

**Contract FOR SEMINAR**

Please follow all guidelines required below for seminars held at the Northeast Modern Language Association (NeMLA). Please also use this as a checklist.

**Seminar format:**

\_\_\_ Papers are to be completed and circulated prior to the convention (2-4 weeks as set by the chair).

\_\_\_ Participants will be asked to read all papers and be prepared to participate in a structured conversation.

\_\_\_ Participants may be asked to complete a written response to 1-2 papers, as well as a brief abstract / short description for audience members.

\_\_\_ Participants will be asked to read and complete a structured response prior to the convention, as well as possibly a brief abstract.

\_\_\_  Presentation time will be limited to a maximum of 10 minutes, focusing on an overview and/or highlights of the paper.

**The session chair will:**

\_\_\_  set page length and paper deadline for the seminar participants.

\_\_\_  set up a listserv or email list for all participants to be able to exchange work.

\_\_\_  structure discussion both within and beyond the session, considering the options of pre-circulated questions, response papers, bibliography and assigned seminar partners.