

Panel Session Proposal Guidelines

*A Panel Session is a group of papers organized by an individual or group of individuals and submitted as such to the ARCE Review Committee. While ARCE already groups papers into sessions united by a common theme or time period, member proposed panels should be a place for you to do something a little different. For example, ARCE has showcased session of 3-4 papers on “Old Kingdom” or “Religion” in the past. A **panel** should be more nuanced in focus (e.g. Old Kingdom religious expression), and novel in its organization (e.g. lighting rounds).

*Panels will be reviewed in their entirety for academic rigor, originality of research, and fit into the academic program schedule. Individual panelist abstracts will **not** be considered for the “regular” academic program if the panel is not accepted as a whole. Panel proposals are only as strong as their weakest abstract; we strongly suggest panel organizers critically consider abstract inclusion and provided feedback on individual abstracts before submission.

Panel Format Options

1. **On-Block Panel: Panel with Respondents**
 - a. This panel type will include 3-4 papers (each 15-20 minutes in length) followed by a prepared statement made by a respondent (5-10 minutes) with limited or no audience contributions and shall adhere to ARCE’s “regular” schedule (30-minute blocks). Panelists and AM Attendees can expect movement between blocks.
 - b. Proposals for 90-minute blocks (3 papers) or 120-minute blocks (4 papers) are accepted
2. **Off-Block Panel: Lighting Rounds**
 - a. These panels do not adhere to ARCE’s “regular” schedule. Talks may not align with other sessions and AM attendees will be encouraged to join these panels in their entirety, rather than “paper hopping” between sessions.
 - b. Lighting Rounds are characterized by short presentations, not to exceed 10 minutes, that may or may not be followed by a discussion.
 - c. Lighting Round proposals may be made be for 60-minute (4-8 participants) or 90-minute blocks (6-10 participants).
3. **Off-Block Panel: Roundtable**
 - a. These panels do not adhere to ARCE’s “regular” schedule. Talks may not align with other sessions and AM attendees will be encouraged to join these panels in their entirety, rather than “paper hopping” between sessions.
 - b. Though individuals may offer short presentations, Roundtables are characterized by their emphasis on guided discussion among panelists and/or the audience. Roundtables may focus on particular challenges in the field, be inspired by a recent publication, include pre-circulated papers, etc.
 - c. Proposals for 90-minute (4-6 participants) or 120-minute blocks (5-8 participants) are accepted.

Directions

1. Individual panelists do **NOT** need to, and **SHOULD NOT**, submit their contribution as an individual paper. Panel organizer(s) should submit a panel proposal to the All-Academic submittal system, on behalf of all the participants, <https://convention2.allacademic.com/one/arce/arce25/>, by selecting “On-Block Panel Proposal” or “Off-Block Panel Proposal” under Submission Type. Panel Proposal shall include the following information, in this order:
 - a. Panel Session Title (15 words or less)
 - b. Panel description and justification (250 words max)
 - i. This should be an intellectual description and justification; in essence, this is the panel “abstract” that, if accepted, will be published (exactly as submitted) in the meeting abstract booklet and on ARCE’s website. Panel submitter is automatically identified as panel chair.
 - c. Proposed Panel Schedule
 - i. Submit a clear preferred schedule of panel contributions. This should be the order in which you want panelists to present and should include specifics, such as respondents, discussion slots, etc. Note, this is not a guarantee that the proposed schedule can be accommodated.
 - d. Abstracts for each panelist contributor
 - i. For each presenter you will be expected to provide their title and abstract (no more than 250 words each). These titles and abstracts will be published precisely as submitted in the meeting abstract booklet and on ARCE’s website.



- ii. If the presenter is not already in the All Academic system the panel submitter can add them, but to do so you will need their full name, affiliation, email, state and country, and phone number. Collect these before beginning your submission for each panelist presenter.

*Once the panel proposal has been completed and submitted (by selecting “submit this proposal” at the bottom of the submission page) you will receive an automatic reply from All Academic that it has been received and is in the system for review by the Annual Meeting Review Committee.