

Conference Proposal Solicitation and Review



Project Definition: The ATMAE Conference allows ATMAE members an opportunity to share their work with fellow ATMAE members and earn credit for tenure and promotion through the Conference Presentation and Selected Papers process. The ATMAE Conference has featured over 190 short presentations, the vast majority of the programming at the annual conference. Soliciting, reviewing and selecting the proposals that will be presented at the conference are critical tasks that are performed by division leadership and volunteers each year. Tasks involved in this process:

- The Division leadership may decide to solicit proposals on specific topics.
- The Division leadership may want to actively encourage division members to submit proposals and to recruit non-ATMAE member presentation partners
- The Division leadership must coordinate and ensure timely completion of the process.

Responsibility: Division leaders can decide if proposals on specific topics are desired. They should decide if specific, active outreach efforts should happen to encourage proposals. The Division President oversees the review process, either by direct involvement or by designated Review Chair, and must ensure timely and ethical completion of the review process.

Timelines: A number of timelines are involved and adherence to timelines allows timely completion of all steps in the process:

- **Topics:** Decide if specific proposal topics are desired: at Conference/ November 28.
 - **Solicitation:** Assist in soliciting proposals: December 1 through January 25.
 - **Review Team Organization:** Conference through February 20.
 - **Review Process:** March 1 through April 1.
 - **Proposal Selections Communicated to ATMAE office:** April 1
- **NOTE: Exact Dates for deadlines will change each year depending on the date of the conference and other considerations.**

Tasks/Steps:

- **Decision to Solicit Proposals on Specific Topics:** As the Call for Proposals is issued each year by December 1, the decision should be made at the conference or immediately thereafter. If the decision is not made at that time, and the division does want to solicit for specific topics, the decision and specific language to be included in the Call for Proposals must be communicated to ATMAE in writing (usually by email) by November 28. The following steps may help you arrive at topics to solicit:
 - Discussion of the issue at Executive Committee, Membership meeting and Division Forums.
 - Division listserv queries
 - ATMAE-office assisted surveys
- **Solicitation of Proposals:** Though the Call for Proposals is published in the IT Insider, on the website and emailed to members and non-members, Division leadership may want to boost this effort by appeals to their own members, especially highlighting the desire for proposals on specific topics. Possible steps:
 - IT Insider – use the division report (deadline ~ December 1) to publicize the desired topics
 - Website – use the Division area of the website to publicize the desired topics
 - Email blasts – ATMAE office can assist in division member mass email, or other subsets of your division membership. Non-member email blasts can also be performed if contact email is available.

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- Non-member solicitation can be undertaken through your division membership, by asking them to specifically seek out non-members with which to partner for a ATMAE Presentation.
- **Review Team Organization:** The Division President needs to assemble a review team for the proposals, or designate another division leader or volunteer to do so. There needs to be at least three (3) review panel members, and volunteers need to be made aware of their obligation to perform their task in keeping with **deadlines and review policies**. **Review panel members must be ATMAE members**. It is best to find review panel members who will not be submitting proposals in the same topical track in which they will serve as a reviewer. Steps in recruiting a review team may be:
 - Recruitment among President, Past President and President Elect, and Division Directors.
 - Recruitment from past reviewers
 - Recruitment from among division membership (this is a great way to find volunteers; members need to be given the opportunity “to say Yes”; only a few members will volunteer; if you have more than you need, you may find volunteers amenable to working on other projects.)
- **Review Process:** The process begins in early March, as soon as the ATMAE staff has prepared the proposals for review. The review process is completed by April 1, so that ATMAE may communicate to authors during April before the academic year comes to a close. These steps are entailed:
 - **Confirm that panel members available in that time frame:** A volunteer who is out of the country or unavailable in March should not be involved. Confirm their readiness to participate by February 15.
 - **Work with ATMAE office to confirm that proposals have been assigned to the correct track:** The ATMAE staff will send the designated review leader the proposals in early March and the review leader will need to skim them to ensure the topic fits their track. If the review leader feels a proposal is not properly assigned, they must communicate that to ATMAE before the formal review process begins, so that a decision can be made as to whether it should be reassigned and to which track. This is a cooperative process of finding the best fit; proposals that don't fit the ATMAE Conference are vetted upon initial submission, and all proposals that survive that process must be assigned to a track that is the best fit. Under no circumstances can the review process conclude with a rejection of a proposal for “being in the wrong track” as that decision must be made, in fairness to the authors and the other review panels, at the very beginning of the process. This process should be completed by March 5.
 - **Formal Review Process:**
 - **Distribution of proposals and materials:** Once proposals are all properly tracked, the ATMAE office prepares review logs, establishes maximum acceptance rates (based on Executive Board policy and available presentation space), and forwards all necessary materials to the review chair for distribution to the review panel. This should be completed by March 10.
 - **Review process:** The review chair forwards all necessary materials with instructions to the review panel. This should occur by March 12. The reviewers should complete their work by March 28. Review chairs should remind panel members of deadlines and check their progress at least once during the review period.
 - **Review consolidation and Report:** The Review Chair needs to collect individual reviewer results by March 28, and determine the final results. The use of a numerical rank ordering process has made this relatively more objective and efficient than in the past. The review chair needs to report the final review results to ATMAE by March 31, using the materials provided by ATMAE.
 - **Author notification:** The ATMAE office assembles the review materials, confirms accuracy and completeness, reorganizes and records proposals as accepted or rejected, and informs authors by mid-April.

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- **Proposal Pairing:** As ATMAE uses a short presentation format, with two proposals paired in a 50-minute presentation slot, accepted presentation proposals need to be “paired up” so ATMAE staff can begin the scheduling process. The review panel chair usually does this task, which needs to be completed by May 15.