



AMERICAN
ACADEMY
OF RELIGION

PAPERS

PAPERS INSTRUCTIONS FOR PROGRAM UNIT CHAIRS AND STEERING COMMITTEE MEMBERS

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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

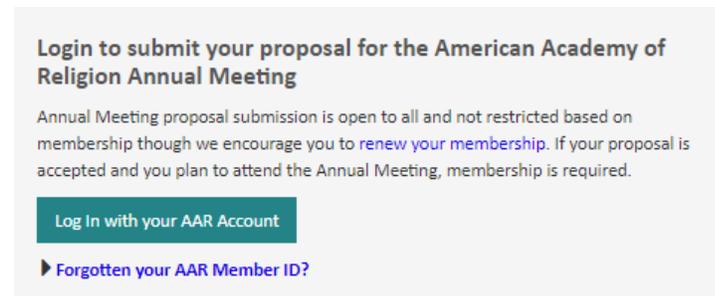
REVIEWING, RATING, AND COMMENTING ON PROPOSALS

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.



Login to submit your proposal for the American Academy of Religion Annual Meeting

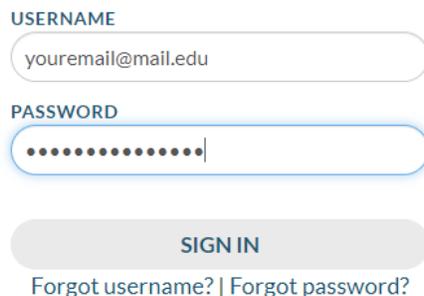
Annual Meeting proposal submission is open to all and not restricted based on membership though we encourage you to [renew your membership](#). If your proposal is accepted and you plan to attend the Annual Meeting, membership is required.

[Log In with your AAR Account](#)

[▶ Forgotten your AAR Member ID?](#)

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.



USERNAME
youremail@mail.edu

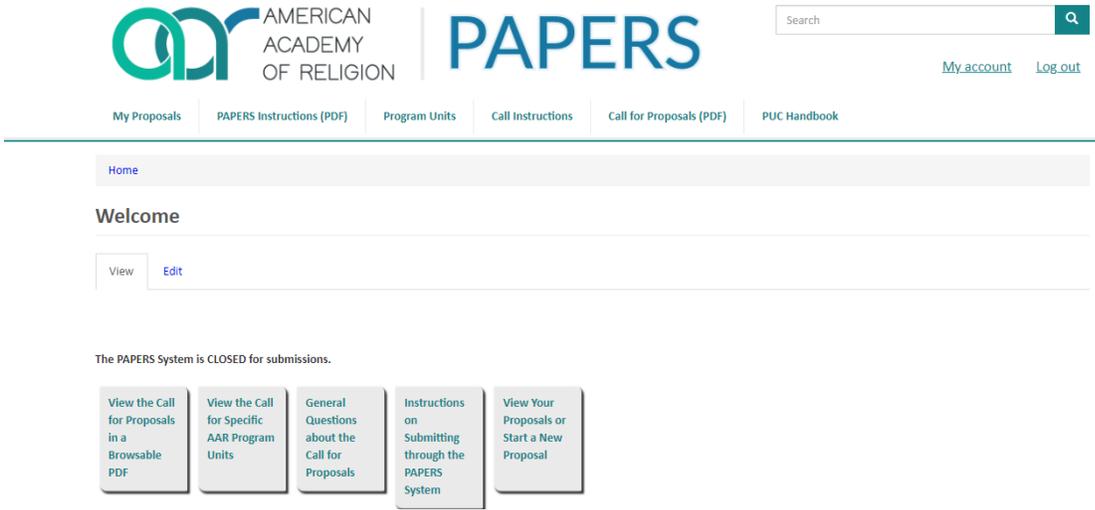
PASSWORD
.....

[SIGN IN](#)

[Forgot username?](#) | [Forgot password?](#)

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).



Mysticism Unit

Proposals

Session Type	Title	Session Length	Status	Rating
Roundtable Session	Lorem Ipsum	2 Hour Session	In Review	☆☆☆☆☆ No votes yet
Paper	On Behalf Of		In Review	☆☆☆☆☆ No votes yet

- Column 1** - Session type (paper, papers session, or roundtable session)
- Column 2** - Title of the proposal
- Column 3** - Proposed session length (90-minute, 2-hour)
- Column 4** - Decision status of the proposal
- Column 5** - Average ratings

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.

The screenshot shows the top navigation bar with the American Academy of Religion logo and 'PAPERS' text. A search bar is on the right. Below the navigation bar are links for 'My Proposals', 'Call for Proposals (PDF)', 'Program Units', 'Call Instructions', 'PAPERS Instructions (PDF)', and 'PUC Handbook'. The main content area has a 'Home' link and 'View' and 'Edit' buttons. The proposal details include: 'Paper Title' (Lorem Ipsum), 'Program Unit' (Special Session), 'Proposal Status' (In Review), 'Rating' (5 stars, No votes yet), and 'Voted on by:'. There are two buttons: 'Reject Proposal' (red) and 'Accept Proposal' (green). Below this, it says 'Also Submitted to: This proposal is not submitted to any other Program Units.' and 'Session Allotment: Tier 5' with a list item: 'Three 2 hour sessions and three 90 minute sessions (Three 2 Hourss and three 90 Minutess remaining.)'.

