# PAPERS INSTRUCTIONS FOR PROGRAM UNIT CHAIRS AND STEERING COMMITTEE MEMBERS

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Deadlines

Proposal review will begin **Tuesday, March 3. Wednesday, March 18** 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 1**. All Program Units should complete their session creation by **April 1**.

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**. Please note that these fields are case-sensitive. Then click the **Log In** button to enter
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.
Once logged into the site, you are directed to the **Home** page.

Click on the **button** or the **tab** 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. To see the Proposals submitted to your Program Unit, click on the My Program Units tab above your Proposals. (If you do not see your Unit(s) or their proposals appear, please contact support@aarweb.org).

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Title</th>
<th>Session Length</th>
<th>Status</th>
<th>Rating</th>
</tr>
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<tbody>
<tr>
<td>Roundtable Session</td>
<td>Lorem Ipsum</td>
<td></td>
<td>In Review</td>
<td>✭✭✭✭✭ (Your rating: None)</td>
</tr>
<tr>
<td>Paper</td>
<td>Lorem Ipsum2</td>
<td></td>
<td>In Review</td>
<td>✭✭✭✭✭ (Your rating: None)</td>
</tr>
<tr>
<td>Paper</td>
<td>Lorem Ipsum3</td>
<td></td>
<td>In Review</td>
<td>✭✭✭✭✭ (Your rating: None)</td>
</tr>
<tr>
<td>Paper</td>
<td>Lorem Ipsum4</td>
<td></td>
<td>In Review</td>
<td>✭✭✭✭✭ (Your rating: None)</td>
</tr>
</tbody>
</table>

Note that there are five columns in this table. The first displays the session type (paper, papers session, or roundtable session). The second displays the title of the proposal. The third indicates the proposed session length (90-minute, 2-hour, 2.5-hour) if the proposal was for a session and the proposer filled out this section. If the proposal is a paper, the space will be blank. The fourth column shows the decision status of the proposal. Lastly, the fifth column displays ratings. The stars show the average rating of the proposal. If the proposal has not been rated, you will only see the outline of the stars. If you have rated the proposal, your rating will appear numerically under the stars (i.e. “Your rating: 1”).
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.

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. Your Rating will appear under the stars as a number, and the stars will change to the new average rating.

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 a real-time conversation about proposals. After you are finished, click on the "Save Comment" 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 you review the individual papers within papers sessions as well as reading the session description and the abstract.

Here is what a PAPERS session looks like:
You will see the Title (1); followed by the Program Unit you are considering it for (2); the description of the Proposal (3); and Abstract (4). You will also see the session’s proposal status for your Unit (5) and the proposal status from other Units (6).

If you continue scrolling, you will see the Papers for the session listed with their title and abstract. To expand the paper abstract, click the triangle next to the word “Abstract.”
To review the whole paper within the Papers session, click on the paper title. You will then see the Paper Title, Description, and Abstract.

Steering committee members do not need to 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 will always see each other’s ratings and comments. For co-sponsored sessions, all members of all steering committees can always see each other’s ratings and comments. Unlike previous years, we are not able to change these settings.

To change the anonymity settings so that chairs or steering committee members can or cannot see the names of proposers, click on the name of your Unit under My Program Units, and then click the Group tab at the top.

Wildcard Session

Then click on the link for Limited Permission.
Then under the Participant Access heading, you can check or uncheck the box for Chair or (Steering Committee) Member to allow proposer names to be visible to that set of people.

Then click the **Save permissions** button at the bottom of the screen.

**Submitting Proposals on Behalf of Someone Else**

Chairs have the ability to submit proposals on behalf of another user. For those of you who have proposals that were emailed to you, you may submit them into the system for steering committee review.

Under **My Proposals**, click on the proposal type (New Paper, New Roundtable Session, or New Paper Session). Fill out the fields as you would if you were submitting the proposal for yourself. At the end, you will find an additional field, **Submitter**, after the Tags section.

The field will autofill with your information. If you are submitting for someone else, you can type their last name, first name, institution, and select the person you are submitting for in the dropdown. Please note that this will only work for someone who has been a member of the AAR in the past and therefore is in the AAR member database. If the submitter is not in the AAR database, you can either submit the proposal through your own account but enter their name as author/participant by using the Create a new user link in the Participants or Author section.
Alternatively, you can email the proposal to annualmeeting@aarweb.org and ask us to submit it into the system.

**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 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.

To remove your Unit from a cosponsored session from a list of cosponsors, email annualmeeting@aarweb.org to arrange for this.

If you are moving the proposal from a solo session to an existing cosponsored session, delete your Unit’s name and start typing the cosponsoring Units, and select the Unit in the dropdown.
Scroll down to the bottom of the screen and hit the button.
Program 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 receives one extra 90-minute session in addition to its normal allotment of sessions if it cosponsors a session. Seminars are not permitted to have cosponsored sessions.
A Unit receives only one extra 90-minute 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 session that we did no pre-populate. 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.

