have forgotten your member ID, please click the link above the box to retrieve it. Do **not** create a temporary account, as you will not be able to review proposals with a temporary account.

**Welcome Page**

Once logged into the site, you are directed to the **Welcome** page.
Click on the **My Proposals** link at the top of the page to be taken to a list of the proposals submitted to your unit(s).

**Rating and Commenting on Proposals**

On the My Proposals page, you should see a list of any proposals you have submitted. Below that, you will see **My Program Unit's Proposals**, which contains all of the proposals submitted to your program unit. (If you do not, please contact support@aarweb.org). Note that there are five columns in this table. The first denotes the computer-generated ID given to each proposal. The second displays the program unit (or cosponsored session) to which it has been submitted. The third is the title of the Proposal. The fourth is the proposal type (paper, papers session, or roundtable session). The fifth column displays ratings. If you have rated a proposal, your rating will be listed in parentheses. If not, you will see (rate). If you have permission to view the average rating of your program unit (which chairs do by default), then you will see that average above your individual rating. If no ratings have been made yet by your steering committee, you will see the words “no rating.”

<table>
<thead>
<tr>
<th>ID</th>
<th>Program Unit</th>
<th>Proposal</th>
<th>Proposal Type</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>(15868)</td>
<td>Ethics Section</td>
<td>Questioning the Capitalist Moment: Ethical Approaches to Economic Justice</td>
<td>Roundtable Session</td>
<td>no rating (rate)</td>
</tr>
<tr>
<td>(15933)</td>
<td>Ethics Section</td>
<td>Are Wriggles Just?: The Ethics of Wriggles on The Wire</td>
<td>Paper</td>
<td>no rating (rate)</td>
</tr>
<tr>
<td>(15826)</td>
<td>Ethics Section</td>
<td>Astro-Ethics and the Greater Earth</td>
<td>Paper</td>
<td>no rating (rate)</td>
</tr>
<tr>
<td>(15870)</td>
<td>Ethics Section</td>
<td>The Pro-Life Paradise: Postmortem P&amp;Ms and the Evangelical Waiver</td>
<td>Paper</td>
<td>no rating (rate)</td>
</tr>
<tr>
<td>Ethics Section and Pentecostal-Charismatic Movements Group and Religion and Migration Group and Religious Conversions Group</td>
<td>Grab Bag</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the name of any proposal to review it. On the right side of the proposal page, you will be asked to rate the proposal on a scale of 1-5 stars. Mouse over the stars and click on the appropriate number to register your rating.
Are Wiretaps Just?: The Ethics of Wiretaps on The Wire

Paper  Created: 03/02/2011

Abstract

The HBO television series The Wire depicts two different modes of policing: the statistical approach vs. the disciplined investigative approach. Baltimore Police Officers Daniels, Freemson, and McNulty consistently conclude that the disciplined investigative approach is better than the statistical approach—which is encouraged by their superiors Officers Burrell and Rawls. The use of wiretaps really helps with the investigative approach, especially as it is presented on The Wire. While the investigative approach represents better policing habits and strategies, the question becomes: are wiretaps moral? The American philosopher Cornel West claims that wiretaps are necessarily unjust. Are they necessarily unjust, or are there just and unjust uses of wiretaps? While taking West's critique seriously, I conclude that there are just and unjust uses of wiretaps. Lester Freemson's character becomes interesting, on The Wire because he displays both just and unjust ways of implementing wiretaps on the streets of Baltimore.

Description

The American public philosopher and outspoken cultural critic, Cornel West, continually makes the claim that the use of wiretaps within the United States are unjust. He is critical of the police's use of wiretaps, and he has shown complete disappointment with President Obama's authorization of warrantless wiretapping for criminal investigations. The HBO television series The Wire is constructed around the use of wiretaps within the Baltimore Police Department. The title of the show, The Wire, reflects how a special unit from the Baltimore Police Department builds their case against drug traffickers through the use of wire taps on their cell phones and neighborhood pay phones. An interesting irony, continuously pointed out in the opening credits, is that one of the younger drug dealers throws a rock into a neighborhood security camera seemingly knocking out police surveillance on this particular "corner." However, as we learn in different ways throughout the television series, the police do not rely on the security cameras overlooking the neighborhood in order to gather the information that they need. Rather, the drug dealers are monitored by the phones in their pockets. In the eleventh episode of the first season, police officers Ervin Burrell and Bill Rawls respond to the shooting of Detective Kima Greggs by ordering raids all across the city of Baltimore. These raids are not to investigate Officer Greggs' shooter but for the purpose of seizing as much of the drug product as possible. Also, neither who gets hurt nor how they get injured matters for Burrell and Rawls. Limitations and rules are no longer applicable. Burrell's explanation involves that the police must let the city know they are taking action in response to the shooting of a detective.

