

# **MSS PRESIDENT-ELECT GUIDE**

Planning the Annual Meeting

*Revised June 2009*

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### General Timetable for Program Development

- October-November:
- Notification of Election results for President-elect and elect-elect
- December 1:
- **Have announcement of program theme and call for organizers to *TMS* editors for January edition if not sooner**
  - Submit info to Executive Office
  - Arrange for selection of student member of the Board
- January - March:
- Put together Program Committee
  - May work with Annual Meeting Committee Chair to select Local Arrangements Chair; consultation is recommended
- Late March /Early April:
- **Annual Meeting - Meet with program committee, previous program chairs, your local arrangements chair, *TMS* editors, others who will be important to your planning.**
  - **Use email for call for Session Organizers and Call for Papers in addition to *TMS* for June edition. June edition will have initial sessions listed.**
  - Obtain copy of room specs from Exec Director or hotel contact person.
- Summer:
- If you are lucky, Lauren Tiffany will be Executive Director of MSS. Get to know her and treat her well—she deserves it.
  - Communicate with Program Committee members and other sessions organizers about procedures to be followed; with on-line submission system the role of the Program Committee is flexible. They may be organizing sessions or simply acting as an important advisory and consulting group to the President and Student Director.
  - Hold conference call with Executive Director and Brad Smith of meetingsavvy.com in June; walking through the demo is probably the most important step. MSS uses meetingsavvy slightly differently than other societies.
  - Experiment with formats for final program book and think about options for program cover design; use a professional layout person if possible and maybe avoid friends or relatives designing covers. On the other hand, it is your cover.
  - Executive Office will provide program book end material (society history, officers, etc)
  - Develop procedures for handling incoming program information, and for checking accuracy etc with meetingsavvy system; some President-Elects share the work; others give most of it to Student Director; have a direct and specific conversation early on
  - Executive Office/Executive Director will make arrangements for printing program book

- September:
- Communicate electronically to session organizers to remind them of procedures (see addendum)
  - Field last minute issues
- Mid-September
- Attend Fall Board Meeting at your Meeting Hotel
    - Meet with Local Arrangements chair
    - Meet with hotel personnel to discuss the arrangements; strong connections and personal attention go a long way in working well with the professionals upon whom we depend for service
    - Familiarize yourself with the hotel layout as early as possible; be sure you have room specs from hotel
  - Develop time line with meetingsavvy.com See on- line guide.
  - **October TMS will contain "Last Call for Participation" and list of sessions--info must be in to TMS early by late August.**
  - Check sessions for accuracy; Continue to receive, modify, and check session info; connect with Local Arrangements about the kinds of tours you both want
- October-November:
- Continue to receive, modify, and check session info
  - Executive Director will take care of new committee members and other program information
  - **Prepare preliminary program for January TMS and website**
  - **Write a piece for January TMS to accompany the preliminary program**
- December:
- Have session organizers review info for additions/corrections
  - Format sessions for final program; Assign sessions to rooms using meetingsavvy program
  - **Preliminary program to TMS for inclusion with January TMS OR post program on web only with accompanying note in TMS as to location; needs to be posted soon after New Years; plan on working over Christmas break**
- January:
- Make corrections in final program based on responses of organizers
  - **Proofread the program.** In the final analysis and in the annals of sociology history, this is *your* program so a careful read by the Program Chair is essential.
- Feb/early March:
- Obtain and review convention session/room/set-up schedule from Local Arrangements Chair and Executive Office. Compare it to the program well before the pre-conference meeting; post final on the website.
  - **Executive Director sends final program to printer; you get to sleep more**
- Day before conf begins
- Arrive the night before the conference; Attend pre-conference meeting with the hotel staff and other key chairs. Get some sleep and be ready to work non-stop. It will be energizing.

## STUDENT DIRECTOR

### Selection of a Student Board Member

You must select a student representative to the Board of Directors of the MSS, and it must be done rather quickly. This person will take office as a voting member of the Board at the same time that you assume the position of President-Elect, which is at the spring Annual Business meeting held about 18 months following your fall election. You should identify your Student Director prior to the meeting when you become President elect, so begin that search a few months before.

The Board of Directors of the Midwest Sociological Society always has three student members. According to the by-laws, Article V, Section IIIB:

**Student Directors:** A Director to represent the student members shall be selected each year from among the sociology students, undergraduate and graduate, at the institution from which the President-Elect of the Society comes or designates. The Student Director shall serve a three-year term and receive free membership in the Society during his/her term.

In practice, the method by which the student representative is selected varies from school to school, and depends in large part on the roles and responsibilities to be assumed by the student representative. The home institution of the president-elect has often allocated a graduate assistant position for program preparation. In such cases, that person generally has become the student representative - in essence selected by the President-elect.

It should also be noted that the representative need not be a graduate student, and technically need not come from the school at which the president-elect is located. President-Elects coming from schools that do not have graduate programs, or who work outside of academia will need to be aware of these options. It is important to identify a student with some experience attending MSS and with whom you can work intensively. Ideally, this relationship is a partnership among colleagues at different stage of a professional career. *Facility with spreadsheets, problem solving abilities, experience in interpersonal communication, and the flexibility to work intensively at critical times are essential skills for both the President-elect and the Student Director.*

Immediately after making your selection, notify the Executive Director and Secretary of the name and address of the new student Board Member so that the individual will start to receive relevant materials and so that their name will be included in lists of Board members, on the stationery, etc.

### **Responsibilities of the Student Board Member**

The responsibilities of the Student members of the Board vary. They are expected to attend Board meetings. Generally, the Student Director is very active in preparation of the program. The Program Chair and Student Director should discuss the expectations in both directions early on—this is an intense relationship of great importance where the Student Director, along with Executive Director, is central to the success of the program. They are partners in the process, not simply clerical assistants. In many cases, the position of the Student Director is her or his graduate assistantship assignment for the year for which one-quarter time should be adequate. If you desire this type of assistance, be sure to make appropriate arrangements with your institution for remuneration. Application can be made to the Board for support of the Student Director.

## **THE ANNUAL MEETING PROGRAM: AN OVERVIEW**

As President-Elect and Program Chair of the Midwest Sociological Society, you are responsible for planning and implementing the program for the MSS annual meeting which will occur approximately 30 months after you are notified of election. You have a good deal of latitude in what you plan, and how you carry out your responsibilities. It is important however, to recognize that a strong tradition of voluntarism and involvement has developed within the Midwest Sociological Society. The Society depends for its health and vitality on a meeting that will draw large numbers of people, provide ample opportunity for scholarly enrichment, share pedagogic ideas and techniques, and encourage social exchange. Thus, as you set about the task of planning these meetings, make your own ideas and themes the core of the meetings, but keep in mind the very broad and varied interests that continue to draw persons to the MSS meetings and to make us the strongest of the regional organizations.

### **Time and Place of Your Meeting**

The Annual Meeting of the Midwest Sociological Society is held each year in late March or early April in a City in the Midwest Region. Contracts for the hotels are made several years in advance, so by the time that you are notified of your election, the city, hotel and dates for the meeting will be settled and the final contract will have been signed.

The Meetings will generally run from Thursday noon through Sunday noon in order to facilitate travel arrangements at the inexpensive Sunday rates. There are occasional exceptions to this schedule due to hotel availability and similar factors. In addition, when we are in Chicago, we generally meet on Easter weekend because of the major reduction in room rates that can be obtained on that weekend. Thus, Chicago meetings have been scheduled from Wednesday noon to Saturday noon.

**All information about your meeting will be available from the Executive Director, Secretary of the Society, or from the Annual Meeting Committee Chair.** You will be able to obtain from the Executive Office information on hotel layout, number of meeting rooms that you have available and names of contact people at the hotel.

## PROGRAM THEME AND CALL FOR ORGANIZERS

The program theme is yours and should reflect your interests and your sense of the discipline. As far as can be discerned, themes were not used until 1970. Themes that have been used in the past include:

### Annual Meeting Program Themes from 1995 through 2009

Year	Pres. Elect.	Theme
1995	Barbara S. Heyl	Facing the Future: Talking Through the Differences
1996	Tony Orum	Sociology and Its Interface with Other Disciplines and Social Institutions
1997	R. Dean Wright	Transmitting the Discipline to the Next Generation: Issues of Inclusion and Exclusion
1998	Joane Nagel	Sociological Imaginings: Constructing Solutions to Societies Puzzles and Paradoxes
1999	Joel Best	Challenging Sociology
2000	John Farley	The Century of the "Minority" Majority
2001	Gary Alan Fine	Contesting Everyday Life: the Power, Privilege and Peril of the Mundane
2002	Philip Olson	Assessing the Discipline: What we know & What we don't
2003	Chris Prendergast	Social and Cultural Dynamics: From Social Relationships Through The World System
2004	Ellie Miller	The Discipline of Sociology in a Postdisciplinary Age: Developing Strategies for Dialogue with Fields Near and Far
2005	Rob Benford	Mobilizing for Change
2006	Patti & Peter Adler	The Art of Sociology
2007	Helen Moore	Social Policy, Social Ideology, Social Change Joint meeting with North Central
2008	Susan Stall	Making Sociology More Public
2009	Diane Pike	Teaching Sociological Scholarship

### Announcement of Theme and Call for Session Organizers for *The Midwest Sociologist (TMS)*

*The Midwest Sociologist*, the Exec Office's email blast capability, and the MSS website at [www.themss.org](http://www.themss.org) are your vehicles for communication with the membership. You will be working closely with the *TMS* editor during the next year. If the editor has been in the position for more than a year or so, she or he will have valuable ideas about how to smooth the procedure. The Executive Officer also works directly with you to make sure you meet *TMS* deadlines and prepare appropriate articles.

