Demystifying the Academic Conference
A Workshop on Planning Conference Panels and Presentations
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Outline

- Should I consider presenting?
- Abstracts
- CIES:
  - Individual paper proposal
  - Panel proposal
  - General pool or SIG/Committee?
- Presentation
- Various conferences

Should I consider presenting?
Some questions to bear in mind:
- Have you fully developed a research project whose topic pertains to the conference theme?
- (or) Will you have the research completed by the time of the conference?
- Have you gotten interesting findings from relevant research questions?

Am I qualified enough to present?
- OF COURSE YOU ARE!
- Don’t be afraid!
- It all depends on whether you have some interesting and relevant findings to present.

Where do I start from?
Write your abstract
- Primary sections of an abstract (Matarese, 2007):
  - Motivation/problem statement: research questions, filling gap in the lit., relevance;
  - Methods: data collection, data analysis;
  - Results: answers to questions, what you’ve learned;
  - Conclusions: limitations and implications.

Then?
- Find out details on the abstract submission process of the conference
- CIES 2009:
  - "Abstracts should state clearly and succinctly the main issues, topics, arguments, and findings of the proposed paper and/or panel session. Abstracts ideally should show demonstrable connection to the CIES conference theme and/or to specific areas of research and interest to CIES SIGs, committees, and general membership. To facilitate the review process, a list of keywords will be provided through the on-line submission system, with the option to include additional ones if the list does not capture the content of your presentation. Appropriate keywords should be selected to allow ready identification of the paper/panel’s principal subject matter, region of interest, theoretical approach, and/or disciplinary framework."
CIES 2009
Individual paper proposal
or
panel proposal?

Proposals for individual papers should include:
- Title of the paper (15 words or less)
- Presenter’s name, institutional affiliation and
title, mailing address, e-mail address, telephone
and fax numbers
- An abstract of 200 words or less of the paper
- Two keyword descriptors of the paper

Take the lead! Organize a panel

Most people submit individual abstracts but you
can take the lead and organize a panel around a
specific topic.

How?
- Define the topic. Is it relevant for the conference?
- Invite speakers
- Write and submit panel proposal by collecting info
  from all speakers

Tips:
- Think of target audience.
- Dare to invite acknowledged scholars!

CIES 2009 Panel Proposal

Proposals for 1.5 hour panel sessions should include:
- Title of the proposed panel session (15 words or less);
- Name, institutional affiliation and title, mailing address,
e-mail address, telephone and fax numbers of the panel
chair, each presenter, and discussants (one or two);
- An abstract of 200 words or less for the panel;
- An abstract of 200 words or less for each paper on the
panel;
- Two keyword descriptors of the panel;
- Two keyword descriptors of each paper on the panel”.

General pool or SIG/Committee?

1. New Scholars Committee
2. Gender and Education Committee
3. UREAG – Under-Represented Ethnic and Ability Groups
4. Africa SIG
5. CANDE (Citizenship and Democratic Education)
6. Language Issues
7. Comparative Study of Globalization and Education (CSGIE)
8. Indigenous Knowledge and the Academy
9. Peace Education
10. Cultural Contexts of Education and Human Potential (CCEHP)
11. Early Childhood Development SIG
12. Japan SIG
13. ICT4D SIG – Information and Communication Technologies for Development
14. Middle East SIG
15. Higher Education SIG
16. Inclusive Education (new)
17. South Asia (new)

The big day

- Find out duration of presentation;
- Rehearse, time it;
- Keep in mind: it is impossible to present every
detail!
- Main abstract sections are also valid to guide
presentation
- But: make it catching and interesting!
- Relate your presentation to the other
presentations in your panel and/or to past work
of other speakers.
It takes some planning

- Do some research to find out about conferences you may want to participate in;
- Plan ahead: watch out for the deadlines;
- Share information with your colleagues;
- Jointly plan panels.

Conferences in which you may want to participate

- Comparative & International Society (CIES): www.cies.ws
- American Political Science Association: www.apsanet.org
- International Political Science Association: www.ipsa.org
- Middle East Studies Association (MESA): www.mesa.arizona.edu
- Ethnography Forum (UPenn): www.gse.upenn.edu/cue
- International Studies Association (ISA): www.isanet.org

If you are still not sure

You can always contact me: mgd2110@columbia.edu