At the bottom of the page, you make any comments you wish. Comments are revisable, and multiple comments are possible as well. So steering committees can use the comments to have a real-time conversation about proposals. After you are finished, please click the Submit button.
Reviewing Papers Sessions

PAPERS displays the papers in Papers Sessions below the abstract and description of the session as a whole. Therefore, you need to make sure that your steering committee members are reviewing the individual papers within papers sessions as well as reading the session description and the abstract.

Here’s what a Papers session looks like:

**Race and Global Renewal: Mulattic Tongues and Hybridic Imaginations to the Ends of the Earth**

**Abstract**

The contemporary global pentecostal-charismatic renewal began as an interracial and multiracial movement in the early twentieth century and has expanded and permeated across nations, cultures, languages, and ethnicities. Global renewal is also constituted by modern technology, late modern capitalism, and an emerging global mentality with keen ties to the Anglo-American West. Within this matrix, renewalists, renewal theologians, and scholars of the global renewal have neither sufficiently theorized nor theologized about the meaning of race. The recent proposals of three theologians at a conference at Duke University – J. Kameron Carter, Willie James Jennings, and Brian Blanton – all intersect with pentecostal-charismatic theological themes and concerns and thus beg for extended reflection in relationship to renewal Christianity. This panel engages issues of race in global renewal perspective in critical conversation with these Duke theologians.

**Description**

Without a doubt, the contemporary global pentecostal-charismatic renewal began as an interracial and multiracial movement in the early twentieth century and, over the course of the next hundred years, expanded and permeated across nations, cultures, languages, and ethnicities. Equally certain, global renewal is constituted by modern technology, late modern capitalism, and an emerging global mentality with keen ties to the Anglo-American West. Within this matrix, renewalists, renewal theologians, and scholars of the global renewal have neither sufficiently theorized nor substantially theologized about the meaning of race for renewal movement in particular and the emerging Christianity of the global South in general.

But if you scroll down, you see the papers it contains below the Description:
Beyond Whiteness: An Anti/Post-White Liberation Reading of the Exodus and Conquest of Canaan

Abstract

Israel’s exodus from Egypt is a central story for liberating theologies, and I argue that it could be a way for people who have been raced as White to “inhabit the world beyond the theological problem of whiteness” (Cartier, Race). I offer an anti-whiteness/post-white liberation reading of the Exodus and Conquest as one and for those raced as White. I struggle with this story as a person raced for privilege who seeks to resist and exit that racism. Are there stories oppressed who cease oppressing and who are discontented and then reoriented in solidarity with those oppressed by the White systems of domination? Are there stories raced as White that seek Whiteness? As a North American Pentecostal social activist raced as White, I explore “Pharaoh as the WhiteManGodFather (who must die),” “Racing, Raising, and Raising Moses as White,” “The Resurrected White Male and the Conquest of Canaan,” and “The Canaanite Jewish Jesus saved by the Canaanite Woman”—all in context of the so-called “Memphis Miracle” and in light of the "pentecostal" gestures of the Duke theologians of race.

Description

Israel’s exodus from Egypt is a central story for liberating theologies, and I argue that it could be a way for people who have been raced as White to “inhabit the world beyond the theological problem of whiteness” (Cartier, Race). I offer an anti-whiteness/post-white liberation reading of the Exodus and Conquest as one and for those raced as White. I struggle with this story as a person raced for privilege who seeks to resist and exit that racism. Are there stories oppressed who cease oppressing and who are discontented and then reoriented in solidarity with those oppressed by the White systems of domination? Are there stories raced as White that seek Whiteness? As a North American Pentecostal social activist raced as White, I explore “Pharaoh as the WhiteManGodFather (who must die),” “Racing, Raising, and Raising Moses as White,” “The Resurrected White Male and the Conquest of Canaan,” and “The Canaanite Jewish Jesus saved by the Canaanite Woman”—all in context of the so-called “Memphis Miracle” and in light of the “pentecostal” gestures of the Duke theologians of race.
Steering committee members need not rate and comment on each individual paper (although they may do so), but they at least need to read each paper's abstract and description in order to get a full sense of the merit of the session as a whole.

