# Table of Contents

- Deadlines ........................................................................................................................................... 2
- REVIEWING, RATING, AND COMMENTING ON PROPOSALS ............................................................ 2
- Logging In ........................................................................................................................................... 2
- Viewing Your Unit’s Proposals ............................................................................................................ 3
- Rating a Proposal ................................................................................................................................. 4
- Commenting and Saving ....................................................................................................................... 4
- FOR CHAIRS: ACCEPTING AND REJECTING PROPOSALS ............................................................. 5
- Proposals Submitted to Multiple Units ................................................................................................. 5
- Accepting or Rejecting a Proposal ....................................................................................................... 6
- Accepting Co-sponsored Sessions ....................................................................................................... 8
- Notification ........................................................................................................................................... 8
- Editing, Forwarding, and Sharing Proposals ....................................................................................... 9
- FOR CHAIRS: SESSION CREATION ................................................................................................. 9
- Co-sponsored Sessions ......................................................................................................................... 9
- Schedule and Session Allotment ........................................................................................................ 10
- Adding, Removing, or Editing Participants .......................................................................................... 10
- Select Session Type ............................................................................................................................. 10
- Session Title, Description, and Abstract ............................................................................................ 11
- Assigning Papers to a Papers Session ................................................................................................. 12
- Adding Participants to Your Proposal ................................................................................................. 12
- Audiovisual Requirements .................................................................................................................. 13
- Religious Observance ........................................................................................................................ 14
- Accessibility Requirements ................................................................................................................ 14
- Tagging ............................................................................................................................................... 15
- Policies Concerning Participation in the Annual Meeting ................................................................. 15
- Special Invitations .............................................................................................................................. 16
Deadlines

Tuesday, March 14 - Proposal review will begin
Wednesday, March 29 – First day proposals may be accepted or rejected
Monday, April 10 - All participants should be notified of acceptance or rejection
Friday, April 14 - All Program Units should complete their session creation

REVIEWING, RATING, AND COMMENTING ON PROPOSALS

From Tuesday March 14th to Tuesday March 28, 2023

Logging In

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

The first page you will come to is the log-in page.

Click on the “Log In with your AAR Account” button, you will be taken to the AAR’s main login page.

Here, you log in with your email address and your password. Then click the “Sign In” button to enter the PAPERS site.
Once logged on to the site, you are directed to the Welcome page. Click on the My Proposals tab at the top of the page.

Viewing Your Unit’s Proposals

On the My Proposals page, you should see a list of any proposals you have submitted. To see the Proposals submitted to your Program Unit, click on the My Program Units tab. (If you do not see your Unit(s) or their proposals appear, please contact papers_support@aarweb.org).

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Session type (paper, papers session, or roundtable session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 2</td>
<td>Title of the proposal</td>
</tr>
<tr>
<td>Column 3</td>
<td>Proposed session length (90-minute, 2-hour)</td>
</tr>
<tr>
<td>Column 4</td>
<td>Decision status of the proposal</td>
</tr>
<tr>
<td>Column 5</td>
<td>Average ratings</td>
</tr>
</tbody>
</table>
Rating a Proposal

If you have not rated the proposal and would like to review it, click on the proposal title in blue and it will take you to the proposal.

Here, you will see the stars showing the average rating, your rating (or “None” if you have not rated yet), and the number of votes submitted. Reject/Accept proposal options are reserved for Unit Chairs to indicate the final decision on the proposal starting on March 29th.

To input your own rating, mouse over the stars and click on the appropriate number to rate the proposal on a scale of 1-5 stars.

Commenting and Saving

At the bottom of the page, you make any comments you wish. Comments are revisable, and multiple comments are possible as well. Steering committees can use the comments
to have conversations about proposals. After you are finished, click on the button.

FOR CHAIRS: ACCEPTING AND REJECTING PROPOSALS
Wednesday March 29th-Monday April 10, 2023

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 greyed out.

Chairs, below the Proposal Title section, you will see the Program Unit section. This will show you the other Unit (if any) the proposal was submitted to.

Program Unit
Mysticism Unit

Also Submitted to:
Western Esotericism Unit

We anticipate collegial resolution of the disposition of good proposals. Preference should be given to the submitter's first choice of program unit. The number preceding the Units listed indicate the order preference. If this is in doubt, please contact the submitter directly.

<table>
<thead>
<tr>
<th>Submitted to Program Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Mysticism Unit</td>
<td>In Review</td>
</tr>
<tr>
<td>2: Body and Religion Unit</td>
<td>In Review</td>
</tr>
</tbody>
</table>
Accepting or Rejecting a Proposal
The first day to accept or reject proposals is Wednesday, March 29, 2023. The last day to accept or reject is April 10th. If you wish to accept or reject a proposal, you simply click the corresponding Proposal option.

You will be taken to a page that asks “Are you sure you want to accept/reject the [Name of Proposal] proposal?”. If you are sure you wish to proceed, click the accept/reject button to confirm.

Accepting Roundtable Sessions and Papers Sessions
If you are accepting a Roundtable Session or a Paper Session Proposal, you will get a warning message asking you to add Estimated Attendance, Room Style, and Session Length before you accept the proposal.

To do so, you will need to click Edit Session under the title of the proposed session, or the word here in the warning. You will then scroll down to the Program Unit Options section.
• **Business Meeting**

*All ongoing Program Units must schedule a business meeting.* Please check the box for the session that will include your business meeting. If this session includes your business meeting, you must name a business meeting presider.

• **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 hours or 90 minutes.

