



## Abstract Submission Guidelines

These guidelines will help you to submit your abstract for AILASA 2012.

The theme for the 2012 conference is *Centring the Margins: Reconfiguring the Map of Knowledge in Humanities and Sciences in the Iberian and Latin American Worlds*.

At the 2010 conference of the Association of Iberian and Latin American Studies of Australasia (AILASA), Professor Arturo Arias gave a keynote speech entitled "De-centering Latin American Studies" in which he advocated the need for a shift in the production of epistemic knowledge from the centre to the margins. It is therefore the aim of this X AILASA conference to explore the imperative of shifting the knowledge, advances and perspectives of the "margins" in Latin America and the Iberian Peninsula in all fields of endeavour to the centre of our interdisciplinary focus.

The margins in this context may be understood as being within the centre itself, in the form of, minority, peripheral or fringe perspectives, voices or groups, or more broadly, at the peripheries of former empires or spheres of influence.

Presentations and panel sessions that relate to the conference theme are especially welcome, but all topics relevant to Iberian and/or Latin American Studies will be considered.

AILASA 2012 is in your hands: it is your ideas and input that will bring it to life. We look forward to seeing you here in Wellington, New Zealand next July.

## Presentation formats

### Papers

This is a lecture style presentation which may be supported with visual material and handouts. Paper presentations will be allocated 30 minutes including 10 minutes for questions and answers.

### Panel Sessions

This is an opportunity for several presenters with a related theme or topic to present. Panel organisers may divide the 90 or 120-minute time slot they are allotted as they

choose but time should be allocated for opening and closing remarks, presentations, and extended audience responses. A panel must involve:

- one panel organiser and 3 paper presentations for a 90-minute session or;
- one panel organiser and 4 presenters for a 120-minute session.

Panel organisers would usually present a paper in their panel and are responsible for liaising between participants in the panel.

## Preparing Your Submission

Please ensure that you have all the details of your panel or paper sessions including any co-presenters ready before commencing your online submission. You will need the title, and full abstract of the presentation, names and biography for yourself and any co-presenters. See 'Submission Details' below.

To submit a panel session, you will need the details of the panel (title and abstract) as well as the details of each paper which will form part of the panel session. This includes the title and full abstract of each paper. See 'Submission Details' below.

The person who makes the submission will be identified as the main contact person for the submission.

### Submission Details

**Title:** The title should be brief, reflecting the important aspects of the paper or workshop. It should be written all in lower case except the first letter of the title and the first letter of proper nouns. *For Panel Sessions, this is the overall title of the Panel.*

**Abstract:** This is what will be printed in the conference handbook. All abstract summaries have a 250 word limit.

**Biography:** You will be asked to provide brief biographical information (80 words maximum), as well as information about your position and the institution you work for.

**Topic:** You will be asked to choose a general topic area for your presentation from the following topics.

- Perceptions and Misperceptions of the "Periphery"
- Peripheries and Globalisation
- Globalisation in the Latin American and Iberian Economies
- Politics and "Peripheries"
- Literature and Film relating to Peripheral Perspectives,
- Indigeneity
- Sustainability and Resilience
- Mapping Knowledge Transfer in Technology and the Sciences.
- Historical Perspectives from the Margins
- Transnational/regional Latin American Identity Formation
- Latin American Cinematic Co-productions and Transnational Funding
- Testimonial and Documentary Expressions of Minority Cultures
- Regional and Global Cultures
- My topic is not listed here (if you select this option, a window will be presented for you to enter your topic).

Please select the topic that best represents your submission.

***Dialectical accents and non-English characters:*** Please upload a WORD version of your submission if you have written accents or other non-English characters (this will be used for print media) as well as completing the information on screen (used by the reviewers).

***Conference Handbook:*** A handbook will be produced for the conference from the information that you submit including the title, abstract of your presentation, biography statement of presenters and non-presenting author details (if any).

## **Important Dates**

The deadline for abstract submission is **Monday 9 April 2012**

All presenters (including co-presenters and panel contributors) need to register for the conference in order to confirm their place in the programme. The deadline for registering is **14 May 2012**.

Information about the programme will be uploaded to the website as planning for the conference progresses. Please check the conference website <http://www.ailasa2012.ac.nz> for updated information.

Ideally, each presenter would participate in a maximum of one presentation, be it an individual paper, or within a panel session, but exceptions may be made on a case by case basis.