**Anonymity and Ratings/Comments Visibility Settings**

Program unit chairs will *always* see the ratings and comments made by the steering committee. Steering committee members may or may not see each other's ratings and comments. I have set these by default to the same settings each program unit has last year. **All cosponsored sessions have been set to completely anonymous, and steering committee members may not see each other's ratings and comments.** These options may be changed by chairs. If you are a PUC and wish your steering committee to see each other's comments, click on the name of your Program Unit next to any proposal in the list and then click the **Edit** tab. On the Edit page, you will be able to set the visibility of both proposer names and steering committee ratings and comments.

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**Submitting Proposals on Behalf of Someone Else**

Chairs have the ability to submit proposals on behalf of another user. So for those of you who have proposals that were emailed to you, you may submit them into the system. Here is how:

Under **My Proposals**, you can see that you now have a **Create New Proposal** button. Click there to submit a proposal on behalf of someone else.
On the Create Proposal page, the first field you see will be labeled Submitter. You will need to fill in the six-digit AAR ID number for the person on whose behalf you are submitting a proposal, so please be sure to have that information. The person does not have to be a current 2017 member to have a valid ID, but they must have been an AAR member at some time in the past.

If the submitter does not remember their ID, you may direct them to the Lost Member ID function at https://www.aarweb.org/user/recover.

If the person on whose behalf you are submitting the proposal has an old e-mail address in the system, please let me know and I can look it up for them. Similarly, if he/she has never been an AAR member, please let me know, and I can create an account in the PAPERS system for them.
Editing, Forwarding, and Sharing Proposals

If you feel that a proposal is not applicable to your unit, but you wish to forward it to another unit, or if you want to move a proposal from a solo session to a cosponsored session or vice versa, simply click on the title of the proposal and then click on the Edit tab. Then delete your unit from the Program Units box and start typing in the name of the new unit. Select the new unit in the dropdown.

Scroll down to the bottom of the screen, and hit the button. Then scroll down to the bottom of the second page and click . The proposal will then be transferred to another unit.

If you wish to retain the proposal for your unit, but wish to share it with another interested unit as well, just type the unit name in the second box.

Program unit chairs have full privileges to edit proposals within their program unit, including altering abstracts, adding or removing participants and papers, or deleting proposals entirely. Please use this power responsibly. Changes and deletions are not easily reversed.

Co-sponsored Sessions

Each Unit may have a cosponsored session in addition to its normal allotment of sessions. Seminars are not permitted to have cosponsored sessions. Cosponsored sessions count as each unit’s extra session.

A unit receives only one extra session for cosponsoring. Thus, if a program unit has two regular sessions, it will receive a third session if it cosponsors. If the unit cosponsors a second session, that session is considered one of the regular two sessions (i.e., the unit does not receive a fourth session).

We have pre-populated any possible co-sponsored sessions that you mentioned in your calls, and even tried to coordinate some ahead of time where we saw overlap in your calls. Inevitably, though, some Program Units will want to arrange co-sponsored sessions that we did not pre-populate. Because co-sponsored sessions are set up as separate program units, I will need to set these up in the system, so please contact me at annualmeeting@aarweb.org to arrange for this.
Accepting a Proposal

If you wish to accept a proposal, you simply click the **Accept Proposal** button. You will see a popup window asking you to confirm. If you are sure you wish to accept the proposal, click **Ok**.

Notification

When you accept a proposal, the following automatic e-mail will be sent to the submitter of the proposal:

Dear [Participant_name],

Congratulations! The [Program_unit_name] Unit has accepted the session [Proposal_title] for the **2018 meeting of the American Academy of Religion**. You are listed as a [Participant_role].

All Annual Meeting participants must be current AAR members and be registered for the **Annual Meeting by June 30**. If you are not currently a member of the AAR, please visit our **membership page** to join or renew. Registration for the Annual Meeting will open in early April. Register by May 17 to receive the Super Saver discount!
If you have any questions about the session or the program unit, please contact the Program Unit Chairs:

[Chair_list]

Thanks very much for your hard work and contribution to the Annual Meeting.

Sincerely,
Robert Puckett, PhD
Director of Meetings
rpuckett@aarweb.org

All participants listed within a proposal will receive this message, not just the person who submitted it. Since the message is an auto-generated form letter, you may want to additionally contact the submitter and/or the other participants with a personal message. You can do that by clicking on their email addresses on the View screen (which will be visible once you accept the proposal).