• **Schedule Preference**

You can select your scheduling preference for the session from a dropdown list of session times. This section will appear after you have selected a section length.
• **Avoid Conflicts with these Sessions**
  You can list other sessions to avoid timing overlap. Please list them in priority order and make note of the sessions to avoid in the Scheduling Comments as well.

• **Scheduling Comments**
  Indicate any special needs including any requests for scheduling (e.g. religious observance or person 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 Tier 2 Units that underwent review in 2021 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.

You will then scroll down, and click **Save**. Once you are taken back to the View screen for the proposal, you can then accept the session.

**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 two-hour session each).

**Notification**
When you accept or reject a proposal, an automatic e-mail will be sent to the submitter of the proposal. 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).
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 that already exists or vice versa, simply click on the title of the proposal and then click on the Edit Session link under the proposal title. Then delete your Unit from the Program Units box and start typing in the name of the other Unit(s). Select the new Unit in the dropdown.

If adding a Unit or cosponsorship requires you to remove a Unit that is not yours, you will need to contact papers_support@aarweb.org to request these changes. Please make sure to include the proposal title, the Units originally attached, and the Unit(s)/cosponsorship you would like the proposal attached to.

*Note: When forwarding a proposal to a cosponsorship, all ratings and comments will be lost. The same applies for forwarding a proposal to a single unit from a cosponsorship. Scroll down to the bottom of the screen and hit the Save button.

FOR CHAIRS: SESSION CREATION
Wednesday March 29th-Monday April 14, 2023
Co-sponsored Sessions
Each Unit receives one extra two hour session in addition to its normal allotment of sessions if it cosponsors a session. Seminars are generally not permitted to have cosponsored sessions.

Some Program Units will want to arrange co-sponsored session that were not already created. Because co-sponsored sessions are set up as separate Program Units, an AAR staff member will need to set these up in the system, so please email annualmeeting@aarweb.org to arrange for this.
Schedule and Session Allotment

Saturday-Monday
9:00 am-11:00 am (2 hours)
12:30 pm-2:30 pm (2 hours)
3:00 pm-4:30 pm (90 minutes)
5:00 pm-6:30 pm (90 minutes)

Tuesday
8:30 am-10:00 am (90 minutes)
10:30 am-12:00 pm (90 minutes)

You can see your Unit's session allotment on your Program Unit page or the tab, My Program Units or go to https://papers.aarweb.org/program-units.

You will see one of five “tiers” under Session Allotment. The Session Allotment section shows how many sessions of each length you have available to accept.

Tier 1 - Two 90 minute sessions
Tier 2 - Two 2 hour sessions
Tier 3 - One 2 hour session and three 90 minute sessions
Tier 4 - Two 2 hour sessions and three 90 minute sessions
Tier 5 - Three 2 hour sessions, and three 90 minute sessions

Adding, Removing, or Editing Participants

If you need to add, edit, or remove any participants, you should accept the session first. Then click on Edit Session under the session title and scroll down to Participants. 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 Participants section. Begin entering the person you want to add, first by last name, first name, and institution.

Select Session Type

On the My Proposals page, click the New Paper Session or New Roundtable Session button.
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 “.”. We will not 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* and Mobile App).
Assigning Papers to a Papers Session

To add papers to your papers session, you must first accept the papers. Use the dropdown menu to select the paper you want to add to the session.

To add additional papers, click + Add another item and use the dropdown menu to select the paper you want to add.

To place the papers in your session in the order in which you wish them to appear in the Program Book, click the symbol next to the paper you want to re-order and drag the paper into the order you want.

Adding Participants to Your Proposal

You must list at least one presider. You may also add a respondent. If you added the papers (with their authors) above, please do not enter paper authors here.
Anyone who has ever been a member of the AAR or recently created a guest account is in this database – it is not restricted to current members, so please use this method of adding participants first.

First, choose the role of the participant using the dropdown menu.

Then, begin typing the participant's last name, first name and then select the appropriate person from the dropdown menu.

If you cannot find the person you are looking for in the database, click Create a new user. Fill out the participant's Email, First Name, Last Name, and Affiliation, and click Save.

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 the capability to play audio clips from your computer. A podium microphone will automatically be placed in all rooms set for 60 people or more.
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 rooms with AV capabilities. The executive office will make every effort to honor the AV requests received at the time of the proposal. **All AV requests must be received at the time of the proposal. Late requests cannot be accommodated.**

### Audiovisual Requirements

- LCD Projector and Screen
- Play Audio from Laptop Computer

### Religious Observance

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

- [ ] Saturday (all day)
- [ ] Sunday (all day)
- [ ] Sunday morning

Please tell us if you are unavailable at any time due 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. **Any accessibility requests made by paper proposers will be brought into the Papers session when you add the paper to the session (above), so you do not have to manually add accessibility requests, except for presiders or respondents.**

### Accessibility Requirements

- Wheelchair accessible

Please see our Accessibility page for detailed information.
Tagging

Submitters and Program Unit Chairs can “tag” their sessions (and even papers within their sessions) with keywords that will 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 cannot 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.

Policies Concerning Participation in the Annual Meeting

Because the Annual Meeting is a convention of members, program participants must be current members of the AAR by June 30th. 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 and Publications 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 30th. Participants not registered by June 30th 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 three times. All sessions must have a presider, and presider 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/](https://aar.wufoo.com/forms/aar-membershipannual-meeting-registration-waiver/) as soon as possible, but no later than April 30th 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 [papers_support@aarweb.org](mailto:papers_support@aarweb.org). We will do everything we can to help you.