In mid-January, the *TMS* issue carrying your predecessor's Preliminary Program, and your announcement of theme and call for organizers, will be mailed. Generally, the due date for copy for that issue has been around December 1st-15th. Check **immediately** with the editor of *TMS* to get information about date and format for submission.

No matter what your theme is, you should ensure that the Call for Organizers, and later the Call for Papers, encourages involvement of persons who are doing research and writing in all areas of the discipline. Your thematic sessions or plenaries will carry out your theme, but for the meeting to be a success the broad scope of the discipline must be represented. You will probably receive relatively few responses to this initial call for organizers, although with the use of email the number of responses at this stage is growing. It is nonetheless important to offer all members this opportunity to suggest and organize sessions. Some who respond to the call will wish to organize one very specific session. Others may be good candidates for your Program Committee.

### **PROGRAM COMMITTEE**

**The size of the MSS annual program makes an effective program committee structure vital for your sanity and for the success of the program.** Since the move to an on-line submission system in 2008, the role of the Program Committee is likely shifting. As Program Chair, you can use the group as you see fit, but the online system can only be controlled by one or at the most two people—you and the Student Director. Therefore the need in the past for the Program Committee members to be the conduit to a set of session organizers is no longer present. It is less work to have the sessions centralized in this way (it does not limit decision making of session organizers in any way) and makes it much easier to place individual papers in session that need it rather than working through an additional bureaucratic layer. The program committee generally has been comprised of 12-15 persons, each organizing a specialty area that tends to be highly represented in the program, or that reflects a growing research and teaching emphasis in the discipline. In the past, the tasks of your committee included:

(A) receive all papers and paper proposals in their areas, (B) review papers and organize them into sessions, (C) secure session chairs and discussants, (D) submit final information for session listings in program to you.

With the online system, these responsibilities are no longer necessary. Technology allows direct communication in a way that is more efficient. This advancement leaves the Program Committee open to spending their time on providing the Chair advice on themes, inputs on decisions,

recommendations of individuals to participate in the program, ideas for sessions and plenaries, and to chair their own sessions. It is simply more work (extra steps) to follow the old procedure.

### **Identification of Areas to be Represented on Your Program Committee**

The philosophy of the MSS has been to make the annual program as broadly representative of the research, applied and teaching interests of the Society as possible. Contacting the previous year's program chair will be helpful in sorting your sessions. The Executive Office can also provide program summaries for recent years.

### **Selection of Program Committee Members**

#### **Identification of Potential Program Committee Members**

**Select people who are well organized, thoughtful, creative, willing to do their own sessions and who will be timely in responding to communications.** In the past, one person who did not carry out responsibilities could sabotage the complete schedule and incur the wrath of many members—a problem which speaks to the advantages of the new online system.

You will already have people in mind for some of the areas to be included on your Program Committee. For other areas, you will need assistance in selecting committee members. It is very likely that some of your committee members will be people you do not know personally. Most recent organizers have tried to maintain the MSS's general commitment to balance in terms of gender, school size and type, and geographic distribution in putting together the committee. Broad, smart and hardworking should do it.

#### **Suggested means of identifying committee members**

- Contact the previous two or three program chairs and get information on people who were particularly good as organizers (also ask for information about those who were particularly poor so that you do not make the mistake of asking them again.)
- Contact the Executive Director for assistance and for contact information for MSS members.
- Ask members of previous year's committee about people who were particularly efficient about getting specific session information in. Such people are often very able Topic Area Organizers.

- Review lists of session chairs and organizers from previous years. There are some persons who organize individual sessions year after year, who have never served on the Committee.
- Use your own network of friends and colleagues. Some of them will be good organizers, or might have contacts that will be valuable. Resist relying on a closed network. The MSS has always had a philosophy of broad-based participation.
- Utilize the resources available through the MSS committees and affiliated organizations

**Special Note on Gender Sessions:** Given the extensive interest among members, you will need to have a committee member who will receive papers that are specifically focused on gender issues. In addition, both the MSS Committee on Women in the Profession and Midwest Sociologists for Women in Society (MSWS) are likely to organize sessions that focus specifically on gender research and issues. (2009: I will be bringing this topic to the Board for discussion. It is not clear to me that it functions in the same way today as it did when this particular mandate was included in program directions. Diane Pike)

#### **Representation of MSS Committees & Affiliated Organizations on Program Committee.**

**Co-sponsored Sessions:** Several of the committees of the MSS have a tradition of organizing sessions and workshops for the annual meeting. In addition, several affiliated organizations have traditionally organized a number of sessions within the program of the MSS. The sessions that arise from committees or affiliated organizations are listed in the program as “Co-sponsored by...” Pay attention to this issue early on—work with your Student Director to be proactive if you can. It is important to gather this data and keep track of it from the beginning.

**MSS Committees:** Many of the committees of the MSS will be interested in sponsoring sessions. Those which have sponsored sessions in the recent past, and that might be likely to do so in the future, include Minority Scholars, Publications, Social Action, Teaching and Learning, and Women in the Profession. Most of these committees will wish to sponsor only one or two sessions, often offering results of research the committee has undertaken, or a panel discussion of some topic of special interest. In most cases, committee chairs will contact you to advise you of the sessions that they would like to organize. However, it is appropriate to contact the chair of each MSS committee to ascertain whether the committee wishes to cosponsor sessions. Current contact information can be provided by the Executive Office.

Historically, some committees have become particularly active at certain points in time and may request extra sessions. The **Committee on Teaching and Learning** has been particularly active.

These sessions reflect the interests of many MSS members whose primary professional activity is teaching. Rather than having another person listed as Program Committee member to receive voluntary submissions on teaching, a member of the Committee on Teaching and Learning has frequently sat on the Program Committee, and has been responsible for organizing volunteer papers into new sessions, or for integrating them into the Committee's sessions. This representative has often agreed to take responsibility for setting up teaching workshops for the meetings.

The **Committee on Women in the Profession** in the past organized a number of gender sessions. Since the MSWS has become an active organization, the Committee on Women in the Profession has been more inclined to organize a few focused panel sessions, or sessions to present their ongoing research on professional issues.

**Graduate Student Member:** You may wish to ask this person to be on your Program Committee. The Student Director will take the lead on the student focused and organizer sessions.

**Affiliated Organizations** Three organizations essentially exist within the MSS, and traditionally sponsor sufficient sessions to warrant a member on the Program Committee. The three organizations are the Midwest Sociologists for Women in Society (MSWS), Society for the Study of Symbolic Interaction (SSSI); and the Midwest Council for Social Research in Aging (MCSRA). However, MCSRA was not active in 2009. While we are not absolutely obligated to accommodate these groups, they do contribute to the quality and the quantity of participation in the MSS meetings. Be very explicit about what are the organization's expectations for support and exemptions. In particular, contact the current leader of MSWS, an important partner in MSS. Over the past several years, there has been some lack of clarity about custom, obligations, and what can be expected gratis from MSS. Tend to this early so it works out for both groups.

**Society for the Study of Symbolic Interaction:** A member of SSSI may be asked to be the organizer for the Symbolic Interaction sessions. SSSI is relatively informal, and it seems that almost all persons who are active in the area identify with SSSI.

**Midwest Council for Social Research in Aging:** A member of MCSRA may serve as the Program Committee representative who organizes sessions on Aging and the Life Course. This is not essential, since many persons involved in aging studies are not members of MCRSA. In either case MCRSA probably will wish to have some special sessions, and should be contacted about the program.

**Midwest Sociologists for Women in Society:** This group will normally wish to co-sponsor sessions that will arise out of the interests of the members. They will wish to list some of these in the call for papers, but others will be highly specialized, activist oriented sessions. Contact with MSWS often provides names for the Gender person on the Program Committee. (See earlier comment on affiliate expectations in the program.)

All of these connections and possible partnerships are important resources and responsibilities for the Program Chair. That said, you may only need 9-11 people, not 15, and you should think about the tasks at hand, not only what interests are represented.

### **Asking People to Serve**

You can either write or call to ask people to serve on you committee. You will find that most people are pleased to be asked to serve on the Program Committee. So don't hesitate to ask. Whether your initial contact with requesting people to serve on the Program Committee is by phone or letter, be sure to follow up with a letter that details the responsibilities to which they have agreed and an approximate time table. Having most members in place so that you all can meet in person at the annual meeting that precedes yours is very helpful.

## **TIME FRAME AND STRUCTURE FOR THE MEETINGS**

Before you can really get under way on most of the planning that you will need to do, you must develop a clear sense of the structure of the meetings. This includes:

- Knowledge of all of the kinds of activities to be scheduled
- Knowledge of number of rooms available to you
- Decisions about length of time to be allocated for each of the activities

### **Summary of Meeting Activities**

**Scheduling Issues:** Certain activities must be planned for and scheduled as part of the MSS annual meetings. The activities and events that must be taken into consideration in your planning include paper sessions and other academic presentations such as panels, roundtables and workshops, board and business meetings, committee meetings, teaching workshops, special sessions such as the Presidential and plenary sessions, tours, social events, meetings and activities of affiliated organizations, exhibits related activities, child care (current policy is that we subsidize an external vendor) or a hospitality room.