Proposals Submitted to Multiple Units

*If the proposal was submitted to more than one unit, that unit must reject the proposal before you may accept it. Your Accept Proposal button will be grayed out in that case.*

We anticipate collegial resolution of the disposition of good proposals. *Precedence should be given to the submitter’s first choice of program unit, but if this is in doubt, please contact him/her/them directly.*

New Schedule and Session Allotments

This year we are rolling out a new schedule that will feature the traditional 2.5-hour sessions in the morning and 2-hour and 90 minute sessions in the afternoons. This new model will offer more flexibility to chairs in how you design your programs and more flexibility to the AAR in scheduling. The schedule will be:

<table>
<thead>
<tr>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am-11:30 am (2.5 hours)</td>
<td>9:00 am-11:30 am (2.5 hours)</td>
</tr>
<tr>
<td>1:00 pm-3:00 pm (2 hours)</td>
<td>1:00 pm-3:00 pm (2 hours)</td>
</tr>
</tbody>
</table>
Each Program Unit can choose how to use its session allotment:
Option A grants longer sessions
Option B grants more, shorter sessions

You can see your Unit’s session allotment on your Program Unit page. Go to https://papers.aarweb.org/program_units and click on your Unit in the list. There you’ll see one of five “tiers” under Session Allotment:

**Tier 1**
*Choose between one of the following options:*
  - One 2.5 hour session
  - Or Two 90 minute sessions

**Tier 2**
*Choose between one of the following options:*
  - One 2 hour session and two 90 minute sessions
  - Or One 2.5 hour session and one 2 hour session

**Tier 3**
*Choose between one of the following options:*
  - One 2 hour session and three 90 minute sessions
  - Or One 2.5 hour session, one 2 hour session and one 90 minute session

**Tier 4**
*Choose between one of the following options:*
  - One 2.5 hour session, one 2 hour session, and three 90 minute sessions
  - Or Two 2.5 hour sessions, one 2 hour session, and one 90 minute session

**Tier 5**
*Choose between one of the following options:*
  - One 2.5 hour session, one 2 hour session, and five 90 minute sessions
  - Or Two 2.5 hour sessions, one 2 hour session, and three 90 minute sessions

You will also see this on the My Proposals page at https://papers.aarweb.org/my_proposals. There you will see a table labeled My Program Unit’s Allotments, which shows your choices by
tier, and how many sessions of each length you have accepted.

<table>
<thead>
<tr>
<th>Program Units</th>
<th>Accepted</th>
<th>Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion in South Asia Unit</td>
<td>This program unit has not accepted any sessions.</td>
<td>One 2.5 hour session, one 2 hour session, and five 90 minute sessions Or Two 2.5 hour sessions, one 2 hour session, and three 90 minute sessions</td>
</tr>
</tbody>
</table>

You may choose between the first option set or the second but not both. An additional 90-minute session allotment is granted to all program units for the first co-sponsored unit that they are participating in.

There is no step in the acceptance process to choose between these two allotment options – PAPERS will just keep track of how many sessions of each length you accept and then allow or disallow acceptance of additional sessions based on this.

Let's play this out with a Tier 5 Unit to demonstrate:

First let’s accept one 90-minute session:

<table>
<thead>
<tr>
<th>Program Units</th>
<th>Accepted</th>
<th>Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion in South Asia Unit</td>
<td>1 session of length 90 Minutes</td>
<td>One 2.5 hour session, one 2 hour session, and five 90 minute sessions Or Two 2.5 hour sessions, one 2 hour session, and three 90 minute sessions</td>
</tr>
</tbody>
</table>

You may choose between the first option set or the second but not both. An additional 90-minute session allotment is granted to all program units for the first co-sponsored unit that they are participating in.

Now a 2-hour session:

<table>
<thead>
<tr>
<th>Program Units</th>
<th>Accepted</th>
<th>Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion in South Asia Unit</td>
<td>1 session of length 90 Minutes 1 session of length 2 hours</td>
<td>One 2.5 hour session, one 2 hour session, and five 90 minute sessions Or Two 2.5 hour sessions, one 2 hour session, and three 90 minute sessions</td>
</tr>
</tbody>
</table>

You may choose between the first option set or the second but not both. An additional 90-minute session allotment is granted to all program units for the first co-sponsored unit that they are participating in.

