Frequently Asked Questions about the Annual, International, and Regional Meeting Programs

1. *How many proposals can a person submit?*

   A person is not limited in the number of proposals he or she may submit; however, the recommendation is to submit one to three proposals, whether these consist of the same proposal submitted to different program units or any combination of different proposals.

2. *What do I need to submit a proposal to the Annual or International Meeting?*

   You will need the following in order to submit a paper proposal:

   - Current SBL membership
   - A valid email address
   - Paper title
   - 300 word abstract
   - Any audio-visual needs must be entered at this time and are subject to AV policies stated in the proposal form
   - SBL ID numbers and full names of any co-presenters
   - Any scheduling concerns (e.g., Sabbath observance)

3. *How do I submit a proposal to the Annual or International Meeting?*

   A paper proposal normally consists of a title and 300 word abstract submitted through the online system. Papers are proposed to specific program units for a specific meeting. If you have questions on the appropriateness of a topic for a particular unit, please email the program unit chair directly. Proposers needing to offer additional information or clarification should contact the program unit chair of the unit in question directly.

   Follow these instructions to submit a paper proposal:

   - Login to the SBL website (www.sbl-site.org)
     - Login box is in left-hand column of the SBL webpage
     - Current SBL member ID is required to login
   - Click “Meetings & Events” tab in the left-hand navigation bar. This will load the main Meetings & Events information page.
   - Click “Annual Meeting” in the left-hand navigation bar. This will load the Annual Meeting information page.
   - On the Annual Meeting Information Page, click the “View the 20XX Annual Meeting Call for Papers” link in the right-hand column. The Call for Papers page will load, listing all of the program units for the meeting in question, sorted by unit type.
   - Select a unit by clicking the unit name. The individual unit’s call for papers will load. Please note that some units may not accept papers for a given meeting. Should you have any questions about the unit, program unit chair contact information is listed on this page.
   - Click the link following the text “To propose a paper for this program.” The proposal form will load.

- *Important*: The "Confirm" button on this form will load a page that redisplays your proposal information. Your proposal is not in the system at this point, but is being redisplayed for your convenience to check the information entered.
- Click the "Submit My Proposal" button at the bottom of the confirmation page to enter your proposal into the system
- An automatic email will be generated to you from the system. This is your confirmation that the proposal was received by the system and is available to the program unit chair(s).
- The program unit chair(s) will also receive an email informing them of the presence of your proposal and the need to review it.
- Once the proposal has been submitted, you may check its status and, under certain conditions, edit the proposal.
- Once the paper is either accepted or rejected, you will get a standard system generated email informing you of its status.

4. *Where do I find information about regional meetings?*

   Information about regional meetings is available on the Regions webpage. For questions about the program, submitting a paper, registration, and housing related to a regional meeting, please contact the Regional Coordinator listed on the webpage.

5. *What are the requirements for participants at the Annual or International Meeting?*

   For questions about Annual Meeting and International Meeting participation requirements and details, please refer to these pages:

   - AM participation policies
   - IM participation policies

6. *How many times can a person be on the Annual Meeting program?*

   Policies regarding Annual Meeting and International Meeting participation requirements and details are available on the following pages:

   - AM participation policies
   - IM participation policies

7. *Can I view the status of or edit my Annual or International Meeting paper proposal after I have submitted it?*

   Yes, you can view the status of and edit your proposal by following the directions below.

   - To view the status of your proposal, follow the instructions above to submit a proposal.
   - Navigate to the unit to which you submitted your proposal.
   - The system will show you that you have already submitted a proposal to this unit and give you the option to view the proposal. It will also display the status of the proposal. The possibilities are "Submitted", "Pending," "Accepted", "Rejected," "Withdrawn," and "Withdrawn by System." The latter status appears when one reaches his or her presentation limits. In this case, the system notifies the chair of the program unit(s) to which you have submitted any other proposals (that is, proposals not yet accepted or rejected) and will automatically withdraw

outstanding proposals once a presentation limit is met (displaying the status “withdrawn by system”).

- The proposal automatically is entered in the “Submitted” status when proposed. It is up to the program unit chair to change the status beyond this.
- You may edit the proposal as long as it remains in the “Submitted” status.
  - To edit the proposal, click the name of the proposal.
  - You will have the option at this point to “Edit” or “Withdraw” the proposal.
  - Clicking the edit button takes you to a page identical to the initial proposal page, where you may edit any aspect of the proposal. The proposal confirmation and submission processes described above apply here also.
  - The “Withdrawn” button withdraws your paper from consideration by this program unit.