Each of these types of activities is briefly defined in this section and discussed in terms of some immediate implications for space allocation. Each activity is discussed in greater detail in a later portion of the manual.

**Paper, Panel, Roundtable and Pedagogical Sessions:** The meetings of the MSS in recent years have included 140 to 150 regular sessions at which participants present their research or have the opportunity to discuss issues of interest related to their research and/or teaching. In 2009 there were over 240 sessions that required a space of some sort. The new online data base will allow you to sort and see how many of each category we offered. The majority of the sessions at the meetings are traditional paper sessions, but sessions conforming to other formats are increasing in popularity over time. One suggestion is to highlight early how you understand the difference in these types of sessions so that participants understand what they are committing to. This is an imperfect process but a goal still to be targeted. The online submission system has the session organizer identify what type of session it is. You probably want to use the communication through meetingsavvy to confirm with participants that there are scheduled for a paper or panel or roundtable (work in progress; topics of shared interest; limited paper presentations). These include panels, roundtables, and poster sessions. Traditionally, these sessions for presentation and discussion of research and teaching are scheduled in time slots of 1 hour and 45 minutes with 15 minutes between sessions. In 2009 the change to 1 hour, 30 minute sessions was made. Be sure to consult the annual meeting survey and previous Chairs of assessment of the success of this change. It does allow for space for plenaries without competing sessions which at a surface response were very well received. Sessions usually have begun at 8:15-8:30 am and continued until 6 pm, with certain exceptions for exclusive scheduling of special activities or sessions. Look at recent programs and adjust as you learn from what has worked recently.

Paper sessions and panels should be scheduled such that each session has a separate room. Sizes of rooms will vary, and later on you will need to make decisions about what sessions are assigned to various sized rooms. Several roundtables and/or poster sessions may be assigned to a single large room.

**Plenary Sessions:** Traditionally, the program chair schedules one or more plenary sessions that carry out the theme of the meeting, or to showcase special issues. These may be designed as paper sessions or panels and are typically scheduled in the evening or late afternoons, as the sole or one of only a couple of activities scheduled in the time slot. Or, you can adapt the 2009 schedule as evening talks are too often poorly-attended.

**Presidential Session:** The Presidential Session is the session in which the president gives the presidential address. At that session the winners of the student paper competition are announced and given their awards; recently other awards (e.g., Social Action; Book Award; Teaching Award; and President's Special Service Award) may be given as part of other community wide events. The awards have been moved out of the MSS Business Meeting. The Presidential Address should be scheduled in a room that will hold 200-300 persons. An overly large room is a mistake. In recent years, this session has been scheduled late on the second day of the meetings and is followed by a presidential reception with free appetizers and cash bar. No other activities are scheduled at the same time as these sessions.

**Teaching Workshops:** Most often workshops address teaching issues (such as using writing effectively, bringing a cross-cultural focus to your classes) or topics (teaching deviance or gender). Some workshops have been organized by MSS members or MSS Committees; others are arranged through the ASA. It is possible to schedule workshops before the meetings start, for instance during the morning of the first day. Sessions that are likely to appeal to community college faculty are appropriately scheduled on the weekend. Some workshops will be satisfactorily scheduled within the normal 1 hour and 30 minute time slot. Others will need an entire morning or afternoon.

**Board Meetings:** Two Board meetings must be scheduled during the annual meetings, one at the very beginning of the meetings and the other at the end. The first meeting is scheduled in the afternoon on the first day of the meetings and the second meeting is usually from 8:30 am to 12:15 pm on the last day. Check with the current president to determine the desired scheduling of the Board meetings. You will need a room that can be set with a large table to seat around 25-30 persons.

**Business Meeting:** The business meeting of the society must be scheduled some time on the third day of the meetings. Historically, it has been scheduled from 8:30 to 10:15 am or late afternoon of the third day. Generally, no other sessions or activities are scheduled to coincide with the business meeting. This meeting should be scheduled in a room that will hold over 50 persons. In 2009, the Business meeting was moved to Sunday morning, stripped to a few essential reports, and went successfully.

**Committee Meetings:** Every committee of the Society is scheduled for at least one meeting. These meetings must be scheduled to occur before the business meeting so that chairs may report on the activities of the committee at the business meeting, if necessary. Some committees may request additional sessions, usually after the business meeting. Rooms will be at a premium, so consider several options other than devoting an entire meeting room to each

committee. Two or three committees can be scheduled at the same time in a large ballroom. Some committees are small, and would meet comfortably in a lobby or restaurant setting. Alternatively, when the number of meeting rooms is minimal, the hotel is sometimes talked into throwing in a suite or two for scheduling committee meetings and other activities. If all else fails, and you really need the room, the MSS can rent a suite for a day or two.

**Social Events:** The MSS may sponsor several social events. These events must be coordinated with the Executive Office for pre-registration and at the door ticket sales and the Local Arrangements Chair for snacks and beverages.

- (1) Both the Welcome Night (historically planned in conjunction with the Minority Scholars Committee and benefiting the Minority Scholarship Fund) and Jazz Night (historically planned in conjunction with the Endowment Committee and benefiting the Endowment Fund) events were discontinued in 2004. These events were replaced by a Presidential Welcoming Open House (no advance or at the door ticket sales) hosted by the President in the Presidential Suite or other suitable location on the first evening of the conference. Coordinate with the President, the Local Arrangements Chair and the hotel for snacks and beverages (cash bar). Note 2009: I think these events are still in transition. The Welcome Party was poorly attended in 2009 (although open mic night went well in 2008)—it may not be worth the money and work. It is not in the Presidential Suite. [?] Orientation for First Time Attendees is a great idea, but where it happens should be reviewed and possible changes.
- (2) The Presidential reception is scheduled to follow the presidential address. It should be scheduled in a fairly large room (but not too big) as close as possible to the room in which the presidential session is held. Coordinate with the President, the Local Arrangements Chair and the hotel for snacks and beverages (cash bar). Be sure there is no significant time gap between the end of the Address and start of the reception. Entertainment may be provided. Check with the President about what he or she prefers.
- (3) The breakfast for the presidents of State Sociological Associations is usually held early at 7:00 or 7:30 am on the third day of the meetings. Breakfast is served for approximately 25 persons, including the State Directors, presidents or representatives of state organizations within the MSS regions, and the President, President Elect, President-Elect Elect, secretary, treasurer, treasurer-designate and other invited guests. Invitations will go out from the Executive Office. Coordinate with the Executive Director for menu.

- (4) The breakfast for Committee Chairs is usually held early, at 7:00 or 7:30 am on the second day of the meetings. It is an opportunity to provide a brief orientation to the business of the Society. The meeting is run by the Immediate Past President with the assistance of the Long Range Planning Chair and the Executive Director. Committee Chairs and Chair-Elects, President, President-Elect and President-Elect Elect are among those invited to the meetings. Breakfast is served for 25+ persons. Invitations will go out from the Executive Office. Coordinate with the Local Arrangements Chair and the hotel for menu.
- (5) Wine and Cheese/Coffee and Danish events may be sponsored by publishers/exhibitors. Enlist the help of the Exhibits Chair to work on this early. If you can schedule events into the Exhibits Area, the exhibitors may be more likely to sponsor food. Work with Local Arrangements chair for space.
- (6) Ice Cream Social sponsored by publisher and MSS. This is traditionally scheduled for one-half hour only, but be creative in when it happens and how to maximize the opportunity. Coordinate with Exhibits Chair and Executive Director as to who will sponsor. Past Presidents serve the ice cream. Help the Exec Director remember to order the ice cream be taken from the freezer a half-hour ahead, for ease of serving.
- (7) Peter M. Hall Lecture Series support. MSS provides some support for this function which is sponsored by Carl Couch Center for Social and Internet Research. The speaker is selected by rep of the Center, the program chair assigns time slot, and in recent years, MSS has paid for the speaker's hotel room for a night or two, with the Couch Center paying other speaker expenses. How well this goes in part depends on the attention paid by the person in charge your year.

**Child Care:** The Society has obligated itself to provide high quality day care (MSS pays half the cost) for those who attend the meetings. This need will be handled by the local arrangements committee. You will need to find out whether they will be needing space in the hotel for these arrangements, and if so, what type of space is needed. There are seldom requests for child care.

**Employment Center:** The MSS always sponsors an employment center at which descriptions of jobs and vitas of those seeking positions are available. The area is set up to facilitate reviewing of the documents, initial meetings between job seekers and employers, and delivery of messages. The actual organization and staffing of the center will be handled by the local

arrangements committee; the information is available in the Registration area and does not need a separate room.

**Hospitality Room:** The MSS has generally provided some hospitality space. This space is particularly important for locals, and for persons who are not acquainted with many persons attending the meetings. If the hotel has ample meeting rooms, a meeting room can be set up with small table and chairs for this purpose. The room is then available for use by various groups and individuals.

In recent years, MSWS has scheduled meetings and activities in the room and has staffed the room and has scheduled activities, such as group dinners, that are particularly attractive to persons who need a forum in which to meet others attending the meetings. Other groups wishing to have small meetings or social events can be scheduled into the space as well. If meeting rooms are limited, a suite is usually obtained for this function.

