

**Contract FOR SEMINAR**

Please follow all guidelines required below for seminars held at the Northeast Modern Language Association (NeMLA).

Chairs should set the parameters of how their seminar will be run by filling in the missing information below.

Chairs should consider carefully how they will structure discussion both within and beyond the session, considering the options of pre-circulated questions, response papers, bibliography and assigned seminar partners.

**Seminar Format**

**Requirements**

1. Papers are to be completed and circulated prior to the convention (2–4 weeks as set by the chair). The deadline is \_\_\_\_\_\_\_\_\_\_\_\_.
2. Page length for papers is \_\_\_\_ pages.
3. Session Chair will create a shared folder or email list for participants to exchange work.
4. Participants will be asked to read all papers and be prepared to participate in a structured conversation.
5. During the session, presentation time will be limited to a maximum of [5 minutes or 10 minutes] (choose one), focusing on an overview and/or highlights of the paper.

**Optional**

\_\_\_ Participants will complete a written response to 1–2 papers, as well as a brief abstract / short description for audience members.

OR

\_\_\_ Participants will read all the papers and complete a structured response prior to the convention, as well as possibly a brief abstract for the audience.