

# Conference Proposal Submission Instructions

## General note for all submissions

Abstracts should describe the research or innovation concisely and be written for a broad, multidisciplinary audience. Please keep technical language to a minimum.

## Individual presentation and posters

**Abstracts should be 300 words (2000 characters) or less and include a:**

- Brief overview of the topic background
- Specification of content type (e.g. empirical research results, theoretical contribution, project description, pedagogical experiment, presentation of artistic work, personal or institutional experience, etc.)
- Statement of content, including presentation purpose
  - Provide sufficient information that we can judge the quality of your proposal and its relevance to the conference audience
  - For example, research results might include focal question, method, results and conclusion; pedagogical experiment might include description of experiment, outcomes and lessons learned; presentation of artistic work might include creation of the work, presentation to the public and potential impact; etc.
- Three to five keywords; if your proposal is accepted, this will help ensure your presentation is placed in the appropriate thematic stream.

## Full panel sessions

A proposal for a full panel session should be a summary abstract which gives a brief description and justification of the session in 300 words or less (2000 characters) in the “abstract” text box. This might include applicability to the conference theme, contribution to your field, connection to the mission and goals of AESS and the broader environmental studies and sciences community, and/or scholarly and professional merit.

In the “additional abstracts” text box, please include an abstract (with presentation title and author) of no more than 300 words (2000 characters) for each confirmed presentation; please see instructions for individual presentation abstracts above for more details.

## Discussion symposia

A proposal for a discussion symposium should be an abstract which gives a brief description, including how the session will be structured, and justification of the session, in 300 words or less (2000 characters). This might include applicability to the conference theme, contribution to your field, connection to the mission and goals of AESS and the broader environmental studies and sciences community, and/or scholarly and professional merit. Please also list three to five keywords.

The abstract for a discussion symposium need not include individual abstracts or biographies for each discussant but should include names, affiliations and email for each discussant.

## Workshop

Proposals should contain sufficient detail to justify the length of time participants will commit to this session. We expect leaders of accepted workshops to actively promote their sessions in advance of the registration deadline using the AESS listserv and at least one other venue. The proposal should cover (in 700 words or fewer) the items below and be attached as a separate file

1. Workshop title
2. Length (half-day or full-day)
3. A short summary (200 words or less) of your workshop that, if accepted, will be provided to potential workshop participants, Please paste this in the Abstract Submission box as well as include in proposal document file upload.
4. Proposed theme and justification
5. An outline of goals and learning outcomes, and, if appropriate, plans for communication of results

6. An outline of the progression of topics and types of learning activities or teaching methods
7. A list of *confirmed* leaders and a sentence or two about their qualifications and proposed role
8. Description of target audience for workshop and methods leaders will use for recruitment of participants, beyond the AESS listserv

**To assist with the review process, we ask that you number each section of your proposal according to the instructions above.**

NOTE: Although no abstract is required of individual workshop presenters, all workshop leaders must register by the conference's early registration deadline or the workshop may be canceled. If sufficient enrollment by AESS registered conference participants is not obtained, workshops may be canceled.

## **Mealttime Roundtable**

A mealttime roundtable proposal should be an abstract containing a description of the discussion topic, including: a brief background to the discussion topic, the central idea for discussion, and its relevance to the AESS community, in 300 words or less (2000 characters). Please also list three to five keywords.

# Website Instructions:

Navigate to:

Scroll down to the bottom of the page to begin.

**\*\*\*Workshop Deadline Submission: January 7, 2019\*\*\***  
*accepted workshops will be notified in February*

**Panels, Discussion Simposia, Roundtables, Individual Papers Deadline: February 1, 2019**

**Posters:** priority deadline is February 1, 2019  
*AESS will consider a minimal amount of posters beyond Feb 1.  
Acceptance to the program is not guaranteed for submissions beyond Feb 1.*

Email [conference@aessonline.org](mailto:conference@aessonline.org) with questions

**Submit Abstract**

**Submission Deadline  
February 1, 2019**

Please read the instructions carefully and include all required information to avoid delays in our review of your proposal. Note the different abstract length requirement for workshop proposals.

### Step 1: Enter the Author's Details

|               |                      |
|---------------|----------------------|
| First Name    | ---                  |
| Last Name     | ---                  |
| Prefix        | <input type="text"/> |
| Email Address | ---                  |

Please include a biography and upload an image. These will be ported to our event app and appear on the final conference schedule.

Add in any co-presenters.

### Co-Author Details

Add any other authors who worked on this submission.

Add Co-Author

On the next page:

### Step 2: Enter Your Submission's Details

\* Submission Title

\* Presentation Type

#### General note for all submissions

Abstracts should describe the research or innovation concisely and be written for a broad, multidisciplinary audience. Please keep technical language to a minimum.

Make sure all required fields are completed/checked.

Review your submission details on the final page and either use the “Previous” button to go back and made edits, “Save” to create a draft, or “Submit” to complete your proposal.

### Submission Details

Submission Title

Test1

Edit

Presentation Type

Workshop

Abstract

test test test

Keywords (enter 3-5 keywords)

sustainability, climate change, equity

File Upload

No files uploaded.

Additional Abstracts

Previous

Cancel

Save

Submit

To download proposal details and submission guidelines, visit <http://aessconference.org/proposals/>

All submitters are expected to register for AESS 2019 after notification of the acceptance of their proposal(s). Failure to do so may result in cancelation of a session.

Please be aware that workshops are contingent on sufficient interest and may be canceled if there are not enough participants registered by the deadline. Although no abstract is required of individual workshop presenters, all workshop leaders must register by the conference's early registration deadline or the workshop may be canceled.