**Student Suite:** A student hospitality room needs to be provided. This room should be on the floor with other main activities (e.g., registration and book exhibits) if possible, but dedicating a meeting room to this use creates problems with food service, and free food is an important part of the student suite services

**Meetings and Activities of Affiliated Organizations:** Various organizations, including the Society for the Study of Symbolic Interaction (SSSI), the Midwest Council for Social Research in Aging (MCSRA) and Midwest Sociologists for Women in Society (MSWS) will wish to have business meetings, sessions and social events scheduled and announced in the program. The sessions scheduled for these groups will be worked in with your regular program of sessions.

#### **ASSESSING THE SPACE AVAILABLE**

Obtain a copy of the room specifications from the Exec Office or from the hotel contact person as soon as you finish your PhD or at least in the spring/summer before the meeting. This information should provide you with a diagram of the meeting space, information about how the rooms can be broken down or combined, information on the number of persons that can be accommodated with various set ups, etc. Generally, there are several types of rooms and characteristics, including audiovisual equipment capabilities, that should be considered as you make decisions about allocation of space.

About a month before conference, in early March you should obtain and review the convention session/room/set-up schedule from the Local Arrangements Chair. A good Local Arrangements partner is worth his or her weight in gold. Ideally, the LA chair will have compared

this to the program; however, the Program Chair would be well advised to have reviewed this document before the pre-conference meeting.

## **PLANNING THE ACADEMIC SESSIONS**

### **Types of Academic Sessions**

**Paper Sessions:** A majority of the sessions at the meetings have been, and presumably will continue to be, organized for presentation of papers. Normally, the sessions are held to three to four papers each so that there will be ample time for each presentation and for discussion. As Program Chair you need to explicitly set the tone for professional expectations for quality work and participants showing up prepared. You also need the commitment and work of session organizers to reaffirm this, since “no shows” and “poorly prepared presentations” are a consistent refrain from members. The goal is to minimize these situations.

**Panels** Panel presentations allow a few individuals to formally present a topic on which they have special expertise. Such sessions can be oriented to practical disciplinary concerns rather than to research interests. Very often committees will wish to have a panel discussion of a topic related to their area of interest.

**Roundtable:** Very often unique papers that don't fit a paper session, or ideas for specialized topics of discussion that may interest a relatively small group will be submitted. One way to handle such submissions is to schedule them as roundtables. A roundtable is scheduled that enhances the opportunity for people to **discuss** the topic, rather than listening to a presentation. Normally, several roundtables are scheduled together in one large room.

**Poster Sessions:** Poster sessions provide an alternative to deal with some of the same types of submissions as are appropriate for roundtables.

**Thematic Sessions:** You may wish to ask people to organize sessions that specifically carry out your program theme. These might then be designated as thematic sessions in the program. If you plan to use this designation, data about which sessions are thematic sessions must be gathered early and tracked carefully for later inclusion in the program book.

**Plenary Sessions:** Plenary sessions, as noted earlier are usually sessions that bring in major figures in the discipline, or that showcase issues of special concern. They are also often designed to carry out the theme of the meeting. Only two to three plenary sessions are normally included in the program.

## **Determining the Number of Sessions for each Topic**

This is undoubtedly one of the least systematized and most difficult tasks in this early stage of planning. In general, sessions are classified according to the more specific, rather than the more general, topic. For instance, while there are many topics that might be generally classified as “social problems”, in most cases even when a social problems approach is used, the session is classified according to the more specific theme. For some reason, you find yourself with more sessions than rooms in many years and by some cosmic, chaos theory method, it works itself out. Honest.

### **NUMBER OF SESSIONS**

#### **Determining the Total Number of Sessions:**

Refer to the Planning Chart that follows for each of the following items.

**ROOM SCHEDULING is done on the meetingsavvy program and may change the recommendations below.**

**Column A of Planning Chart:** Determine the number of time slots with which you have to work.

**Column B of Planning Chart:** Determine the number of rooms available at each time. This availability is controlled by the hotel contract, available from the Exec Office. Depending on the hotel, there may be some time slots, particularly at the start or end of the meeting, when you do not have all rooms available. Occasionally, as in Chicago in 2007 when the hotel had no other conference ongoing, it may be possible to add meeting rooms not contracted-for.

#### **Column C of Planning Chart:**

- Determine which time slots should be exclusively reserved for special activities such as business meeting, plenaries and social events. It is your discretion to schedule other events at some of these times. For example, occasionally two plenaries may be scheduled at the same time. In general however, the events indicated in bold type in the Planning Chart have exclusive hold on the designated time slot.
  
- List any activities which will definitely occupy a meeting room at a particular time. For instance, the Board and Business Meetings are probably of necessity held in a meeting room and should be listed. *Indicated in italics in Column C.*

- If you have 15 or more meeting rooms available, you might want to reserve at least one large room during each time slot on the first and second days for committee meetings. If you have fewer meeting rooms, you might wish to arrange for another type of space, such as a suite, for committee meetings. *Indicated in italics in Column C.*

**Column D of Planning Chart:** Determine how many rooms you have each time period, and total during the meeting.

- When meeting space must be reserved for activities (such as at 12:30 on Day 1), subtract the rooms to be reserved from the total, and record the result in the last column indicating the session slots available. [14 - 1 room for Board and 1 room for committees = 12 session slots]
- At time periods that are reserved for social events held after regular session hours, record “0” in the session slots available column.

**Sample Planning Chart for Determining Number of Sessions**

(A)	(B)	(C)	(D)
Available	# of Rooms Available	Exclusive Activities	Session Slots
<b>Day 1</b>			
12:30- 2:15	14	<i>Board Meeting, 1 Committee Room</i>	12
2:30- 4:15	14	<i>Board Meeting, 1 Committee Room</i>	12
4:30- 6:15	14	<i>1 Committee Room</i>	13
6:30- 8:00	4	<b>Generally free time</b>	0
8:00- 9:30	3	Plenary Session- <b>[After sessions/Schedule Alone]</b>	0
9:30- 12:00	<u>2</u>	Social Event- <b>[After sessions/Schedule Alone]</b>	<u>0</u>
<b>First Day Total</b>	<b>51</b>		<b>37</b>

An Excel Spreadsheet will be available from the meetingsavvy program and will help create the document above. Work closely with the Student Director, who will be doing much of the data manipulation and with the Executive Director. See Online Guide in Addendum.

## EVERYTHING ELSE

**You have accepted a huge responsibility as Program Chair!!** If you live through this process, your tenure as President of MSS will be relatively calm by comparison. Don't let these tasks overwhelm you. Don't let deadlines come and go without taking action. Ask for help from the Executive Office, Past Program Chairs, and committee chairs especially, Annual Meeting, Local Arrangements, and Exhibits. Any and all are available to assist you however possible. MSS program chairs will be provided support for course release(s) and student assistant when necessary (**Board Policy 9/04**). We all want every meeting to be successful.

Best wishes to you and **GOOD LUCK!!**

**ADDENDUM**  
**Guide for the Online Submission System**  
**Sample Letters**  
**2009**  
**Diane Pike and Sadie Pendaz**

## Trial One: Guide to the Online System

### Advice for Things to Do Lessons Learned

#### Online System/Your Set Up Work

- Make the name of the mss EMAIL questions address so that there is less confusion about online submission location, program email and Lauren at MSS office. (Last year it was [mss@meetingsavvy.com](mailto:mss@meetingsavvy.com) –perhaps annualmeetingmss@something would work better. Also, Brad set up a separate email account which is a great idea rather than your work/private one. This year Smartmail was used. Smartmail did not allow us to send bulk emails, which was a problem. If this can be changed that would be good. Keep in mind, though, that the Exec Office does have email ‘blast’ capability.
- Many MSS members have invited or complete sessions organized and thus don’t require a call for papers. Make sure that any invited or full sessions are NOT listed on meetingsavvy submission site. This is important so that someone doesn’t submit a paper for a session that is already complete (it happened enough to be a pain). You will need to give Brad a list of these so they are not available.
- We allowed both organizers and participants who were part of an invited or full session to submit individual paper information. We recommend that for these situations (and they are significant enough to affect workload) that you decide to make it the session organizer’s responsibility to submit *all the session* information completely for these full/invited sessions. This practice avoids overlap and confusion. So, be sure the session organizer for full/invited sessions communicates this to the people he/she has invited. In return for this ease of data collection, you will have to nag the organizer unmercifully to communicate with his/her session participants about acceptance/refusal of the papers, audiovisual equipment and scheduling of the session.
- See if Brad can have the system automatically confirm when an online submission was received, because people submitted information twice. We/you can check to see if it is there, but the submitters don’t get a confirmation (a la ASA).
- You may want to keep the online system open longer in the fall (maybe through first round of corrections) than we did (we closed it on 10/27/08) so that you can direct people to make changes or additions that need to be made. This change should be a huge help for you. Maybe Brad can add language at a certain point on the front page saying that only corrections are being accepted, NOT new sessions after a certain date.