# MAKING YOUR SUBMISSION

## STEP ONE: Getting your material together

Please ensure that you have all the details of your paper, any co-presenters or panel contributors ready before commencing your online submission. You will need the title, abstract summary and full abstract of the presentation, names and bio-data and email for yourself and any co-presenters.

To submit a panel, you will need the details of the panel (title and abstract) as well as the details of each paper which will form part of the panel. This includes the title and abstract summary of each paper.

Where there is more than one presenter for a submission, the person who makes the submission will be identified as the main contact person for the submission.

## STEP TWO: Deciding your category of submission

On the first screen you will be asked to select your submission category.

If you wish to present a paper please select the '**Paper**' option.

If you are presenting a paper as part of a pre-organised panel session, your panel organiser will register your details and paper abstract along with the other presenters forming part of the panel using one of the '**Panel Session**' options. Please liaise with your organiser.

These submission categories will be presented on the screen as follows:

- **Paper** 30 minutes, including 10 minutes for questions/responses.
- **Panel Session** (short) 90 minutes with 3 contributors.
- **Panel Session** (long) 120 minutes with 4 contributors.

To activate your submission you also need to enter your email address. All communication regarding your submission will be sent to this email address.

## STEP THREE: Registering your personal and abstract details (paper presenters only)

If you have selected the 'Paper' category, on the second screen you will be asked to enter your personal details as well as the details of your submission including:

Personal Details:

- Title
- First and family name (surname)
- Your position (30 character maximum)
- The university or organisation you are affiliated with (100 characters maximum)
- Your address
- Your work phone number
- A brief biography (80 words maximum)

Abstract Submission Details

- **Abstract Title**
- **Abstract Summary** (250 words maximum)
- **Topic.** Select from the options available.
- **Co-presenters (if any)** (does not apply to Panel submissions) Please list the details of each person that you intend to accompany you in presenting your submission in *Title, Name, Position, University / Organisation, Country, email* format.
- **Non-presenting authors (if any).** Please acknowledge all non-presenting authors in *Title, Name, Position, University / Organisation, Country, email* format. This information will be used for the conference handbook.
- **Equipment.** 'Standard equipment' includes Powerpoint presentation equipment with podium and microphone. Please note: other equipment requests are subject to availability and may incur a cost. If you request additional equipment, the conference organiser will contact you to confirm your request.
- **Upload Abstract as WORD document.** If your abstract contains written accents or other non-English characters, please upload your abstracts as a WORD document using the templates provided.
- **Dates not available to present.** We will use this for timetabling, please enter any dates on which you are not able to present.

You can now click the 'continue' button to make your submission. You will be able to print a record of your submission from the next screen. You will also receive an automated confirmation email.

### **STEP THREE: Registering your personal and abstract details (panel sessions only)**

If you have selected a 'Panel Session' category, on the second screen you will be asked to enter the personal details of the panel organiser as well as title and abstract of your panel session.

Continue with your submission by clicking the 'continue' button and you will be prompted to register your Panel Contributors (see Step Four).

NOTE: If you are the panel organiser and are also presenting a paper as part of the panel, you will need to register yourself again in Step Four as a panel contributor.

### **STEP FOUR: Registering Panel Contributors (for panel sessions only)**

The next screen requests you to register the details of your Panel Contributors. For each contributor, you will be able to enter the personal details as well as the details of their paper (abstract title and summary). Note: please enter each Panel Contributor in this manner.

**Panel (Short).** You will need to enter the details of 3 presenters to complete your panel submission.

**Panel (Long).** You will need to enter the details of 4 presenters to complete your panel submission.

Please make sure that you have all the information needed for each contributor. Once you have entered the required number of presenters you will have the option to either complete the submission by clicking the 'Complete Submission' button or to register another contributor using the 'Register Another' button.

You will be able to print a record of your submission from the next screen. You will also receive an automated confirmation email.

## Deadline for submission

Finally, don't worry if you do not have the final version of your submission right now. You will be able to log in and amend your details right up until the deadline for abstract submission closes on **9 April 2012**. After this date, your submission will not be able to be edited and will be sent to the reviewers for inclusion in the programme.

If you need more information please check the conference website or contact the Registration Managers:

Paardekooper and Associates

Ph: + 64 4 562 8259

Web: <http://www.ailasa2012.ac>

Email: [info@ailasa2012.ac.nz](mailto:info@ailasa2012.ac.nz)