ICFA Submission Rules

Restriction on Kinds and Numbers of Presentations

1. Academic attendees may present one academic paper per conference, submitted to the Division Head of his/her choice. Submissions to more than one Division per year (for a paper presentation) are not allowed. Attendees who present an academic paper may not attend as invited artists and/or give author readings. If you feel that your paper could fit into more than one Division, you may choose the Division you prefer and/or consult with the Division Heads. A list of Division Heads can be found here <https://www.fantastic-arts.org/annual-conference/division-heads/>. Please note that papers are also cross-listed across Divisions in the program.
2. Invited artists may be given a reading slot, but please note that a reading slot is not guaranteed when one is invited to attend and given complementary registration. Reading more than once is not permitted.
3. In addition to presenting a paper (academic attendees) or giving a reading (author attendees) all attendees may participate in one more item of formal programming at each conference. Such additional items include participating on a panel, conducting an interview with an invited guest. or reading in the Words and Worlds sessions (on more see below). Items that are considered to be service to IAFA, such as chairing a panel or introducing an invited guest before that guest's presentation, are not included as part of the two items that one may do on the program.
4. Artists invited by the 2nd Vice President, who are offered complementary registration, may **not** present an academic paper at the conference, although they may appear on a panel.
5. Those wishing to attend the conference primarily as academics, but who also wish to present creative work, may be selected for one of the Words and Worlds sessions. Those interested in being considering for one of these spots should contact Gina Wisker at G.Wisker@brighton.ac.uk. Invited authors who receive complementary registration may **not** present in Words and Worlds, even if they do not receive a reading slot on the Authors program.

Information about Kinds of Proposals Considered

1. All submissions, for both research and creative programming, including panels, should be made via the IAFA Submission Portal at https://www.fantastic-arts.org/icfa-submissions/
2. ICFA considers proposals for the presentations in the form of
    *   academic conference papers, of 20 minutes in length
    *   discussion panels organized around a topic or reading
    *   theory roundtable sessions
    *   author readings
    *   presentation of other creative work, such as performance, digital representations of visual arts, or short film screenings

3. There are restrictions regarding the number of times an individual can appear on the ICFA program and regarding what kinds of programming one can present, depending on how one has registered for the conference (see points #1-5, above).
4. Paper sessions can be proposed individually, and the Division Head will seek to group them with similar papers, or a pre-organized paper session (of three papers,) may be proposed as a group.
   - If the latter option is chosen, each person must still submit an individual abstract via the portal, and send a follow-up email to the relevant Division Head indicating the intention to group the papers into a single session. Information about Division Heads can be found here https://www.fantastic-arts.org/annual-conference/division-heads/
   - If papers are proposed as a pre-formed panel, acceptance of one *does not guarantee* acceptance of them all. The pre-formed will be maintained, if possible, but Division Heads reserve the right to change paper sessions as may be required by other conference vetting standards.
5. Academic papers must represent work in progress and original research. Panels and paper sessions can be organized around specific topics, and may include a group of individuals who plan to contribute to a joint edited collection or special issue, but panels and pre-organized paper sessions must **not** be based on presenting already published work. That is, we wish panels and paper sessions to be conversations about work in progress, not platforms from which to launch already published work.
6. Any conference member may propose a panel discussion, either organized around a specific academic Division and directed to the Division Head, or crossing a number of Divisions and directed to the 1st Vice President. Additionally, proposals for panels on the craft of writing, the business of creative publishing, or other creative topics may be submitted to the 2nd Vice President.
   - Each Division is guaranteed two panel slots; all panels proposed to that Division will be reviewed by the Division Head, who will forward the most promising to the 1st Vice President. Other panels proposed to Division Heads may also be considered by the 1st Vice President, but balance among Divisions will be one of the criteria in determining any acceptances past the two guaranteed.
   - Some of the panels will also be proposed directly by the Board. Up to six panels will be selected by the 1st Vice President from Board proposals. Board panels emphasize connections across Divisions and between scholars and writers. The Board will be aware of panels coming from the Divisions prior to proposing their own, and will seek not to duplicate and thereby displace a proposal coming from the membership. To ensure balance across the conference, the Board may choose to add individuals to a proposed panel if they then move to accept it as a Board panel rather than as one of the Division Panels.

Requirements for Proposals and Criteria for Evaluation

1. Academic Papers
    - proposal must include name, title, abstract (300-500 words), affiliation, bibliography and a short CV
    - for pre-constituted papers sessions, this information must be provided for each paper, plus a brief (100 word) statement) of the panel theme linking them
    - proposals will be evaluated based on
        o soundness of argument
        o adequacy of research as reflected in bibliography
        o focus of topic (i.e., topic can be addressed in 20 minutes)
2. Discussion Panels
    - proposal must include names and affiliations of all contributors, a brief (200 word) rationale for the panel, and a statement of its fit with conference theme
    - proposals will be evaluated based on
        o relevance of proposed topic to conference theme
        o originality and importance to the state of the field of the research question or discussion topic proposed
        o range and mix of proposed contributors to the panel (with a preference for more than one Division, more than one institution, and the inclusion of both established and beginning scholars and/or authors)
        o contribution to overall conference conversation (i.e., if two or more very similar panels are proposed, only one will be selected; the Board may decide to merge elements of similar proposals in these cases)
3. Roundtable Readings
    - proposals will include the author, title and original place of publication for the reading, and a brief (100 word) statement of the importance of this reading for scholarship on the fantastic
    - proposals will be evaluated based on
        o relevance of the proposed reading to the conference theme
        o quality of the rationale explaining why this reading will sustain a roundtable conversation
4. Author Readings
    - the author reading slots will be allocated by the 2nd Vice President; any author invited by the 2nd Vice President to attend, and given complementary registration, may use the submission portal to propose an author reading
    - criteria for receiving a reading slot include publication record, frequency of being allotted reading slots in the past (that is, we seek to rotate among attending authors), and contingent circumstances (such as a new publication or a recent award)

5. Other Creative programming
    - proposals should include name, affiliation (if any) and a brief statement of the attendee's related artistic accomplishments, plus offer a brief (200 word) description of the proposal artistic contribution
    - please note that we do not provide support for AV for an artistic session beyond the usual provision of a projector, speakers and screen (the attendee must provide the laptop); we also do not provide security, insurance or other accommodations for showing physical art
    - proposals will be evaluated based on creative relevance, the artist's professional background, relevance of the proposed presentation to the conference's theme, and other continent circumstances.