- Make sure session types are listed in drop down menu on the submission page when an individual submitter is choosing a session in which they want to place their paper; the submitter needs to know what kind of session (paper, roundtable, and panel) they are offering their paper for and this needs to be set up in meetingsavvy program.
- Maintain a list of session organizers and other information on an Excel spread sheet separate from the meetingsavvy file. This should be started in the summer, probably late July through early September will be when sessions are proposed and approved by the program chair and student director for initial inclusion in this Excel file. Make sure you include session title, type, organizer names, e-mails, phone numbers, institutions, and co-sponsors. Date of first contact with the organizer was also very helpful information. You will need all of this information and it will also have more on it than just the sessions and papers; all the other types of sessions will be entered and listed by you also (e.g. plenary, meetings etc.). The utility of the Excel file grows as you use it to cross-check “papers accepted,” completed sessions, times, etc. You need this list to give session titles to Brad before the meetingsavvy program is opened to individuals and to maintain information throughout the process.
- Individuals should get a confirmation of their session proposal as an individual email sent through mss@meetingsavvy address (or its new name). In this email direct the session organizers to then go to submission system and enter their information online as a session when the system opens. Organizers should understand that session submission is a two-step process. First via e-mail that is approved by the program chair and student director and second they later enter the session information through the meetingsavvy site. We did not do this and ended up having to do a lot of work to enter their session information which was a real hassle. If they enter their own information it will work better. Talk with Brad about when you want the online submission site open—you may want to open it earlier for SESSION Organizers for them to enter the information OR if you wait make sure they are reminded to go in and enter session info.

### Advice for work with Session Organizers

- **DO NOT ACCEPT EMAIL SUBMISSIONS FOR INDIVIDUAL PAPERS.** Make your decisions, write back and tell them to submit the info online if they want to be included. This will save you tons of typing and data entry you should not have to do, which is the point of the online system.

- There are always exceptions, late submissions and papers that get added to fill in those that have dropped from sessions, and additional sorting that needs to be done, so be prepared to make adjustments manually later in the time line. But you want these to be as few as necessary.
- Make sure people know that only accepted sessions (approved by Program Chair and Student Director) are allowed on the system. When the system is opened for paper/presentation submissions , a few people will try to add a new session that didn't go through you, so you need to watch for that. Or, they get confused and think they are entering a paper and accidentally enter a session and you'll then have to fix that. [Is it possible for Brad to make the creation of new sessions impossible at that point? –LT]
- Make sure all co-sponsors or affiliate partners also go through the online system as much as feasible. [Some will assume that you know that their session is 'always' part of the annual meeting, and won't notify you before the deadline, if they notify you at all.]
- Encourage session organizers to identify broad topics or titles for sessions if they are relying on open submissions (some people have special topics and presenters already in mind or invited sessions). Narrow topics do not draw papers as a general call and often lead to cancelled sessions. Two or more session organizers may submit very similar session topics, requiring the Program Chair and Student Director to work with them to define/distinguish the session topics so that they aren't competing for participants.

#### Advice for working with Individual Presenters

When they email you changes, tell them to go into systems and make them. BUT at some point you will have to close the system, so when giving people a second round of corrections, you will need to go into the database and make those changes yourself.

#### Other Really Important Lessons Learned

- You still need to have the stage in the process where the program chair and student director sort papers and make decisions about papers that don't have a session home.. This is the crafting of the program and there are lots of decisions that the Program Chair makes. This is a process of back and forth with organizers and the program chair and student director and the more quickly, prudently and

professionally the organizers can make their decisions, the more quickly and efficiently the process works.

- **THE BIG JOB**

**Once you have most of the submissions from the online system, you then need to send the paper abstracts by email to the session organizers.—THIS IS A BIG JOB of sending emails and we split it up. Session Organizers then have to decide to accept the papers or not and then send “rejects” back to you for possible placement elsewhere. You need timelines and careful tracking of this on your spreadsheet. This is the decision-making part of building a program. Most of this work happened after Thanksgiving and over Christmas break. We have included copies of emails that outline the process. Please call Diane or Sadie if you have questions. Organizers may need to be politely reminded or prompted of deadlines during this process because if they return their decisions to you late, you must contact someone else for a possible second choice placement.**

- Make sure to clarify and publicize that abstracts will, eventually, be posted on the web, so individuals should know that what they type and the clarity of their abstracts is public. Remind them to use full names of their institutions and to type titles and information as they want it to be listed in the program. You will still need to edit and correct but we didn't warn that abstracts would be published, and got very sloppy entries that needed lots of editing. Post, tell, remind, make clear that what they type in is reflective of their work and will be posted “as is” on the MSS website.
- As much as possible, session organizers and presenters should be asked to enter their own information online and not have you do it. (Have we said this enough? ☺)
- Decide who will answer the emails (from annual meeting email address) and make sure it is clear who is replying to questions—Peter, Ruth or Chad. Try not to use your own email address. But, many of the emails are questions that require a decision by the Program Chair and Student Director, so you need to be working closely on these.
- Work closely with Brad so you understand how access to the database works and understand that only one person at a time should be in the database and only two people should have access. Backup, backup, backup. Work with Brad in advance to make sure you can access the web system. Realize that it is a web-based system that we go to visit, not something you have on your own computer. Be sure your computer is technically ready to work with this (updated Vista etc). Brad can help you with this.
- The room scheduler and other features of Brad's system are great. Use them.

## Emails and Documents

**Note:** The emails came from my email address because Smartmail would not allow mass emails which is a device you need to have.

[**Note:** Emails can be sent from the exec office via our email 'blast' system; and can be structured so that hitting 'reply' will respond to the p-e's email address.]

**Note:** The TMS editions have calls and explanations you may want to look at. Some things are appended here as FYI.

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### 2009 Annual Meeting of the MSS

#### Teaching Sociological Scholarship

April 2-5, 2009    Des Moines, Iowa

#### Call for Paper Abstracts and Conference Participation

"It's gonna be different in Des Moines" is a mantra with many facets. For starters, join us in a city that has grown since our last visit and is delighted to be hosting us. From the central location of the attractive Marriott Downtown Hotel, we will be able to take advantage of the hospitality of the community and some unique opportunities organized by Local Arrangements Chair Laurie Linhart.

It's also "gonna be different in Des Moines" because, for the first time, MSS is using an online submission system for all conference activities: paper sessions, panels, workshops, plenaries, posters, roundtables and events. This change means learning something new that we are confident will dramatically improve annual meeting preparation--and we're here to help make this work.

#### The New System

##### ***How can I participate?***

Sessions have been formed and are now listed on the MSS website. You can participate by submitting an abstract for a paper or roundtable session and, of course, attending the meetings. Discussants will be added by session organizer/presiders later in the fall. We welcome all inquiries. No new sessions are being added.

##### ***How do I submit an abstract?***

By **October 27<sup>th</sup>, 2008**, paper abstracts, panel presentation abstracts, and roundtable presentation abstracts must be submitted through the online portal at: <http://www.meetingsavvy.com/mss>. Abstracts of papers and other forms of participation are not sent directly to session organizers. We ask individuals to submit their paper abstracts and we ask session organizers to submit their session information by October 27<sup>th</sup>. Your submitted abstract goes electronically to the Program Chair who, working with the Program Committee, then electronically sends a set of topically related abstracts to the

session organizer/presiders by in early November. If you have identified a session title, that organizer will receive that abstract as well as additional ones identified by keywords. Other keyword abstracts will be reviewed by members of the Program Committee.

It is critical that the work you are submitting through your abstract is in the appropriate category of the program. The abstract should provide evidence that all papers are full papers, that panel and roundtable presentations are designed appropriately; workshop organizers are asked to design a workshop involves direct participation and engagement of the audience.

Please note: the session length will be 1 hour and 30 minutes; the number of papers/presenters in one session must be adjusted accordingly.

**Session Organizer Responsibilities have been communicated directly to organizers.** Please contact Diane or Sadie if you have questions. Abstracts not selected by an organizer will be sent back to the Program Chair. Effort will be made to find a place on the program for all suitable papers and presentations whenever possible.

**Session Technology:** A limited number of data projector/PowerPoint presentation rooms will be available in 2009. We ask that you request such technology only when you need to use a data projector (with your own computer) for visuals, data, and images that are not well accommodated on handouts. Using a projector simply for a text outline is discouraged; for that purpose, please use handouts and overheads. We simply are not able to provide data projectors in every room and still keep conference fees at comparatively modest levels. Each room will have an overhead projector, but they will not be available for roundtables. Individual presenters identify their av needs in the online submission process.

### ***When will I find out if my submission was accepted?***

Individual presenters will be notified by email in **early December** of acceptance of their individual submission. **Monday, November 17<sup>th</sup>**, is the deadline for confirmation from the organizer/presiders of their acceptance of abstracts and proposals, session title changes, and any additions to all forms of conference participation and presentation. Between November 3 and 17<sup>th</sup>, we will work with organizers and facilitators to finalize sessions. Requests after the deadline may not be accommodated.

### ***What are the major paper, roundtable, presentation, and workshop topics traditionally included?***

**Please check the MSS website to see the list of sessions and to see if a given session is a paper session or a roundtable.**

Specific themes and more focused approaches within these major areas are expected. Student poster presentations and photo essay posters will be solicited as well. If you are not sure where or if something fits, please ask.

***What are the different types of sessions?***

**Paper sessions:** Completed papers of scholarly work typically presented (not read) in a 15-20-minute presentation of key findings; the presentation of papers is followed by discussion from audience and/or discussant.

**Panels:** Prepared presentations on thematic topics; 3-5 panelists followed by discussion with audience.

**Workshops:** Designed and facilitated by one or two scholars with full active engagement by audience in discussion, activities, and products.