And another 90-minute session:

<table>
<thead>
<tr>
<th>Program Units</th>
<th>Accepted</th>
<th>Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion in South Asia Unit</td>
<td>2 sessions of length 90 Minutes 1 session of length 2 hours</td>
<td>One 2.5 hour session, one 2 hour session, and five 90 minute sessions Or Two 2.5 hour sessions, one 2 hour session, and three 90 minute sessions</td>
</tr>
</tbody>
</table>

You may choose between the first option set or the second but not both. An additional 90-minute session allotment is granted to all program units for the first co-sponsored unit that they are participating in.
Now we’ll accept a (90-minute) co-sponsored session. Note how the allotments increase by one 90-minute session when we do this:

My Program Unit’s Allotments

<table>
<thead>
<tr>
<th>Program Units</th>
<th>Accepted</th>
<th>Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Religion in South Asia Unit</strong></td>
<td>3 sessions of length 90 Minutes, 1 session of length 2 hours</td>
<td>One 2.5 hour session, one 2 hour session, and six 90 minute sessions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or Two 2.5 hour sessions, one 2 hour session, and four 90 minute sessions</td>
</tr>
</tbody>
</table>

You may choose between the first option set or the second but not both. An additional 90-minute session allotment is granted to all program units for the first co-sponsored unit that they are participating in.

My Program Unit’s Proposals

<table>
<thead>
<tr>
<th>ID</th>
<th>Program Unit</th>
<th>Proposal</th>
<th>Proposal Type</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>(79951)</td>
<td><strong>CO-SPONSORED SESSION: Buddhism Unit and Religion in South Asia Unit</strong></td>
<td>The Buddha and the Banyan Tree: Hindu Assumptions of Buddhist Traditions</td>
<td>Papers Session</td>
<td>no rating</td>
</tr>
</tbody>
</table>
DECISION POINT! We can either accept a final 2.5-hour session or two more 90-minute sessions. We decide that two more 90-minute sessions will work better for our Unit. So we accept a fifth one:

<table>
<thead>
<tr>
<th>Program Units</th>
<th>Accepted</th>
<th>Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion in South Asia Unit</td>
<td>5 sessions of length 90 Minutes, 1 session of length 2.5 hours, 1 session of length 2 hours</td>
<td>One 2.5 hour session, one 2 hour session, and six 90-minute sessions, Or Two 2.5 hour sessions, one 2 hour session, and four 90 minute sessions</td>
</tr>
</tbody>
</table>

You may choose between the first option set or the second but not both. An additional 90-minute session allotment is granted to all program units for the first co-sponsored unit that they are participating in.

And then a sixth one:

<table>
<thead>
<tr>
<th>Program Units</th>
<th>Accepted</th>
<th>Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion in South Asia Unit</td>
<td>6 sessions of length 90 Minutes, 1 session of length 2.5 hours, 1 session of length 2 hours</td>
<td>One 2.5 hour session, one 2 hour session, and six 90 minute sessions, Or Two 2.5 hour sessions, one 2 hour session, and four 90 minute sessions</td>
</tr>
</tbody>
</table>

You may choose between the first option set or the second but not both. An additional 90-minute session allotment is granted to all program units for the first co-sponsored unit that they are participating in.

ALL DONE!

Accepting Co-sponsored Sessions

Please consult with the co-sponsoring chairs before accepting cosponsored sessions, as it will count against both of your session allotments (but cosponsoring gives you one extra 90-minute session each).

Accepting Roundtable Sessions and Papers Sessions

If you are accepting a Roundtable Session or a Papers Session Proposal, you will get a pop-up message asking you to add Estimated Attendance, Room Style, and Session Length before you can accept the proposal.
To do so, you will need to click the **EDIT** tab and scroll down to the **Program Unit Options** section. There you can designate the session as your business meeting if you wish, and add the required Estimated Attendance, Room Style, and Session Length.

- **Business Meeting**
  *All ongoing program units must schedule a business meeting.* Please check the box for the session that will include your business meeting.

- **Estimated attendance**
  It is vital for us to know how many people to expect in a given session so that we can place it in an adequately sized room. Although we know this can be difficult to predict, please give us your best guess. An average AAR session audience is between 50-100 people.

- **Room style**
  The standard room set with rows of chairs and a head table for presenters is a theater set. A conference set is a large table surrounded by chairs. This is typically only used by seminars.

- **Session Length**
  Choose whether this session will be 2.5 hours, 2 hours, or 90 minutes. Please choose carefully, as this affects the number and length of other sessions you can accept.

- **Schedule Preference**
  Next you can select your scheduling preference for the session.
Indicate any special needs including any requests for scheduling (e.g. Sabbath observance or persons with disabilities). When listing other sessions to avoid in scheduling, please be specific about the units or topics to be avoided (i.e. Buddhism Unit’s session on “Theravada Buddhism in Sri Lanka” rather than “anything about Buddhism”) and list them in priority order. All Units that are Tier 3, Tier 4, or Tier 5 are required to designate one session for Tuesday morning. All Units that underwent review in 2017 are likewise required to designate one session for Tuesday morning. Finally, any unit granted an extra session by petitioning the Program Committee is also required to hold a Tuesday morning session.

