



Area Chairs' Handbook

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Chairs

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Overview of Area Chair Duties:

As Area Chairs you are among the most valuable members of our organization; you solicit papers, organize panels, coordinate sessions at the PCA/ACA conference, and keep your Area active, lively and professional. Without your important contributions to the organization, the PCA/ACA would be much diminished.

The following information is provided to help you, as a new Area Chair, to understand how the PCA/ACA Area Chair system at works, and to provide some general guidelines that you may wish to adopt or adapt for your own area.

Sending Out/Posting a Call for Papers (CFP)

- A Call For Papers (CFP) is basically a description of the parameters of your Area, the kinds of subjects you hope to cover in it, and the various approaches and methodologies that you welcome.
- It should contain a deadline date for submission and your name and contact information. (The PCA/ACA recommends December 15 as deadline for all proposals.)
- The CFP might include a few sample topics. The lists of panels or topics addressed in previous conferences may help you prepare this. (Check the National Conference page, on-line on the bottom of the page, for a previous years' Program www.pcaaca.org/conference/national.php)
- Send your CFP to Delores Rauscher, saved in a format compatible with Word for Windows (Rich Text Format) or PDF, and she will add it to the PCA/ACA website.
- A couple months after the yearly conference is over, check to make sure your CFP is updated on our website and that deadlines for submission of proposals are correct for the next year. Delores Rauscher will update the dates and venue only, if no new CFP is sent.

Advertising a New Area or Rebuilding an Already Established

You may wish to consider

- Posting your CFP on the PCA/ACA listserv (wagaman@MAIL.H-NET.MSU.EDU)
 - Posting your CFP on other listserves related to your Area
 - Sending your CFP to the chairs of departments in your Area for posting locally
 - Advertising your CFP in bulletins of discipline organizations
 - Contacting authors of articles, books or edited books in your Area
- You may wish to solicit participation from past PCA/ACA presenters (you can use past Programs for lists of participants, posted on-line on the National Conference page, at the bottom of the page www.pcaaca.org/conference/national.php)
 - You may wish to maintain these lists to make your job easier and to pass on to future Chairs.
 - Keeping email address lists and/or contact information of presenters in your Area

- Contacting other Area Chairs in similar subjects to pool contact lists
- Keeping records from year-to-year of
 - ◇ No shows at the conference
 - ◇ Presenters who double submit (and are accepted to present in more than one area)
 - ◇ Regular presenters who wish to become more involved in the organization.

Accepting a Paper Proposal

Suggested practices include are

- Acknowledging receipt of a submitted proposal the day it is received, thanking the presenter for the submission and indicating when you will reply with a decision
- Trying to reply to all submissions with an acceptance or rejection within two-weeks of your receipt of the proposal
- Sending out an official PCA/ACA acceptance containing information on registration, hotel, AV requests and grants for students and younger faculty as soon as possible after the initial acceptance (usually two weeks)
- Attaching information on PCA/ACA or Area receptions, social events etc. in which presenters in your area might be interested as soon as you know their dates (when the schedule comes out in January or February)
- Maintaining contact with presenters as conference draws near to find out if there are any cancellations

Organizing Panels

Once the submission deadline has passed, your task is to organize the accepted papers into panels, including

- Grouping presentations into four-person (whenever possible) panels based on theme, subject matter etc.
- Choosing a descriptive name for the panel
- Choosing one person on the panel to serve as chair (normally the most senior or experienced presenter) and ask if they are willing to serve as panel chair
- Sending the list of panels (with complete titles of panels, papers and contact information) in your area to all presenters in your area for proofing. You might ask that changes be returned to you within a few days
- Submitting your list of panels and panelist information online (information on how to do this and deadlines is sent to all Area Chairs by Delores Rauscher)
- You may also wish to organize social events that bring the panelists in your area together. Check past programs for

examples and inform Delores Rauscher when submitting your panels for the program if you wish to have your events listed in the program.

- Emailing participants asking them to check the list for errors as soon as possible (Delores Rauscher will send you deadline information)
- Notifying your panelists that there is a fifteen-minute time limit on papers (to allow for discussion and some short overruns of time) and reminding them of supplied AV equipment. You may also wish to remind them to bring computer attachments, USB keys etc. needed to deliver their papers
- Reminding presenters that the conference runs from Wednesday to Sunday and it is not possible to take requests for specific time slots for panels or papers unless there is a compelling religious reason. Most requests cannot be accommodated.

Leading up to the Conference

You may also wish to

- Send a contact room number or phone number where presenters can contact you at the conference in case there are problems, delays, and so on.

At the Conference

It is helpful to

- Arrive early and to try to introduce yourself at as many panels in your area as possible. You may also wish to attend as many of your area panels as possible and introduce yourself to panelists
- Check to see that panelists have everything they need, that the lights and AV equipment is working, that there is water, etc for the panelists
- Be available, if only by phone, to your designated panel chairs or presenters in your area
- Supply printed CFPs for the next conference or for regional conferences to your panelists
- Attend annual Area Chair meeting at the National Conference, which always takes place on Saturday morning at 7:00 A.M.

After the Conference

You may wish to

Send a letter to the panelists thanking them for their presentations and participation in the conference. A sample letter appears on our website under the For Area Chairs menu; the link is titled Letter of Appreciation.