Accepting a Proposal
If you wish to accept a proposal, you simply click Accept Proposal option.
You will be taken to a page that asks “Are you sure you want to accept the [Name of Proposal] proposal?”. If you are sure you wish to accept the proposal, click Accept Proposal.

**Are you sure you want to accept the "Lorem Ipsum" proposal?**

Once you have accepted the proposal you will no longer be able to reject it.

Accept Proposal  Cancel

Once you accept the proposal:

- All program unit members have been emailed news of the accepted proposal.
- An email has been sent to all participants of this accepted session.
- You have accepted the Lorem Ipsum proposal.

**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] has accepted your proposal “[Session Title]” for the 2020 meeting of the American Academy of Religion. You are listed as [Participant role].

When preparing your presentation, we would ask that you keep in mind these Guidelines for Accessible Presentations.

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 will open in mid-April. Register by June 11 to receive the Early Bird discount!

If you are in need of financial assistance to attend the Annual Meeting, consider applying for one of the AAR’s Annual Meeting Travel Grants.

If you have any questions about the session or the Program Unit, please contact the Program Unit Chairs:
[List of Chairs and Emails]

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

Sincerely,
Robert Puckett, PhD
Chief Scholarly Engagement Officer
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. You Accept Proposal button will be greyed out and have a message reading, “There are multiple Program Units looking at this proposal. To accept this proposal [other Unit’s name] must first reject it.*

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 them directly.*

Schedule and Session Allotments

<table>
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<th>Saturday-Monday</th>
<th>Tuesday</th>
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<tr>
<td>9:00 am-11:30 am (2.5 hours)</td>
<td>8:30 am-10:00 am (90 minutes)</td>
</tr>
<tr>
<td>1:00 pm-3:00 pm (2 hours)</td>
<td>10:30 am-12:00 pm (90 minutes)</td>
</tr>
<tr>
<td>3:30 pm-5:00 pm (90 minutes)</td>
<td></td>
</tr>
<tr>
<td>5:30 pm-7:00 pm (90 minutes)</td>
<td></td>
</tr>
</tbody>
</table>
You can see your Unit’s session allotment on your Program Unit page or the tab, My Program Units. To get to the Program Unit page, go to https://papers.aarweb.org/program-units or the Program Units tab in the top menu and click on your Unit in the list.

You will see one of five “tiers” under Session Allotment

Each Program Unit can choose how to use its session allotment:

Option A grants longer sessions
Option B grants more, shorter sessions

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

The Session Allotment section shows your choices by tier, and how many sessions of each length you have available to accept.
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.

Please be aware of what sessions you are accepting. Depending on your tier, the decision point for which of the two options (listed above) may occur early in the process of accepting proposals.

Let’s play this out with a Tier 2 Unit to demonstrate:

First, let’s accept a one 2 hour session:

**Session Allotment: Tier 2**

- One 2.5 hour session and one 2 hour session (One 2.5 Hour Session remaining.)
- One 2 hour session and two 90 minute sessions (Two 90 Minute Sessions remaining.)

You may accept sessions based on any one of the above option lengths. They are not cumulative.
Mysticism Unit has accepted one 2 Hour Session.

*For Units that have co-sponsored sessions that have been accepted, the last sentence will state, “This includes any accepted session in co-sponsored Program Units.”*

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 90 minute session.
A 90 minute session:

**Session Allotment: Tier 2**
- One 2.5 hour session and one 2 hour session (There are no session lengths available for this option.)
- One 2 hour session and two 90 minute sessions (One 90 Minute Session remaining.)

You may accept sessions based on any one of the above option lengths. They are not cumulative. Mysticism Unit has accepted one 2 Hour Session and one 90 Minute Session.

Now, we will accept a (90-minute) co-sponsored session. Note how the allotments remaining does not change. Units have one 90-minute “freebie” for their cosponsored session.

**Session Allotment: Tier 2a**
- One 2.5 hour session, one 2 hour session and one 90 minute session (There are no session lengths available for this option.)
- One 2 hour session and three 90 minute sessions (One 90 Minute Session remaining.)

You may accept sessions based on any one of the above option lengths. They are not cumulative. Mysticism Unit has accepted one 2 Hour Session and two 90 Minute Sessions. This includes any accepted sessions in co-sponsored program units.

Now let add that remaining 90 minute session:

**Session Allotment: Tier 2a**
- One 2.5 hour session, one 2 hour session and one 90 minute session (There are no session lengths available for this option.)
- One 2 hour session and three 90 minute sessions (There are no session lengths available for this option.)

You may accept sessions based on any one of the above option lengths. They are not cumulative. Mysticism Unit has accepted one 2 Hour Session and three 90 Minute Sessions. This includes any accepted sessions in co-sponsored program units.