Then scroll down, click , scroll to the bottom of the second page, and click . Once you are taken back to the View screen for the proposal, you can then accept the session.

Adding, Removing, or Editing Participants

If you need to add, edit, or remove any participants, you should accept the session first. Then click the tab, scroll down, and click to go to the second page of the proposal. If you need to add participants to the session (i.e., add a presider, panelist, respondent, or business meeting presider), use the button at the bottom of the section. Enter the first name, last name, institution, email address, and position of the participant. If this session includes your business meeting, you must name a business meeting presider.
To remove a participant, just use the **Remove Participant** link above their name. To edit participants, simply erase the content of the field that you wish to edit and replace it with the edited content.

**To Reject a Proposal**

To reject a proposal, click on the title of the proposal under **My Program Unit's Proposals** and you will be taken to the View page. Then simply click the **Reject Proposal** button. You will get a pop-up box to double-check. If you are sure you wish to reject this proposal, click **Ok**.

The submitter will then receive the following auto-generated e-mail:

Dear [Participant_name],

Thank you for the submission of "[Proposal_title]" session for inclusion in the 2018 Annual Meeting of the American Academy of Religion. You are listed as a [Participant_role] in this session.

Unfortunately, we are not able to include this proposal in our planning this year. I hope you will continue to be active in the work of the Academy and that you plan to attend our sessions at this year's Annual Meeting.

Although we have not accepted your proposal for the national AAR Annual Meeting, we would encourage you submit your proposal to one of the regional meetings. Information about regional meetings can be found [here](#).

The Program Unit Chairs who reviewed your proposal may, at their discretion, follow up with additional feedback or suggestions within the next few days. If you have any questions regarding the review process or suggestions for next year's process, you may contact them. You can find their contact information [here](#).
Thank you again for the work you put into your proposal.

Sincerely,
Robert Puckett, PhD

Director of Meetings
rpuckett@aarweb.org

All participants listed in the proposal, not just the submitter, will receive the email. Since the message is an auto-generated form letter, you may want to additionally contact the submitter and/or the other participants with a personal message or feedback on their proposal. You can do that by clicking on their email addresses on the View screen (which will be visible once you accept the proposal).

After you accept or reject each proposal, you will note that the background in the My Program Unit’s Proposals will turn green (for accepted) or red (for rejected) for each proposal. This way you can keep track of the status of each proposal at a glance.

If you wish to rescind a rejection, contact Robert Puckett at rpuckett@aarweb.org.
SESSION CREATION

Creating a Papers Session

The first step is to create a new Papers Session. On the My Proposals page, click the button to Create New Proposal.

Once on the Create Proposal page, select Papers Session.

Then select your program unit, by typing the name of the unit, or any keywords in the name, and then select the appropriate unit from the dropdown menu that appears.

Session Title, Description, and Abstract

Next provide the title of your session.

Within the proposal description, simply type some dummy text. We won't need this field for your session, but the system requires at least one character in the field.
Then enter an abstract of 150 words or less for the session (to be published in the online Program Book).

Program Unit Options

- **Business Meeting**
  
  *All ongoing program units must schedule a business meeting.* Please check the box for the session that will include your business meeting.

- **Estimated attendance**
  
  It is vital for us to know how many people to expect in a given session so that we can place it in an adequately sized room. Although we know this can be difficult to predict, please give us your best guess. An average AAR session audience is between 50-100 people.

- **Room style**
  
  The standard room set with rows of chairs and a head table for presenters is a theater set. A conference set is a large table surrounded by chairs. This is typically only used by seminars.

- **Session Length**
  
  Choose whether this session will be 2.5 hours, 2 hours, or 90 minutes. Please choose carefully, as this affects the number and length of other sessions you can accept.
• **Schedule Preference**
Next you can select your scheduling preference for the session.

Indicate any special needs including any requests for scheduling (e.g. Sabbath observance or persons with disabilities). When listing other sessions to avoid in scheduling, please be specific about the units or topics to be avoided (i.e. Buddhism Unit’s session on “Theravada Buddhism in Sri Lanka” rather than “anything about Buddhism”) and list them in priority order.
Tagging

Submitters and Program Unit Chairs can “tag” their sessions (and even papers within their sessions) with keywords that will then be searchable in the Online Program Book. These keywords will not be displayed, but the session will be returned on any search for the keyword tag. To add a tag begin typing and select a tag from the list. If you can’t find a tag that meets your needs simply type in a new tag. You may select multiple tags by separating your entries with a comma.

