

FAQs Regarding Proposal Submissions and Presentations at the Annual ASALH Conference

Q: I am planning to submit a proposal – what information do I need to enter into the All Academic database?

A: If you are submitting a panel session proposal before the session can be considered for inclusion in the program you will have had to enter all of the following information: (a) Session title; (b) Session Description; (c) Names and complete contact information (institution, mailing address, telephone number, and e-mail address), for each participant; (d) Roles of each panel member (Chair, Participant, Commentator); (d) Titles and abstracts of each panel presentation. **PLEASE ALSO NOTE THAT YOU MUST BE A MEMBER OF ASALH BY APRIL 30.**

Q: What is the membership period covered by my dues?

A: ASALH functions on the calendar year. Renew your dues by January 1st to receive the greatest membership benefits. The membership year is January 2 – December 31

Q: What if I am submitting an individual paper proposal?

A: In that case you will need to provide the following information: (a) Presentation title; (b) Presentation Abstract; (c) Your complete contact information (institution, mailing address, telephone number, and e-mail address).

Q: Is it possible to edit the original proposal if I can't enter all of the required information initially?

A: Yes, you can edit the proposal but it is important that you remember the ID and password that you established at the time that you first entered your contact information into the All Academic System.

Q: If I forget my ID and/or password is there a way that I can retrieve it through the All Academic system?

A: Yes. If you have created a login account and have forgotten your password you should enter your email address in the "User Name" field, and click the "Forgot Password" button.

Q: How will I know that the information has actually been entered into the All Academic database?

A: You will receive a confirmation message prior to logging off of the All Academic website. In addition, you will receive an e-mail confirmation that your submission has been added to the database.

Q: How soon will I know whether the proposal has been accepted or not?

A: All proposals will be reviewed after the April 30th deadline. Notification of the status of proposals will be sent by e-mail as soon as possible after April 30th.

Q: If I submitted a panel proposal will all participants automatically receive notification regarding the status of the proposal?

A: Yes, only if our system has their correct email address, but the person designated as Session Chair should contact each participant to make sure that notification has been received.

Q: Once I have received notification of acceptance of my proposal what other actions do I need to take to ensure inclusion in the program?

A: You will need to complete the registration process for the conference. Persons who are not registered for the conference do not appear in the printed program and are not allowed to present.

Q: What do I do if unforeseen circumstances prevent me from attending the conference?

A: You should provide notification of your inability to attend the conference at least two (2) weeks prior to the conference so that this information can be included in the program addendum.

Q: Are there repercussions if I fail to provide notification?

A: Yes. ASALH maintains record of no shows and this information is used in the proposal evaluation process for the next year's conference.

Q: What should I do if I have not heard about the acceptance of my panel?

A: If you have not received an email about the acceptance of your panel by July 6th, contact program@asalh.net.

Q: Is there a way that I can view all correspondence sent to my through the All Academic website?

A: Yes. Emails are sent to the address we have in our system, so you will need to verify your contact information in the All Academic system. If your email address is correct then you will need to click on the "message center" icon, which will then take you to the messages you have received from ASALH.