**Roundtables:** Facilitated opportunities to share ideas on scholarly work not yet sufficiently developed for a paper; common challenges; idea sharing; teaching concerns and sharing tips for effective teaching and scholarship.

**Posters:** The poster sessions will be organized as an event and should model professional visual presentation.

The Program Committee members are:

Peter Parilla, University of St. Thomas; Tim Buzzell, Baker University; Carol Miller, University of Wisconsin - La Crosse; Monte Bute, Metropolitan State University; Nancy Greenwood, Indiana University Kokomo; Dan Cress, Western State College of Colorado; Brandon Hofstedt, Iowa State; Robert Hironimus-Wendt, Western Illinois University; Tim Pippert, Augsburg College. Sadie Pendaz, University of Minnesota, is Student Director.

We look forward to your involvement, quality of work, and company at the 2009 meetings. If you have questions or ideas, feel free to contact me directly at any time.

Diane Pike  
Program-Chair  
[pike@augzburg.edu](mailto:pike@augzburg.edu)  
612-330-1228

*"Every presentation is a classroom."  
Stephen Sharkey, Alverno College*

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Email for Friday September 8th

Dear MSS Colleagues:

This email is to confirm that we have received your proposal for a session (paper, panel, workshop or roundtable) at the MSS 2009 Meetings in Des Moines. We will do our best to accommodate every session proposed but please keep in mind the following.

- 1) If a topic only garners one or two papers, we will ask you to consider doing a roundtable instead of cancelling it as a paper session.
- 2) We will also put together additional sessions based on open submission topics for abstracts and you may be asked to facilitate one of those.
- 3) As a session organizer, you will have the “right of refusal” on any abstracts sent to you by the Program Committee member with whom you will be working but we ask that you meet all the deadlines.
- 4) If an abstract is not complete or does not appear to be appropriately developed, it may be rejected. MSS is an open and inclusive organization, but we are also committed to considering the quality of the work to be presented to our colleagues.
- 5) The on-line submission system and change in selection process is new. All abstracts initially go to one central place, are clustered and then go to a Program Committee Member and Organizer/Presider. The reason to do this more semi-centralized system is to respond to feedback from some members about the limitations of the past system, to make the technical aspects of the meeting more up to date, and to allow the Program Chair and Student Director a meso-level picture of the program itself much earlier in the process. We value your efforts to help make this new system one that benefits the Society. Your questions, concerns and feedback in timely and constructive ways are most appreciated. Thank you.

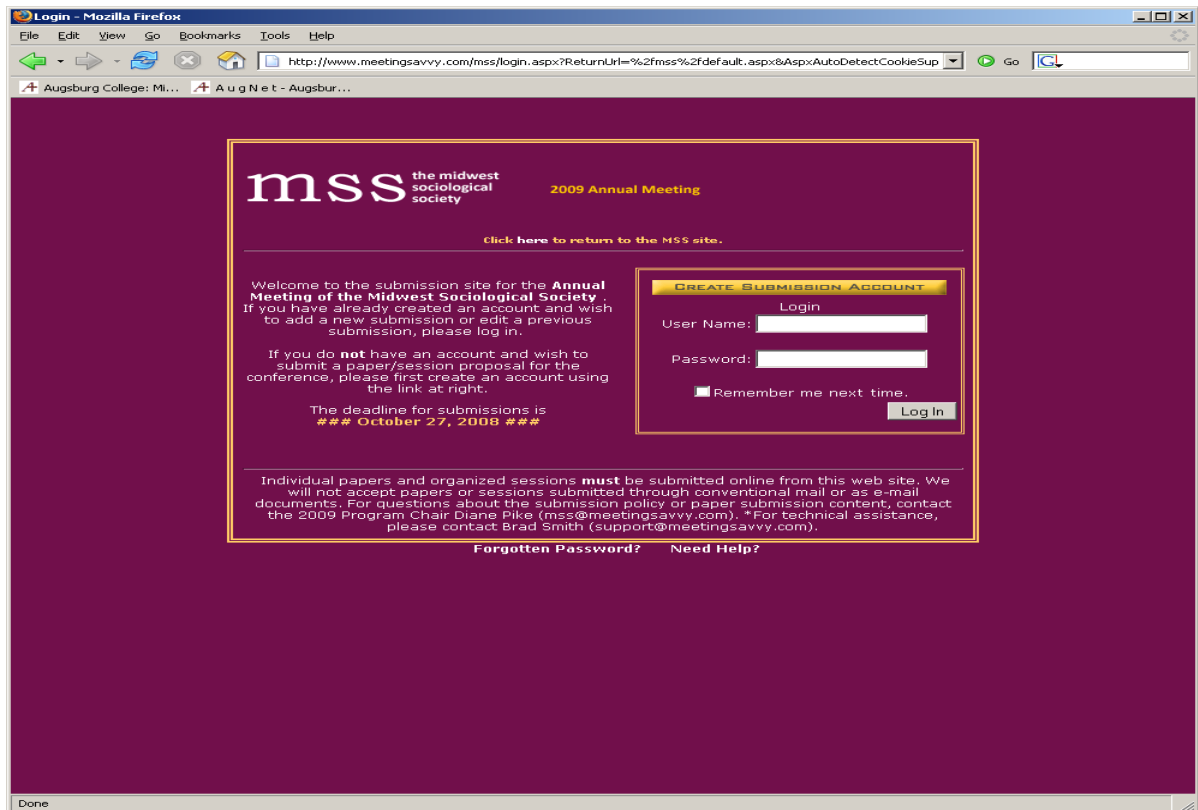
Diane Pike and Sadie Pendaz

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## Midwest Sociological Society 2009

### Conference Submission Instructions

All submissions for conference participation must be submitted on-line at: <http://www.meetingsavvy.com/mss> There are 2 types of submissions to the Midwest Sociological Society conference website: abstracts for individual presentations and session submissions for those already members already designated as organizer/presiders. Whether you wish to submit an abstract for a single presentation or submit your session information, you must first create a submission account. Save your logon name and password so that you may reenter the site if you decide later to edit information or add papers before the deadline of **October 27<sup>th</sup>**. Please read through all the instructions.



Once you have created your submission account you may click on one of two tabs – “My Presentation” or “My Session.”

**Individual presentations.** You may submit a single presentation abstract (such as a formal paper, roundtable presentation, or poster). You can pick keywords for your presentation submission (Sex/Gender, Religion, etc) or choose to submit to a specific session that’s already been proposed (“Sociology of Natural Disasters: Katrina and Beyond”). Abstract submissions that identify a particular session title as the first keyword will be forwarded to the Session Organizer. Abstract submissions that only identify key words will be reviewed for placement in a session. Abstracts that a particular session organizer chooses not to accept will also be reviewed for placement by the Program Chair.

**Session Organizer/President.** MSS Members who have already been designated as session organizer/presiders should enter the information on your session (paper, roundtable, panel, or workshop) using the “My Sessions” tab. That is, we received proposals for sessions by email during the summer; NOW, each session organizer/presider must enter that information here. This step provides the opportunity for you to enter the most

accurate information and reduces the opportunities for error.