Adding Participants to Your Papers Session Proposal

You will need to click Next > and go to the second page of the proposal in order to enter information about some of the participants in your papers session. You must list at least one presider. You may also add a respondent. We will add papers to the session in a subsequent step, so please do not enter paper authors here.

You will be adding participants through the AAR’s membership database. Anyone who has ever been a member of the AAR is in this database – it is not restricted to current 2018 members, so please use this method of adding participants first.
Begin typing their last name, first name and then select the appropriate person from the dropdown menu.

Once you have done so, their Last Name, First Name, and Institution will be filled in automatically.
If you cannot find the person you are looking for in the AAR membership database, click the checkbox to the right of the Member Lookup box. This will allow you to fill in the Last Name, First Name, Institution, and Email address manually.

Audiovisual Requirements

Next you may request audiovisual equipment. The AAR makes available a limited number of meeting rooms equipped with LCD projectors and screens, as well as audio capabilities within the presentation rooms. Recognizing that the majority of Annual Meeting audiovisual presentations involve PowerPoint or Keynote, the AAR furnishes equipment to support this software. AAR does not provide computers. We encourage participants to bring their personal or departmental laptops, or to communicate with members of the same session in order to share computers.

Participants must submit a request for equipment along with their proposal. If accepted, the request is forwarded to the AAR executive office, and the session will be scheduled in a room with AV capabilities. The executive office will make every effort to honor the AV requests received at the time of the proposal. Any requests made by paper proposers will be brought into the Papers session when you add the paper to the session (below), so you do not have to manually add AV requests.
Sabbath Observance

Next let us know about scheduling issues related to religious observance. Any Sabbath requests made by paper proposers will be brought into the Papers session when you add the paper to the session (below), so you do not have to manually add Sabbath requests, except for presiders or respondents.

Accessibility Requirements

If you have any accessibility requirements in order to make your presentation, please let us know so that we can accommodate your needs. Any accessibility requests made by paper proposers will be brought into the Papers session when you add the paper to the session (below), so you do not have to manually add accessibility requests, except for presiders or respondents.

Accepting the Papers Session

When you have completed your session, click the button at the bottom of the page. Then on the View page, click the Accept Proposal button. You will see a popup window asking you to confirm. If you are sure you wish to accept the proposal, click Accept. You must accept a session before you can add papers to it.
Assigning Papers to a Papers Session

To add papers to your papers session, you must first accept the papers. Then click on the papers session to which you would like to add the paper(s). In the right sidebar, click the button to Add Existing Paper(s). You will then be taken to the Add Existing Papers tab. All papers that have been accepted by your Program Unit and have not already been assigned to a papers session are available to add. Just click the checkbox next to the paper(s) to be added to the session and click the Add Papers button at the bottom of the form.

Ordering Papers

To place the papers in your session in the order in which you wish them to appear in the Program Book, use the Order Papers tab. Use the dropdown menus in the left column to order the papers as you wish and then click Order Papers.
Creating a Roundtable Session

If your unit is hosting a pre-arranged Roundtable Session, you will have to create it in PAPERS. On the My Proposals page, click the button to Create New Proposal.

Once on the Create Proposal page, select Roundtable Session.

Then select your program unit, by typing the name of the unit, or any keywords in the name, and then select the appropriate unit from the dropdown menu that appears.

Session Title, Description, and Abstract

Next provide the title of your session.

Within the proposal description, simply type some dummy text. We won’t need this field for your session, but the system requires at least one character in the field.
Then enter an abstract of 150 words or less for the session (to be published in the online Program Book).

Program Unit Options

- **Business Meeting**
  *All ongoing program units must schedule a business meeting.* Please check the box for the session that will include your business meeting.

- **Estimated attendance**
  It is vital for us to know how many people to expect in a given session so that we can place it in an adequately sized room. Although we know this can be difficult to predict, please give us your best guess. An average AAR session audience is between 50-100 people.

- **Room style**
  The standard room set with rows of chairs and a head table for presenters is a **theater** set. A conference set is a large table surrounded by chairs. This is typically only used by seminars.

- **Session Length**
  Choose whether this session will be 2.5 hours, 2 hours, or 90 minutes. Please choose carefully, as this affects the number and length of other sessions you can accept.
Schedule Preference
Next you can select your scheduling preference for the session.