8. *How do I notify participants if they are or are not on the program?*

Each participant should have provided an e-mail address with their proposal (this is a required field). When you update the status of a proposal to accepted or rejected, an email is automatically generated and sent to the proposer indicating the decision.

9. *How do I submit a participant's abstract?*

Participants are responsible for providing an electronic version of their abstract to the program unit at the time of proposal submission.

10. *As a program unit chair, I want to invite a person to present in the unit I chair, but the person is not an SBL member. Can I add a proposal for a person who is not an SBL member?*

Non-member participants may be entered into the Program Unit Management System as waiver requests. Such requests are typically made for persons who do not work regularly with the literatures, histories, and cultures (material and social) that interface "Bible," broadly construed, and who are not current members of SBL. Current waiver policy is discussed in the Program Unit Chair Handbook for the Annual Meeting or International Meeting.

If the person is a member of AAR but not of SBL, the waiver policy applies with some caveat. Persons who are members of AAR must register for the Annual Meeting as an AAR member. They would not be granted a waiver of the registration requirement or fee but would be granted a waiver of the requirement to hold SBL membership. If you have a question regarding an AAR member’s status, please follow these steps: check the AAR Membership Directory or contact AAR here. SBL staff is not able to check AAR member status.

If the person is a member of an Affiliate organization but not of SBL, the waiver policy applies with some caveat. Persons who are members of a current Affiliate organization must register for the Annual Meeting as an Affiliate organization member. They would not be granted a waiver of the registration requirement or fee but would be granted a waiver of the requirement to hold SBL membership.

11. *How long is a session at the Annual Meeting?*

Program sessions are two-and-one-half hours (150 minutes). Although sessions may be shorter, none may be longer.

12. *How long is a session at the International Meeting?*

    Program sessions at the IM are 90 minutes. Sessions typically involve three to four papers, which range from 15 to 25 minutes in duration each. If there is an introduction during the first portion of the session, then perhaps only two papers would fit into a session. Discussion can happen immediately after each paper or at the end of the session, if the papers are closely related or unified by a theme.

13. *How many sessions do program units receive?*

    Session allotment varies by program unit type. Policies regarding session allotment are available in the Program Unit Chair Handbook for the Annual Meeting or International Meeting.

14. *What about extra sessions?*

    Sections and Seminars may take on an additional session by cosponsoring a session with another program unit or Affiliate organization. This policy is mentioned in the Program Unit Chair Handbook for the Annual Meeting or International Meeting.

15. *What are the guidelines for cosponsoring a session?*

    Cosponsorship counts as both cosponsoring units' extra session. If a program unit cosponsors more than one session, the cosponsored sessions will be counted against the regularly allotted sessions for that unit. A unit may organize each of its sessions as cosponsored sessions. When cosponsoring a session, one of the program units should serve as the organizing unit for the session. In other words, only one unit should enter session and participant information for a cosponsored session, when session information is submitted online. Once a session is marked as cosponsored in the Program Unit Management System, papers that have been accepted by any of the cosponsoring units can be added to the cosponsored session. That is, all papers for a cosponsored session are not required to be submitted to the organizing unit.

16. *How do I indicate that a session is cosponsored/joint with another SBL program unit or Affiliate organization?*

    When you create a session in the Program Unit Management System, you will see a field called "Joint session with" and a corresponding list of current SBL program units and Affiliate organizations. To create a joint session, select the cosponsoring unit(s) from the drop down list and click "add."

17. *What constitutes a session at the Annual Meeting?*

    Sessions are generally organized in one of two ways—as a paper session or a panel session. Paper sessions can have a unifying theme or can involve papers on the general topic of the program unit without any theme. Members submit papers for these sessions in response to a unit's call for papers, and program unit chairs review and accept/reject papers with their steering committee members. Panel sessions generally have a theme and involve participants who address that theme but do not present papers. Program unit chairs add panelists and respondents to such sessions through the Program Unit Management System rather than accepting proposals. Other creative ways of organizing a session are encouraged, especially as they promote dialogue and collaboration. If you have questions about such creative formats, please contact Charles G. Haws, Director of Programs, at charles.haws@sbl-site.org.