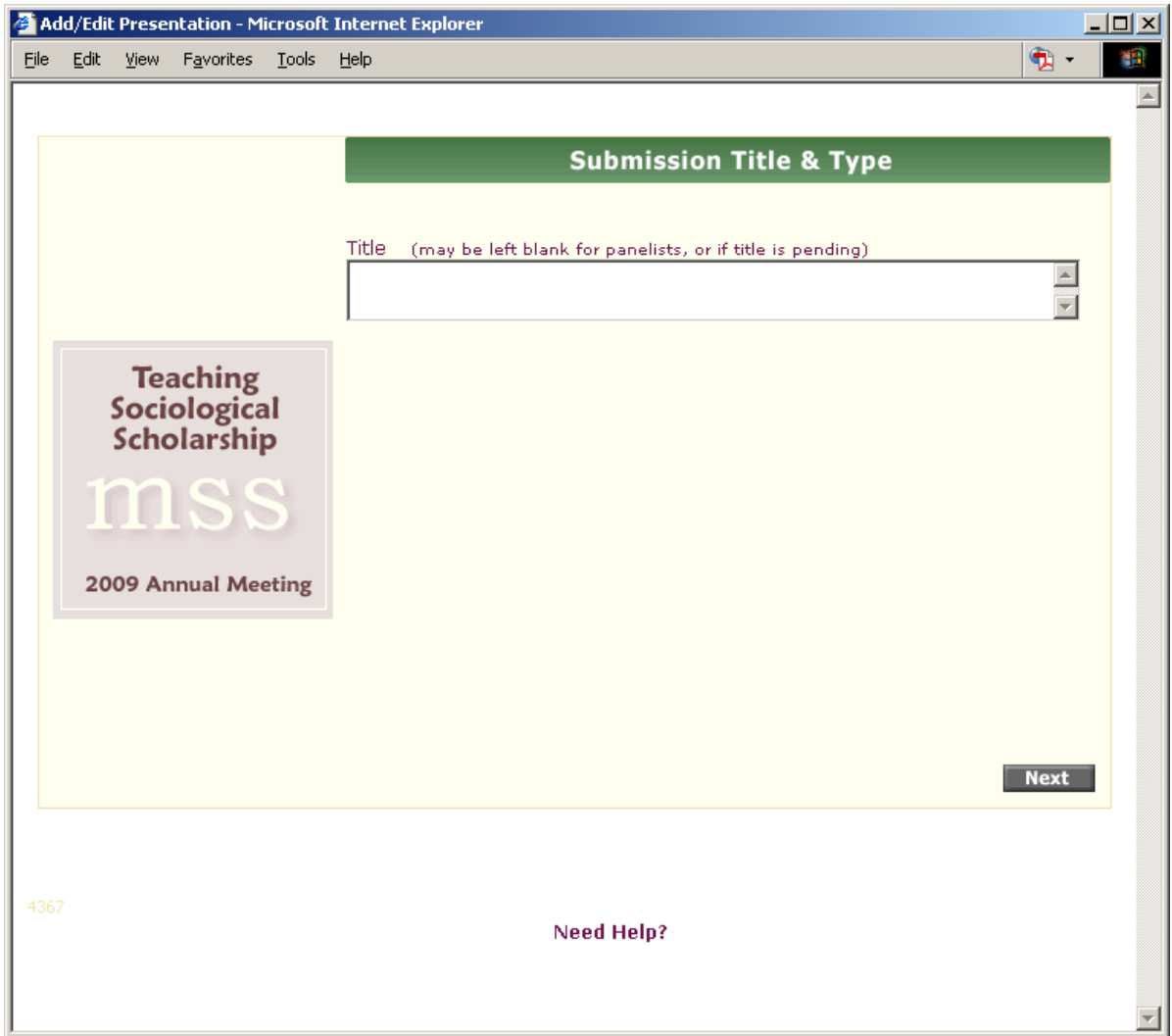


## TO SUBMIT AN INDIVIDUAL PRESENTATION

If you select the presentation tab you will see a "Submit Presentation" link above the right corner of the purple folder. Click on the link.

You will be asked to provide the title of your individual submission, the submission type (paper, poster, or undergraduate paper). Click the NEXT button and you will be given an opportunity to insert an abstract and later, to add co-authors. The quality of your abstract is important. Also, if you present in any capacity you *must* register for the meetings; we will be taking this professional and ethical commitment seriously.

AV support: The current MSS Board policy is that only a limited number of rooms will have a data projector. All meeting rooms have overhead projectors and roundtables have no av equipment. Good handouts are effective. Participants who require a data projector must supply their own notebook computer.



The online submission system closes on October 27<sup>th</sup>.

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## SESSION ORGANIZER/PRESIDERS ONLY

If you select the "session tab" this is because you have already agreed to organize and preside at a session. (*New session proposals will not be accepted.*) Please enter your information.

Once you select the session tab you will see a "Submit Session" link above the right hand corner of the purple folder. Click on the link. A new screen will open and you will be asked to title your session and to provide a description. We will determine AV needs after you have accepted the abstracts. Please be reminded again that the MSS has only a limited number of rooms with a data projector. All meeting rooms have overhead projectors and roundtables have no av equipment. Please use handouts. Participants wishing to use a data projector must supply their own notebook computer.

You will also be asked to select the "type" of session you are proposing such as, paper session, panel, workshop or roundtable.

**Submission Title & Type**

Proposed Title

Description

Scheduling Requests

**Teaching Sociological Scholarship**  
**mss**  
**2009 Annual Meeting**

Audio Visual: Every room will have an overhead projector; roundtables do not. There are limited data projector rooms available. They will be assigned to presenters who need to show data, visuals and images not well accommodated by paper handouts and transparencies. Text outlines and slides that can easily be overheads are discouraged.

[Previous](#) [Next](#)

[Need Help?](#)

Next you will be asked to provide your name, affiliation, contact information as session organizer and presider. Whether or not you have a discussant for the paper session is up to you.

*Invited or Pre-formed Sessions:*

IF you already have papers, workshop presenters or panelists identified or invited, you have 2 options: 1) You can include the names, affiliations, postal and email addresses, titles, and abstracts for your session participants here OR, 2) you may ask those individuals to submit their abstracts as an individual presenter and then that information will be forwarded to you; we will then add the abstract. You are responsible for contacting those persons and making sure the information is submitted. It will depend on your specific situation.

The deadline for submitting your initial session information is Monday October 27<sup>th</sup>.

### Selecting Abstracts for Your Session

Shortly after October 27<sup>th</sup>, you as session organizer/presider will receive electronically the individual abstracts that have identified your session title. You might also receive some keyword abstracts if they are a good fit. You will then be asked to accept or decline those abstracts and to email that information directly to [mss@meetingsavvy.com](mailto:mss@meetingsavvy.com) no later than **November 17<sup>th</sup>**. You should provide, at a minimum,

- The complete paper title
- The lead author and institution
- The presentation ID number (it will be prominently displayed on the abstracts you receive)

You will receive an email reminder.

As the session organizer/presider, we ask you to consider topic fit and quality of the abstract. As noted, papers should be formal and complete; you will need to judge as best you can based on the abstract. Talks or remarks should be in panels or roundtables. Work in progress should be in roundtables.

Session organizers are critical to professional sessions by evaluating the quality of the abstract, setting standards for the session, conveying high expectations for the quality of the delivery of the presentation, managing time in the session, and helping to send the message that “no shows” and poorly prepared presentations detract from our vitality as a Society. Members have expressed concerns about these issues and we look to your support in offering strong sessions.

We will add the selected abstracts to your session after we receive your decision. We will also work to find a place for those abstracts you will not be including. Your decision must be received no later than **November 17<sup>th</sup>**. If you are able to make your decision before the final deadline, we would appreciate receiving your information as soon as possible.

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## INDIVIDUAL SUBMITTERS AND SESSION ORGANIZERS:

### THINGS TO REMEMBER

**ALL program** participants (i.e., those presenting papers, presiding at sessions, giving workshops, presenting in roundtables, and serving as discussants, panelists or in any other

capacity) must be registered for the annual meeting. Undergraduate students who participate on the program must join the MSS society and register for the meeting at the student rates. We do allow some registrations without payment for certain presenters but everyone must be registered. Please contact us at [mss@meetingsavvy.com](mailto:mss@meetingsavvy.com) with questions.

You may serve in no more than THREE (3) presentation roles (i.e., author or co-author of a paper, panel participant, workshop leader, poster or roundtable presenter, session organizer/presider or co-organizer/presider) at the annual meeting. This limit was determined by the MSS Board.

Persons who have proposed multiple presentation roles may be asked to prioritize these opportunities. We have limited space and cannot guarantee that all proposals will be accommodated. We will give priority to each member being able to be on the program once over members being on the program multiple times. Paper sessions that only have one or two papers will not be included as a full session and the opportunity for a roundtable will be offered.

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If you have any questions, we are here to assist you. The help option on the meetingsavvy/mss submission website works! We are also happy to do whatever else we can to help learn this new system. Send an email to [mss@meetingsavvy.com](mailto:mss@meetingsavvy.com) or call Diane at 612-330-1228 if you feel you need to speak with someone directly.

Thank you again for helping MSS takes this step forward and for your contributions to the meetings. We look forward to your submissions by October 27<sup>th</sup>.

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On 12/8/08, Diane Pike <[pike@augsborg.edu](mailto:pike@augsborg.edu)> wrote:

Dear MSS Colleagues:

We are sending this email to those session organizers from whom we have heard back about abstracts for papers and panels, a workshop, roundtable, or poster session. To date, this is the list we have of sessions (of all types) that are set. We need to confirm that you think you are set also by sending this email.

Please go ahead and send acceptances to those authors/presenters you have included. If you can notify them this week, that would be best as they are anxious to hear. The emails are on the session abstracts (or if you received something directly you should have that info). At this stage will be looking to session organizers to shepherd the presenters, encourage timely registration and help insure the quality of the presentations. Your role in this is critical and we appreciate it. You will receive more

information in January.

We ask for your patience as we have many details, lists etc. We are sending this now in case there have been glitches or changes. So if you don't know what we are talking about, please reply to [mss@meetingsavvy.com](mailto:mss@meetingsavvy.com) rather than my email (which I need to use to generate the address list....long story). If there are questions or problems, please let us know immediately as we are beginning to build the program with this info. Please call Diane directly if need be at 612-330-1228. We continue to work on partial sessions, reorganizing, contacting those who have not replied and those sessions not set or to be canceled.

Thanks again for everything.

Diane and Sadie

>  
Diane L. Pike, PhD  
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Director, Center for Teaching and Learning  
President-elect, The Midwest Sociological Society  
Box 132 Augsburg College  
> 2211 Riverside Ave.  
Minneapolis, MN 55454  
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> email: [pike@augsborg.edu](mailto:pike@augsborg.edu)  
>

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January 2, 2009

Dear MSS Session Organizers:

We are happy to report that the preliminary program will be posted this evening (January 2) on the **Midwest Sociology Society** website:  
[MidwestSS@centurytel.net](mailto:MidwestSS@centurytel.net)

This document is a pdf file that you can search to check for typos, changes and corrections. I realize you have also received a membership email from Lauren Tiffany, so we just want to highlight some session organizer items. (Please note: this is a general organizer email and may not everything apply in every detail to your session if it has some special circumstances.)