Indicate any special needs including any requests for scheduling (e.g. Sabbath observance or persons with disabilities). When listing other sessions to avoid in scheduling, please be specific about the units or topics to be avoided (i.e. Buddhism Unit’s session on “Theravada Buddhism in Sri Lanka” rather than “anything about Buddhism”) and list them in priority order.
Tagging

Submitters and Program Unit Chairs can “tag” their sessions (and even papers within their sessions) with keywords that will then be searchable in the Online Program Book. These keywords will not be displayed, but the session will be returned on any search for the keyword tag. To add a tag begin typing and select a tag from the list. If you can’t find a tag that meets your needs simply type in a new tag. You may select multiple tags by separating your entries with a comma.

Adding Participants to Your Roundtable Session Proposal

You will need to click \( \text{Next >} \) and go to the second page of the proposal. Here you will \text{enter} information about the participants in your roundtable. \text{You must list at least one presider and one panelist.} You may also add a respondent \text{if you so choose.} \text{You may click the button to create another blank set of forms entry fields until you have added all of the participants on your panel.}

You will be adding participants through the AAR’s membership database. \text{Anyone who has ever been a member of the AAR is in this database – it is not restricted to current 2018 members, so please use this method of adding participants first.}
Begin typing their last name, first name and then select the appropriate person from the dropdown menu.

Once you have done so, their Last Name, First Name, and Institution will be filled in automatically.
If you cannot find the person you are looking for in the AAR membership database, click the checkbox to the right of the Member Lookup box. This will allow you to fill in the Last Name, First Name, Institution, and Email address manually.

Audiovisual Requirements

Next you may request audiovisual equipment. The AAR makes available a limited number of meeting rooms equipped with LCD projectors and screens, as well as audio capabilities within the presentation rooms. Recognizing that the majority of Annual Meeting audiovisual presentations involve PowerPoint or Keynote, the AAR furnishes equipment to support this software. AAR does not provide computers. We encourage participants to bring their personal or departmental laptops, or to communicate with members of the same session in order to share computers.

Participants must submit a request for equipment along with their proposal. If accepted, the request is forwarded to the AAR executive office, and the session will be scheduled in a room with AV capabilities. The executive office will make every effort to honor the AV requests received at the time of the proposal.
Sabbath Observance

Next let us know about scheduling issues related to religious observance.

Accessibility Requirements

If you have any accessibility requirements in order to make your presentation, please let us know so that we can accommodate your needs.

Accepting the Roundtable Session

When you have completed your session, click the button at the bottom of the page. Then on the View page, click the button. You will see a popup window asking you to confirm. If you are sure you wish to accept the proposal, click .
Policies Concerning Participation in the Annual Meeting

Because the Annual Meeting is a convention of members, program participants must be current members of AAR by June 30. Current membership for Annual Meeting participation means having paid in full the membership dues for the same calendar year as that of the Annual Meeting. When possible, the Director of Meetings will inform program unit chairs of such cases in order to allow the chair time to remind the proposed participant to become a current member or to make alternative arrangements for the session.

Further, all Annual Meeting participants must register for the Annual Meeting by June 30. Participants not registered by June 30 will have their name removed from the Program Book. N.B. Participants must be registered for the meeting at the appropriate regular, student, or retired member rate, rather than the spouse/partner rate. The spouse/partner rate is intended for those attendees who would not otherwise come to the Annual Meeting.

To ensure that individual members have maximum accessibility to program slots, members may not be on the program more than two times. Business meeting presiders may appear thrice. If the Director of Meetings discovers a member is slated to participate more than two times during the processing of session forms, the office will contact the member and the affected program units. The member will be asked to drop one or more sessions and to notify the proper program unit chairs of their decision. All sessions must have a presider, and presiders should not deliver a paper in a session over which they preside. Similarly, respondents may not deliver a paper in a session in which they will also respond. Nor can a presider act as a respondent.

Special Invitations

Requests to invite a nonmember whose field is not religion and who is not located within a religion department or program should be submitted through the web form at https://aar.wufoo.com/forms/aar-membershipannual-meeting-registration-waiver/ as soon as possible, but no later than April 30 of the meeting year.

Typically, the program unit chair sends an email request and gets a response within a day. Authorization must precede the extending of an invitation to a nonmember. In the web form, please include a brief rationale for the exception. A nonmember whose field is religion must become a member to participate at the Annual Meeting. Participants from developing nations are exceptions to this requirement. Keep in mind that membership waivers do not necessarily imply waivers of registration for the Annual Meeting.

If you encounter any problems or have any suggestions, please email us at support@aarweb.org. We will do everything we can to help you.