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 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.

**Title**
Lorem Ipsum
Edit Session

**Program Unit**
Mythicism Unit

**Proposal Status**
In Review
Rating:
Your rating: 4 [2 votes]

You will then scroll down to the Program Unit Options section. There you will designate the session as your business meeting, and add the required Estimated Attendance, Room Style and Session Length information. If you wish, you may also indicate Schedule Preference, Avoid Conflicts with these Sessions, and Scheduling Comments.
### 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**
  Although not required, you can select your scheduling preference for the session from a dropdown list of session times.

- **Avoid Conflicts with these Sessions**
  You have the opportunity to list other sessions to avoid timing overlap. If you choose to list sessions, 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. Sabbath 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 2019 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.
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. If you are adding a participant who is not an AAR member, click on Create a new user and fill out the participant’s E-mail, First Name, Last Name, and Institution. Then click ✅ Save.

If this session includes your business meeting, you must name a business meeting presider.

To remove a participant, just use the Remove button at the bottom of the participant’s section.

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, go to your Program Unit page by click on My Proposals, then click on My Program Units, and scroll down to the Unit that has the proposal you want to reject, and click on it.

Select the Reject Proposal option.

You will be taken to another page where you will select Reject Proposal button to confirm.

Are you sure you want to reject the "Lorem Ipsum" proposal?

Once you have rejected the proposal other assigned program units may accept it.
The submitter and all participants listed in the proposal will then receive the following auto-generated e-mail:

Dear [Participant Name],

Thank you for the submission of "[Proposal Title]" for inclusion in the 2020 Annual Meeting of the American Academy of Religion.

Unfortunately, the [Unit Name] is not able to include this proposal in its 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 to submit your proposal to one of the AAR's regional meetings. Information about regional meetings can be found here. Watch for the AAR e-bulletins announcing the opening of regional Calls for Papers in the late summer or early fall.

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 below:

[Chair Contact Information]

Thank you again for the work you put into your proposal.
Sincerely,

Robert Puckett, PhD
Chief Scholarly Engagement Officer
rpuckett@aarweb.org

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 in the My Program Units and on the Unit’s View page, the Proposal status section will read Accepted or Rejected.
If you wish to rescind a rejection, contact the proposer and copy annualmeeting@aarweb.org.

SESSION CREATION

Creating a Papers Session

*If there are papers that you are going to add to the new Papers session, you will need to accept those papers before creating the session.*

The next step is to create a new Papers Session. On the **My Proposals** page, click the **New Paper 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 “.”. 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 1200 characters or less (including spaces) 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 and use the dropdown menu to select the paper you want to add.

Ordering Papers

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 Papers Session Proposal

You must list at least one presider. You may also add a respondent. You added the papers (with their authors) above, 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 2020 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.
Once you have selected the person, 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 Create a new user. Fill out the participant’s Email, First Name, Last Name, and Institution, 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 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 (above), so you do not have to manually add AV requests.
Sabbath Observance

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 (above), so you do not have to manually add Sabbath requests, except for presiders or respondents.**

<table>
<thead>
<tr>
<th>Sabbath Observance</th>
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<tbody>
<tr>
<td>□ Saturday (all day)</td>
</tr>
<tr>
<td>□ Sunday (all day)</td>
</tr>
<tr>
<td>□ Sunday morning</td>
</tr>
</tbody>
</table>

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.**
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 session 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 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.

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 on the New Roundtable Session button.

Once on the Create Roundtable Session, you will choose 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, you will need to provide the title, description, and abstract of your proposal.

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 1200 characters or less for the session (to be published in the online *Program Book* and Mobile App).
Adding Participants to Your Roundtable Session Proposal

The Participants section is where you will list the participants that will be in your session. You must list at least one presider and one panelist. You may also add a respondent.

First, select the participant’s role (presider, panelist, respondent, business meeting presider).

Note: The standard order is Presider, Panelist(s), Respondent, and Business Meeting Presider (if any).

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 2020 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 appear automatically.
If you cannot find the person you are looking for in the AAR membership database, click “Create a new user” link. This will allow you to input the participant’s email, first name, last name, and institution manually.

Click the button to create another blank set of entry fields until you have added all of the participants.

The order of participants can be changed by clicking the icon in the top left corner of the participant information box, and dragging and dropping the participant box into the correct order you wish.

**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.

#### Sabbath Observance

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

Please tell us if you are unavailable at any time due to religious observance.

### Accessibility Requirements

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### Program Unit Options

**Program Unit Options**

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Accepting the Roundtable Session

When you have completed your session, click the Save button at the bottom of the page. Then on the View page, click Accept Proposal button.

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

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 Chief Scholarly Engagement Officer 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 thrice. If the Chief Scholarly Engagement Officer 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 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 support@aarweb.org. We will do everything we can to help you.