As always, thank you for your leadership and timely responses. As mentioned before, we now see you as the main contact with your presenters and will direct inquiries about the specifics of your session to you. Every presenter should have heard from his or her organizer by now. Your role in helping to offer a quality program is critical. Contact from you prior to the meeting, confirming your expectations about time limits, preparation, registration for the conference, and professional delivery makes a big difference. We know emergencies happen but are working to decrease the non-emergency "no shows" that we receive complaints about each year. We also are stressing ethical standards in decreasing the significant number of non-paying presenters. Again, if all presenters hear the same professional expectations from different parts of the Society that is helpful in building a culture of which we can continue to be proud.

Please check the program and let us know of corrections NO LATER than January 9th. [mss@meetingsavvy.com](mailto:mss@meetingsavvy.com)  
(Please reply there instead of using the reply key here-- Thanks).

Also: a reminder that there is no av for roundtables and we have accommodated *most* data projector requests. If only one person asked for a data projector in your session, we may not have been able to do that. One way you can help us to double check is to remind presenters that all rooms have overhead projectors. The data projectors are ONLY in: Waterloo, Cedar Rapids, Council Bluffs, Davenport and Dubuque (and plenaries). These slots are all full and we cannot move anything new into those rooms.

Finally, if you have corrections and can send them in one email by the 9th that will be less confusing than multiple ones, *if possible*. We will be doing corrections in chunks. If you have questions, do please call me directly at the number below.

We'll work hard to make the changes and tighten up the final items. Thanks again for your involvement and patience. Happy New Year.

Sincerely,  
Diane and Sadie

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January 8, 2009 Dear MSS Session Organizers and Presenters:

This email is going to everyone in the conference program data base. If you have already sent us corrections at [mss@meetingsavvy.com](mailto:mss@meetingsavvy.com) thank you! What you sent us will be in the final program and you should have received an acknowledgment from us when you sent it in. Your patience is appreciated and there is no need to reply.

This is a final reminder that changes for the printed program are due no later than Monday morning Feb 2. Send them to [mss@meetingsavvy.com](mailto:mss@meetingsavvy.com) After that date changes received will go on the "Errata" Sheet which is less than ideal. This sheet is particularly important for unavoidable cancellations or withdrawn papers. Session organizers have been good about contacting their presenters, but we wanted to ask everyone please one last time to look at your session, session TIME and DAY (which may have moved so double check), and presenter information.

Note: All rooms have overhead projectors, except for Salon D. Only the following meeting rooms--Council Bluffs, Davenport, Cedar Rapids, Salon E, Waterloo and Dubuque-- have data projectors (your laptop). We honored as many requests as we possible could (about 95%). Please bring handouts or overheads if you are presenting in the Salons, roundtables, or Sioux City Room. All the rooms and time slots are filled.

Finally, if you did not renew your membership in December for MSS,

please do so now. The deadline for pre-registration for the conference (MSS and Conference Registration are two different things) is March 12. ALL program participants must register for the conference to present. For ethical and conference planning reasons we do track this requirement and ask for your cooperation. Please see [www.TheMSS.org](http://www.TheMSS.org) for the forms or your TMS. Questions welcome.

> Things are looking pretty cool and that's thanks to you.

>

> Best,

> Diane and Sadie

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From: Diane Pike [<mailto:pike@augsborg.edu>]

Sent: Thu 2/26/2009 12:43 PM

To: Diane Pike

Cc: MidwestSS

Subject: MSS Session Organizer Info

Dear MSS Colleagues:

It will be April before I know it, and thanks to you, the Des Moines meetings look to be a terrific. We are full in every meeting room and doing well in hotel reservations. As a session organizer we look to you for several responsibilities and ask you to directly contact your session presenters this week.

1. Everyone must be registered for the conference and be an MSS member to present on the program. Please reinforce this expectation with your presenters. It is truly discouraging after a meeting to see how many people presented but did not register. We would like this number to be very small. Your reminder can be helpful in this effort.
2. Please contact your presenters and let them know your expectations for the length of each presentation, format and other expectations you might have for receiving papers, outlines etc. Do encourage them to prepare (see attached which you may use or not, as you wish). Also confirm that each presenter knows the most recently posted time and place of your session. Also confirm they are coming, since we get too many complaints about "no shows" that even surprised the organizer! Every presentation is a classroom and the delivery and content should represent how we teach sociological scholarship.
3. Please keep in mind the March 12th pre-registration deadline. It saves members money and allows us to better plan. The block of hotel rooms is limited and has been expanded once so do not presume you will be able to get a room rate at the last minute.
4. You do not need to reply to this email unless you have questions. Because of the large email list, this message may go to a few people who already notified us that their plans have changed--if so, of course, disregard this message and we'll see you next year.
5. Sadie and I are here to help however we can.

See you in April.

Diane Pike

Diane L. Pike, PhD

For Reference: MSS 2009 Schedule

	Thursday April 2	Friday April 3	Saturday April 4	Sunday April 5
Breakfast Meetings 7:15		<i>Dept Chairs; Committee Chairs</i>	<i>State Pres Breakfast; ASA breakfast</i>	
8:15-9:45	Hotel meeting	<b>Session 4</b>	<b>Session 8</b>	<b>Session 12</b> (Board meeting)
10:00-10:45	<i>*all commons events are in Book Exhibit area except for Plenaries and Business meeting</i>	<b>Commons: D. Chambliss Plenary</b>	<b>Commons: Awards II Coffee and rolls</b> <i>Exhibit area</i>	<b>Commons In Salon D Business Meeting with coffee etc.</b>
11:00-12:30	Board Meeting 11:30-4:30	<b>Session 5</b>	<b>Session 9</b>	<b>Session 13</b> (Board meeting continues)
12:45-2:15	<b>Session 1</b>	<b>Session 6</b>	<b>Session 10</b>	<i>"shut 'er down"</i>
2:30-3:15	<i>Drake Pres Commons High Tea &amp; Awards I (Board break) Exhibit area</i>	<b>Commons Ice Cream Social Poster Session Exhibit area</b>	<b>Commons J. Best Plenary</b>	
3:30-5:00	<b>Session 2</b>	<b>Session 7</b>	<b>Session 11</b>	
5:15-6:45	<b>Session 3</b>	<b>Prez address</b> <i>reception immediately following</i>	<b>Special Group dinners/lectures</b>	
6:30-7:15 Special meetings and events	<b>First Time Attendees</b>	<b>Pres Reception until 7:45</b>		
7:30 Bryson talk@ Drake Other events	<b>"TOUR"</b> bus? Fee?	<b>8:00 Regional Spot Light Session on Iowa</b>		
9:00	<b>"Be Our Guest"</b> <b>Welcome Wine appetizers...</b> Drink tickets ?Open Mic?			

169 is number of standard meeting room slots using Salon D and E

## Call for Session Organizers for Midwest Sociology Meetings 2009

Please accept this second invitation to organize and preside at a session in Des Moines this coming spring. We have gotten a good start on session organizers and themes but expect many more in the next month. Here is your chance to organize a complete session, organize a session with a fall call for papers or participants, or do a panel. We particularly invite you to think about interesting roundtables for works in progress and specialty topics and to consider doing a workshop related to teaching and learning our sociological scholarship. We look forward to your contribution. Please go to:

<http://www.themss.org/FirstcallforMSS2009.pdf>

Diane Pike, President-elect and Program Chair  
Sadie Pendaz, Student Director

This is a sample of the Excel Spread Sheet

Session	Type	Event	Room	Day	Time	DataProc	head/sc	Set up	# of People	Catering
1	Board m	MSS Board Meeting III	Seven Winds A	1Thur	11:30 - 4:30			Hollow Square	30	menus to come
2	paper	Sociology of Aids, Inte	Cedar Rapids	1Thur	12:45-2:15	yes	yes	Schoolroom	25	N/A
3	paper	Gender Issues in the G	Salon B	1Thur	12:45-2:15		yes	Schoolroom	25	N/A
4	paper	Global Warming, Glob	Dubuque	1Thur	12:45-2:15	yes	yes	Schoolroom	25	N/A
5	paper	History of Sociology ar	Salon F	1Thur	12:45-2:15		yes	Schoolroom	25	N/A
6	paper	Issues in Pregnancy an	Waterloo	1Thur	12:45-2:15	yes	yes	Schoolroom	25	N/A
7	paper	Subjectivity, Agency &	Salon G	1Thur	12:45-2:15		yes	Schoolroom	25	N/A
8	paper	Urban Issues and Prob	Davenport	1Thur	12:45-2:15	yes	yes	Schoolroom	25	N/A
9	panel	Succeeding as Minorit	Salon D	1Thur	12:45-2:15		yes	Schoolroom	40	N/A
10	panel	Taking Students Abroa	Sioux City	1Thur	12:45-2:15		yes	Schoolroom	25	N/A
11	panel	Teaching Sociology thr	Salon H	1Thur	12:45-2:15		yes	Schoolroom	25	N/A
12	panel	Whither the 2008 Pres	Salon E	1Thur	12:45-2:15		yes	Schoolroom	40	N/A
13	workshc	Teaching the Non-Trac	Salon C	1Thur	12:45-2:15		yes	Schoolroom	25	N/A
14	workshc	Technology in Lectures	Council Bluffs	1Thur	12:45-2:15	yes	yes	Schoolroom	25	N/A
15	commor	Opening Commons Eve	Exhibit Hall	1Thur	2:30-3:15			small stage, pod	150-200	menus to come
16	roundta	Feminism in Sociology	Salon D-3	1Thur	3:30-5:00			Roundtables*	10	N/A