

30 May 2013

Reference: **G036A**

Sent as an e-mail attachment to mariasabina@gmail.com

Dear Professor Draga Alexandru:

Congratulations! On behalf of the Program Committee, I am pleased to inform you that your session proposal, entitled “**East European Women's Tales of Relocation,**” has been approved for inclusion in the program for the 2014 convention in Chicago. The convention will be held from 9 to 12 January 2014. Sessions begin on the morning of 9 January and continue through the afternoon of 12 January.

To keep the session within the time limit of one hour and fifteen minutes and encourage the maximum discussion, each participant’s presentation should be no longer than five minutes in a roundtable session and no longer than twelve minutes when there are four presentations in a session or three presentations and a respondent. **It is not acceptable to deprive attendees of time for discussion.**

If you indicated on your proposal form that you wished to have your session considered for the presidential theme and your session is accepted for inclusion in this theme, you will receive notification in late summer.

Please inform your panelists **immediately** that your proposal has been accepted so that they can make plans to attend the convention, since only session organizers have been sent this message. Registration and hotel reservation information will be made available to all MLA members in September through the MLA Web site (www.mla.org/convention). We urge all session participants to register before 1 October to take advantage of the least expensive registration rates. Please also inform your panelists of the information below:

1. CHECKING PROGRAM COPY PROOFS

You will receive program copy proofs in **mid-July by e-mail**. The time and place of your meeting will be indicated there.

Let this office know by 1 June if you wish to have the proofs sent to a summer address or to someone else for proofreading, and please furnish contact information for that person.

2. REQUIRED DISCUSSION PERIOD FOR CONVENTION SESSIONS

Please keep in mind that fifteen minutes must be left at the end of the session for discussion. Presiders are responsible for informing speakers of their allotted speaking time and for ensuring that they do not exceed that time.

3. REQUESTS FOR AUDIOVISUAL EQUIPMENT

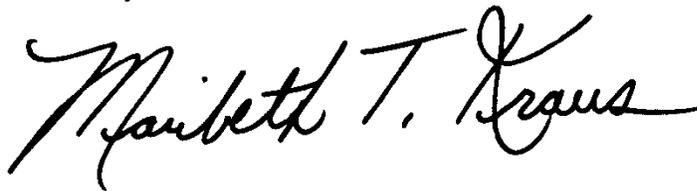
We ask session organizers to send requests for audiovisual equipment with their session proposals, and we use the information to schedule sessions in rooms that are prepared for this equipment. All participants will receive a message soon regarding their audiovisual requests. When you communicate the acceptance of this proposal to your participants, please encourage them to respond promptly to our message. A timely response is especially important because any audiovisual requests received by the convention office after the deadline cannot be accommodated.

4. PROVIDING ONLINE MATERIALS

We encourage session organizers and participants to annotate their sessions in the online program both before and after the convention. Annotations can include links to materials such as PDFs, slides, and other resources hosted elsewhere on the Web. Logged-in participants will see a text-entry box on the program detail page for their session; participants may use this form to enter any relevant information, including URLs for online materials.

Thank you for your participation in the 2014 MLA convention. If you have any questions, please do not hesitate to call or write.

Yours truly,

A handwritten signature in black ink that reads "Maribeth T. Kraus". The signature is written in a cursive style with a large, stylized initial 'M'.

Maribeth T. Kraus
Director of Convention Programs
mkraus@mla.org

Attached: Guidelines for Speakers and Session Organizers

MTK:sc

Guidelines for Speakers and Session Organizers

The MLA Program Committee approved the following guidelines for speakers and session organizers at the MLA convention.

1. Assume that a page of double-spaced, typed material, in a standard elite-sized font, takes about two minutes to read, without any extemporaneous comments added during the reading. This means that it takes fifteen minutes to read seven and one-half pages and twenty minutes to read ten pages.
2. A presenter who is likely to add extemporaneous comments during the reading should start with a paper that is shorter than the lengths noted above.
3. A presenter who speaks extemporaneously (with or without notes) should rehearse the presentation to ensure that it will fit in the allotted time.
4. Session organizers should be modest in their plans for including speakers and keep in mind that MLA policy requires fifteen minutes of each session to be reserved for discussion. A seventy-five-minute session therefore allows one hour for presentations and can accommodate three speakers, along with the president's introductions. A respondent should count as one of the three speakers. More presenters or respondents can participate only if the length of the individual presentations is reduced.

Amittai F. Aviram