

Sing It Out, Shout It Out, Say It Out Loud:

Giving Voice through Oral History

Oral History Association 46th Annual Meeting

Cleveland, Ohio

October 10-14, 2012

Considering a Proposal? What You Need to Know ...

Conference sessions at the Oral History Association annual meeting follow two basic formats, **Panel** or **Roundtable**.

Roundtable sessions are organized around a single topic, project, or program. Presenters (three of four) discuss different aspects of the topic/project/program, and a **Moderator** keeps the conversation on track. If you are proposing a roundtable, you must explain the topic (or project or program), name the individuals who will take part, and articulate each person's role or contribution.

Panel sessions bring together different participants whose individual contributions (paper or presentation) can be linked thematically. A **Commentator**, or discussion leader, helps to identify connections and draws the audience into conversation; a **Chair** takes responsibility for the panel's organization and preparation. If you are proposing a whole panel, you must name the different participants and the titles of their papers/presentations. You must also name a commentator (might be one of the participants) and provide a session title that indicates the panel's thematic direction.

OHA gives preference to proposals that cover a whole panel or roundtable. However, you may choose to submit the title and description of an **Individual Paper/Presentation**, in which case you may be placed on a panel of the Program Committee's choosing.

Explanation of Duties

Panel Chair: This person assumes the leadership role for the group. He/she will 1) be the liaison between the panel and OHA, 2) make sure all panelists are informed about and prepared for the conference, 3) steer the panel session (introduce the panel and the participants, hold presentations to given time limits), 4) moderate the session's question-and-answer period, and 5) conclude the panel on time. The Chair makes sure the panel is organized and cohesive.

Roundtable Moderator: *See Panel Chair description.*

Commentator (optional): This person acts as the discussion leader for a Panel session; this role is particularly important when the panel is composed of individual submissions. The commentator may react to the content of presentations or suggest thematic links. He/she should get the juices flowing for audience questions.

Submission Information

When proposing a full panel or roundtable, you will need a session title, an abstract 300 words or less, and a one-page vita or resume for each participant. For individual proposals, submit a paper/presentation title along with a brief abstract less than 200 words and one-page vita or resume.