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.

Rating:
★ ★ ★ ☆ ☆
Your rating: 1 (3 votes)

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.

Add new comment

Your name [Nicholas Boylst...](#)

Comment *



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.**

Submitted to Program Units	Status
1: Mysticism Unit	In Review
2: Body and Religion Unit	In Review

Accepting or Rejecting a Proposal

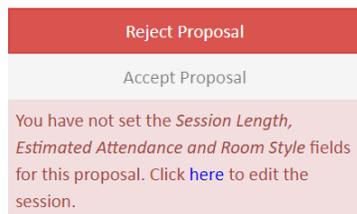
The first day to accept or reject proposals is Wednesday, March 29, 2023. The last day to accept or reject is April 10th. If you wish to accept or reject a proposal, you simply click the corresponding **Proposal** option.



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.

Program Unit Options

Business Meeting
This is the business meeting for my program unit

Estimated Attendance

Room Style

N/A

Banquet (round tables with 8-10 chairs around each one)

Conference (one large table with chairs surrounding it)

Reception (assorted tall and short cocktail tables)

Theater (rows of chairs facing the front of the room)

Session Length

Schedule Preference

Avoid Conflicts with these Sessions

- **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 president.

- **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  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 [+ Add another participant](#) 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.

New Paper

New Roundtable Session

New Paper Session

A Paper Proposal is a paper written by you, and perhaps co-authored by others.

A Roundtable Session Proposal is a proposal of a complete session, including a presider, a list of panelists, and (optionally) a respondent, all of whom will speak (ex tempore) on a common theme.

A Papers Session Proposal is a proposal for a complete session of different papers on a theme, complete with a description and abstract for the session as a whole, a presider, multiple papers, and (optionally) a respondent. A short abstract and a longer description is required for each paper in the session. Presenters in a Papers Session must submit their proposals to the Papers Session organizer, who in turn is responsible for inputting them into PAPERS.

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.

Create Paper

Program Units

- Buddhism in the West Unit
- Buddhism Unit
- Economics and Capitalism in the Study of Buddhism Seminar
- Holmes Welch and the Study of Buddhism in Twentieth-Century China Seminar

Session Title, Description, and Abstract

Next, provide the title of your session.

Paper Title *

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).

Abstract for Online Program Book (maximum 1200 characters including spaces) *

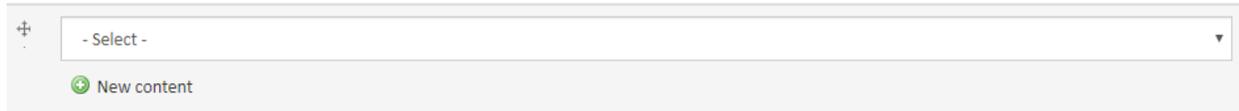
B I U [bulleted list] [numbered list] [link] [unlink] [quote] [unquote] [undo] [redo] [text color] [background color] [font size] [font style]

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.

Papers *



The screenshot shows a light gray box with a plus icon and a dropdown menu containing '- Select -'. Below the dropdown is a green button with a plus icon and the text 'New content'.

Select a paper to move previously created papers into this paper session. You may also add a new paper to this paper session by clicking the "Create a new paper" link above. If you do not see the "Create a new paper" button or to add a second paper click the "add another item" link below.

[+ Add another item](#)

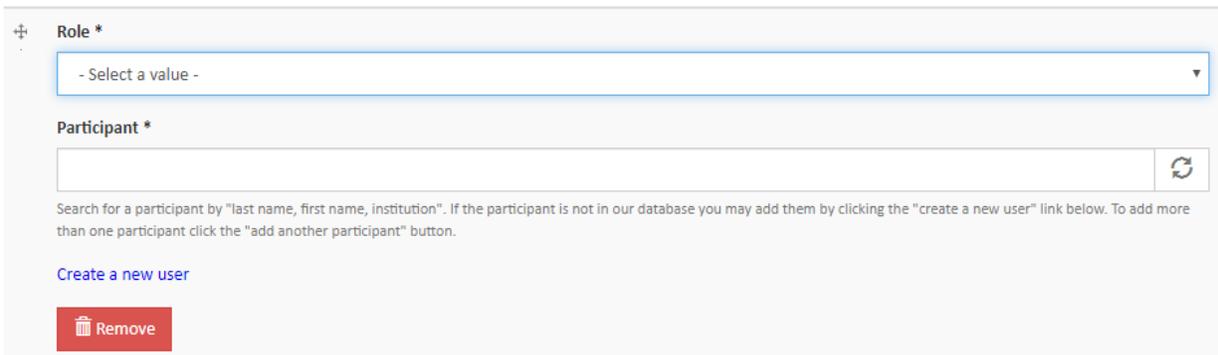
To add additional papers, click [+ Add another item](#) and use the dropdown menu to select the paper you want to add.

