**CALL FOR PAPERS TEMPLATE**

**CTSA CONVENTION,** [Location] [Year] 

**TOPIC SESSION/CONSULTATION:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADMINISTRATIVE TEAM:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Convener)  
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**CONVENTION THEME**:

**SESSION DESCRIPTION:**

[A general description of the session theme (what you are looking for); hopefully it addresses the convention’s theme, but that is not mandatory.  You might want to offer some potential topics, areas of exploration that might be pursued in a paper proposal.]

**INFORMATION TO BE INCLUDED IN YOUR PROPOSAL**:

* Your paper proposal should be not more than 250 words.
* You should also include a 100 words précis that will be posted on the CTSA website should your paper be accepted.
* Please provide your name and institution and contact information, including e‐mail..
* Indicate whether you will be requiring A/V equipment.

**ELIGIBILITY FOR SUBMITTING PAPER PROPOSALS**

* CTSA guidelines require that those making proposals ordinarily be associate or full members in good standing with their dues paid up.  Anyone with an associate or full membership application on file can also submit a proposal if they expect to be accepted for membership in the upcoming June convention.
* Speakers and respondents at the annual convention should be CTSA members (active or associate) with dues paid up-to-date, or individuals who have an application for membership on file with the CTSA Secretary by the time of the deadline for paper proposals.
* No member may present a paper/respond to a paper/participate on a panel more than once at a given convention. An exception is made for members of under‐represented groups. Presentations made to the Women’s Consultation on Constructive Theology are included in this rubric.
* There may be no more than three speakers (presenter, panelist or respondent) in any single session so as to preserve sufficient time in each session for discussion.
* Individuals should limit their non-presenter roles on the convention program as conveners or moderators in order to allow others to serve in these roles. Often, institutional support for convention attendance requires a role on the program.

**Deadline**: ***September 1,[current year].  Please submit proposals to:* [Name]  {e‐mail address].**

**You will be notified by e‐mail whether your paper has been accepted by September 14, [current year].**