18. *How are program unit session materials submitted for the program?*

Paper proposals are submitted by members in response to the call for papers. For the Annual Meeting, this generally happens between mid-December and the end of February; for the International Meeting, this is generally between mid-October and mid-February. Program units then review proposals and issue acceptance/rejection notices in March. Additional dates and deadlines are available in the Program Unit Chair Handbook for the Annual Meeting or International Meeting.

19. *What are the various Annual and International Meeting program units?*

Information about program units, units types, the Annual Meeting and International Meeting Program Committees, etc., is available on the SBL Program Units webpage. There you will find links to lists of all Annual Meeting and International Meeting program units, including contact information for program unit chairs.

20. *What are best practices for leading a program unit?*

A list of best practices for organizing a call for papers, reviewing proposals, organizing sessions, and making program changes is available in the Program Unit Chair Handbook for the Annual Meeting or International Meeting. Please refer to this list as you go about organizing a call for papers, reviewing proposals, organizing sessions, and making program changes.

21. *How do I make audiovisual requests?*

Audio/Visual equipment costs for the meeting directly impact the cost of the meeting to all attendees, not simply to presenters. Approximately only 10% of presenters utilize AV (the total number of presenters accounts for 35% of the meeting registrants). Therefore, costs associated with AV, which consistently exceed $100,000, account for over 10% of overall Annual Meeting costs, yet they derive from less than 4% of Annual Meeting attendees. While some members have identified AV as an important tool for the modern professional meeting, its usage obliges us to make every effort to keep these costs to a minimum. In order to manage these costs, *AV equipment requests for the Annual Meeting can be accommodated at no charge through June 30*. To help us keep the meeting affordable for all members, it is important that presenters consider carefully what equipment is essential to their presentation and request only such equipment. Also, *equipment has been limited to LCD (data) projectors and Overhead projectors*. Other equipment may be available through SBL's AV equipment vendor and is the sole responsibility of the person requesting such equipment to pay associated fees.

22. *How do I schedule sessions?*

When you create a session in the Program Unit Management System, you will see a field called "Conflicts and Scheduling Info." Write any special needs your unit may have for the session you are creating, including any requests for scheduling. Chairs may request a specific order for their sessions by indicating that order in this field. The executive office will do everything possible to maintain this order when scheduling, but it is not always possible to accommodate scheduling requests. It is impossible, furthermore, to avoid all thematic conflicts in scheduling. With only ten session slots in which to schedule, there are at least 35 concurrent sessions at any one time. With that in mind, please note only one or two specific conflicts that are most important to be avoided.

23. *How do I schedule papers within a session?*

The duration of sessions is indicated above. Within this duration, chairs order presentations as they deem appropriate, whether by a succession of themes or at random. Papers should be 20-25 minutes in duration and include some discussion. The recommendation is to have 20-minute papers with 5 minutes of discussion per paper. This discussion can happen immediately after each paper or at the end of the session, if the papers are closely related or unified by a theme.

24. *Why do you ask about estimated attendance?*

It is important to estimate attendance for the session you are organizing as accurately as possible. We work diligently to place sessions in rooms that most closely fit the estimated attendance provided. Because meeting space is limited, we are not always able to schedule a room that fits the estimated size perfectly.

25. *How do I indicate room setup?*

When you create a session in the Program Unit Management System, you will be asked to indicate the session format. This field is especially important for panel discussions, because it informs the executive office of the need for a head table at which panelists can sit. You are also asked about the number of persons at a head table, the lectern position, and room setup. For panel sessions, please indicate the number of persons speaking in the session, including the presider. It is not always possible to accommodate head tables for paper sessions, but you can indicate the number of presenters for a paper session as well. You must also indicate a seating style. Theatre style is selected by default; however, you may select another format, such as conference, as well. Please select the format that best facilitates the purposes of the session. This information is used to place sessions in rooms of appropriate size and layout. While every effort will be made to honor your requests, time and space constraints may well prevent us from satisfying every request.

26. *Further questions or comments?*

All correspondence regarding the Annual Meeting or International Meeting programs should be directed to:

Charles G. Haws

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USA
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If you have questions regarding accommodations, registration, travel, or other general issues related to the SBL Annual Meeting, email annualmeeting@sbl-site.org or call 1-877-336-6798. For similar questions related to the SBL International Meeting, email internationalmeeting@sbl-site.org or call 1-877-336-6798.