

Dear 2020 Session Chairs,

We are trying a new method of session data input using shared files on the Office 365 OneDrive. All you have to do is complete the following checklist:

1. Once you select your presenters, check the [RMMLA Member Directory](#) to be sure they are current paid members. If they are not, email them to let them know that membership is required in order to present at the conference.
2. Collect all presenter information necessary to input onto shared file, including:
 - Session title
 - Presenter first and last names (and middle if preferred)
 - Presenter institutions
 - Presenter titles
3. In a document, type your session(s) and format as follows in box (right):
4. When you have your session ready, copy it to your clipboard. (Keyboard shortcuts: CTRL-a to select all and CTRL-c to copy)
5. Click on the link below that represents your session's topic. This will open a shared Microsoft Word document.
6. Paste your copied session info into the document. (Keyboard shortcut: CTRL-v)
7. It should save automatically, so you can simply close the tab or browser when you are done.

Bold Line One: Session Title

Bold Line Two (optional): Session Subtitle

Chair: **Bold First Name Last Name**,

Institution Presenters:

Bold First Name Last Name, Institution. "Presentation Title."

Bold First Name Last Name₁, Institution₁ and **Bold First Name Last Name**₂, Institution₂. "Presentation Title for Two Presenters with Different Institutions."

Bold First Name Last Name₁ and **Bold First Name Last**

Name₂, Institution₁. "Presentation Title for Two Presenters with the Same Institution."

Note: For each presenter, watch for formatting of commas, periods, quotation marks, and bolded names. Font is Garamond 12pt. If you do not have this font, do not worry. We can fix it on our end. Also, do not worry about organizing sessions; our team will do this when we work on scheduling. If you are at the bottom of a page, do not worry about going to next page. This formatting will also be fixed by our team.

NOTES:

The formatting rules from the box are also repeated in the shared document along with an example of an entire session.

Do not worry if you accidentally delete something. We can view older versions and recover anything that may have been changed in error.

If you are not sure what topic your session falls under, see the [Call for Papers](#) to double check. For example, some Special Topics sessions may cover fields of Spanish, but they are still Special Topics. Be sure to enter your data into the right session topic.

SESSION TOPICS:

[Asian Studies](#)

[Classics, English: Postcolonial Studies, and Film Studies](#)

English: [British Studies](#)

English : [US-Canadian Studies](#)

[French & Women in French](#)

[General Topics](#)

[Germanic Studies](#)

[Linguistics](#)

[Spanish and Portuguese](#)

[Technical and Professional](#)

[Communication](#)

[Theory/Criticism/](#)

[Comparative Studies and Writing Programs](#)

[Other Foreign Languages and](#)

[Pedagogy](#)

[Special Topics \(excluding](#)

[Women in French\)](#)

Questions or comments can be directed to Mollie Hand at mhand4@uwyo.edu.