

AHEA Conference Program Committee Recommended Procedures 2023

The AHEA Board agreed to formalize a set of guidelines for the AHEA Program Committee.

1. The Conference Program Committee Chairs shall consist of two persons in each topic area.
2. *Proposed* AHEA 2023 Program Committee Chairs are:
 - Cultural Studies: Mártha Pereszlényi-Pintér, Mari Réthey
 - Education: Viktoria Batista, Andrea Parapatics
 - History/Political Science: James P. Niessen, Péter Kristian Zachar
 - Language/Literature: Zsuzsanna Varga, Ákos Farkas
 - Music/Folklore: Judith Olson, Sarah Lucas
 - Science/Economics: Andrew Lee
3. Procedures for Program Chairs:
 - a) Authors submit abstracts online through the AHEA.net website.
 - b) Submissions are sent by way of automatic email to both Chairs.
 - c) Agree on how to distribute the workload between the two Chairs. Alternate and/or consider the content area, one chair takes the role of “primary” reviewer, corresponding with the author.
 - a. [Check for completeness] If the abstract meets criteria: accept, or
 - b. Refer the author to recommended guidelines: accept with revision. We recommend suggesting to authors that they revise and resubmit rather than editing the abstract.
 - i. If author is responsive, accept; if author is unresponsive to suggested revisions, reject(after consultation w co-chair).
 - ii. The revised abstract should be resubmitted (i.e., sent to the webmaster to replace the original submission.)
 - iii. Review checklist for abstract reviewers
 - d) See text of decision letter (will be distributed shortly):
 - a. Periodically check the list of submitted abstracts online in your discipline. Compile them periodically so you can keep track of abstracts in your discipline.
4. Contributions to the Program
 - a) Following the deadline, a first draft of the conference program is initially compiled and circulated among the Program Committee Chairs. Careful review and revision at this point is important. We invite Program Chairs to edit and look for logical sequence of papers within sessions. Sessions may contain papers from more than one topic group. If so, make sure that the topic sequences appear on the same side of parallel sessions.
 - b) After review, the Conference Program is finalized and posted on the AHEA website and announced to the membership. Requests for changes go through the Webmaster. Each cluster of abstracts has a designated Session Chair.¹
5. At the Conference, seek out the people who submitted abstracts in your discipline. Invite people who could be more engaged with AHEA activities.
6. Propose appropriate and imaginative themes for future conferences.

KP 2022

¹ The program designates Session Chairs who contact the session presenters via email prior to the conference and communicate how the session will be conducted and solicit requests for AV needs and special considerations (their instructions are separate and not included here).