

## **AESA Regular (this does not apply to the unconference) Conference Matters**

What are the conference dates for 2019?

- October 30 - November 3, 2019

Where will the 2019 conference be held?

- Hyatt Regency Baltimore in Baltimore, Maryland

When is the deadline for making a reservation on the hotel block?

- Single and double rooms are \$189 per night and triple/quad rooms are \$209 per night. There are a limited number of rooms available 3 days pre and 3 days post-conference. Please note that these rates are good until October 1st OR until our block is filled. There are king bed rooms and rooms with two double beds, but again, they only last until our room block is filled.

Please use the link below to access our dedicated reservation website.

<https://www.hyatt.com/en-US/group-booking/BWIRB/G-SAEA>

If you have any problems when making hotel reservations, contact Sandra Spickard Prettyman at [sspretty50@icloud.com](mailto:sspretty50@icloud.com). After October 1st, we will have a very difficult time securing additional rooms.

Complimentary high-speed wireless internet is included in the room rates as per our contract.

Do I need to renew my membership before registering for the conference?

- You can renew your membership at the same time you register for the conference. You must be a current member to present. If you have any questions regarding your membership renewal, please contact Pam Konkol by email at [pamela.konkol@cuchicago.edu](mailto:pamela.konkol@cuchicago.edu)

How can I check my membership and registration status?

- If you are unsure about your membership or registration status, contact AESA secretary Pamela Konkol by email at [pamela.konkol@cuchicago.edu](mailto:pamela.konkol@cuchicago.edu)

I need to cancel my conference registration. How do I request a refund?

- Please contact AESA interim executive director Sandra Spickard Prettyman by email at [sspretty50@icloud.com](mailto:sspretty50@icloud.com) to request a refund for conference registration.

When does on-site registration open?

- On-site registration opens on Wednesday at 3-6pm and will be available throughout the conference.

My name, institutional affiliation, or proposal title is incorrect. How can I change this?

- All program information is pulled directly from what was entered on All Academic at the time of submission.
- We cannot change any information regarding your name, institutional affiliation, or submission title on All Academic. You will need to log onto All Academic with the account used for submitting your paper in order to change your information.
- If your information was submitted as part of a session, you will need to contact the member who submitted your session to make the changes.

### **Submitting Proposals**

When will I know if my proposal was accepted?

- All submitters will be notified about the status of their proposal no later than July 15, 2019.

I missed the deadline for submissions. Can I still submit my proposal for the conference?

- Unfortunately, we are unable to accept any submissions past the May 1, 2019 deadline.

I am a graduate student. Can I submit a proposal?

- Yes! Please see the AESA proposal tips on the website under the “submission info” tab.

What types of presentation proposal can I submit?

- You may submit a proposal for an individual paper, panel discussion, or alternative session.

Is there a limit to the number of proposals I can submit?

- You can submit and/or be a presenter on up to 3 proposals.

What do I do if I need to update a proposal that has already been submitted?

- If you need to update your proposed session and/or paper title, name, or institutional affiliation, you can log onto All Academic to edit these items.
- For other updates or changes, please contact AESA president-elect and conference program chair Silvia Bettez by email at [AESA2019conference@gmail.com](mailto:AESA2019conference@gmail.com).

### **Reviewing Proposals**

If I want to be a reviewer, what do I do?

- Log into all academic and fill out the information related to being a reviewer.

How many reviews will I have to do, and how do I know how many reviews I have?

- Each reviewer will have anywhere from 10-20 proposals to review depending upon how many submissions we get. Remember, these proposals are short; we will try to limit your reviews to no more than 15. Once you log into All Academic you will be able to see how many reviews you

have. All Academic will keep track of the reviews you've done, those that are pending, and those you have yet to begin.

Can graduate students review proposals?

- Advanced graduate students (at least at proposal writing stage) can review proposals.

Why can I only view the abstracts of the papers I am reviewing?

- Make sure that you are selecting the Download option, listed below the paper title on All Academic. Once this is selected, a new tab should appear on your browser with the full paper.

I can no longer complete my reviews. Who do I contact?

- Please contact AESA president-elect and conference program chair Silvia Bettez by email at [AESA2019conference@gmail.com](mailto:AESA2019conference@gmail.com).

When do I need to complete my reviews?

- All proposals will be sent out to reviewers by May 8. Reviews must be completed by June 8.

## **After Acceptance**

How long should my presentation be?

- In a 90-minute session with four separate presenters, each presentation should be around 12-15 minutes. Time should be allocated for introductions and Q&A with the audience. If there is a session discussant, then each presentation time should be adjusted for adequate discussant comments.
- An alternative session is for the entire session block.

If I submitted an individual proposal, and I am now placed in a session, how will I know whom I will be presenting with?

- You can view the other presenters in your session through All Academic.

Will there be wireless internet access in the conference rooms?

- Unfortunately there will be no free wifi internet access in the conference rooms.

Where can I find an updated conference schedule?

- You can find an updated conference schedule on All Academic once the program has been completed.
- Once the program is complete, this will also be available on the website at this link: <http://www.educationalstudies.org/conference.php#4>

What audio-visual equipment will be provided?

- AESA does NOT provide any audiovisual equipment. If available, we encourage you to bring your own laptop, projector, and screen for your presentation.

I can no longer present at the date and time when I am scheduled. Can my session or paper be moved to a different time slot?

- Possibly. Please send your request as soon as possible to AESA president-elect and conference program chair Silvia Bettez by email at [AESA2019conference@gmail.com](mailto:AESA2019conference@gmail.com). Requests must be made by August 1st. We will do our best to accommodate your request. However, please understand that we cannot guarantee your requested change to the schedule due to multiple factors.

What if I have to cancel?

- Please contact the 2019 conference program committee at [AESA2019conference@gmail.com](mailto:AESA2019conference@gmail.com).

Who should I contact with additional questions?

- Please contact the 2019 conference program committee at [AESA2019conference@gmail.com](mailto:AESA2019conference@gmail.com).