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 president. You may also add a respondent. **If you added the papers (with their authors) above, please do not enter paper authors here.**

Participants

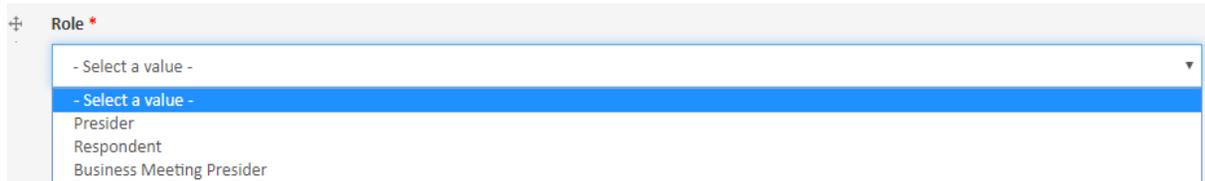


The screenshot shows a light gray box with a plus icon and the label 'Role *'. Below it is a dropdown menu with '- Select a value -'. Underneath is the label 'Participant *' followed by a search input field and a refresh icon. Below the search field is a line of text: 'Search for a participant by "last name, first name, institution". If the participant is not in our database you may add them by clicking the "create a new user" link below. To add more than one participant click the "add another participant" button.' Below this text is a blue link 'Create a new user' and a red button with a trash icon and the text 'Remove'.

[+ Add another participant](#)

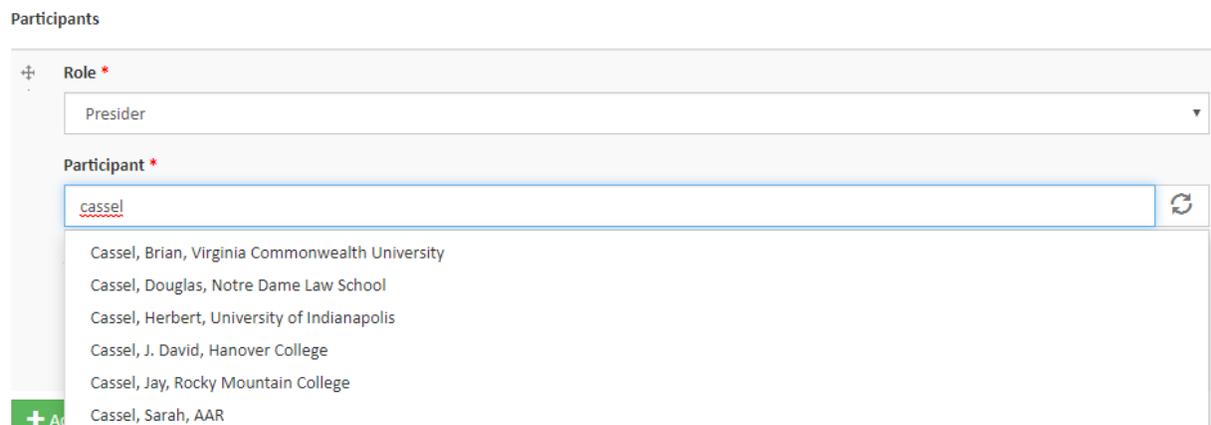
Anyone who has ever been a member of the AAR or recently created a guest account is in this database – it is not restricted to current members, so please use this method of adding participants first.

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



A screenshot of a web form showing a dropdown menu for the 'Role *' field. The dropdown is open, displaying four options: '- Select a value -', '- Select a value -' (highlighted in blue), 'Presider', 'Respondent', and 'Business Meeting Presider'.

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



A screenshot of a web form titled 'Participants'. The 'Role *' dropdown is set to 'Presider'. Below it, the 'Participant *' search field contains the text 'cassel'. A dropdown menu is open below the search field, listing several names and affiliations: 'Cassel, Brian, Virginia Commonwealth University', 'Cassel, Douglas, Notre Dame Law School', 'Cassel, Herbert, University of Indianapolis', 'Cassel, J. David, Hanover College', 'Cassel, Jay, Rocky Mountain College', and 'Cassel, Sarah, AAR'. A green '+ Add' button is visible at the bottom left of the search results.

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 .

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

All AV requests must be made at the time of proposal. Late requests are not guaranteed and will be at the presenter's own expense. See the AAR Audiovisual Policy for more information.

Resources

- 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 presidors 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 presidors or respondents.**

Accessibility Requirements

Resources

- Wheelchair accessible

Please see our [Accessibility page](#) for detailed information.

Other

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.

Tags



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/> 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. We will do everything we can to help you.