

54th International Congress on Medieval Studies
May 9–12, 2019

Participant Information Form

Deadline: **September 15, 2018**

This form is available on the Congress website as a Microsoft Word form and as an interactive PDF file.

The Participant Information Form is submitted, together with a one-page abstract, to the contact person listed in the *Call for Papers* if the paper or other contribution is to be considered for inclusion in a Sponsored or Special Session **OR** to the Medieval Institute if a paper is to be considered for General Sessions.

Paper Title
(if applicable)

Name

Affiliation

Preferred
Postal Address

Email Address

If you are proposing a paper, you must check **both**

I confirm that I will deliver this paper in person within the time limit imposed by the session organizer.

I confirm that I am submitting only one paper proposal to only one session.

Currently enrolled undergraduates may propose a paper **only** for the “Papers by Undergraduates” Special Sessions.

I do not want my presentation live-tweeted/shared on social media.

I do not want any images in or of my presentation live-tweeted/shared on social media.

Audio-Visual Equipment

I do **not** need any AV equipment.

data projector for use with speaker’s laptop

speakers for laptop

DVD player

document camera

Blu-ray player

whiteboard

other AV request:

Data Projectors.

The data projectors used in Congress meeting rooms, when requested, have VGA or HDMI connections and support 640 x 480 (VGA), 800 x 600 (SVGA), 1024 x 768 (XGA), and 1280 x 1024 (SXGA) resolutions. We encourage you to test your laptop with a projector using a VGA or HDMI connection before coming to the Congress. If a data projector is requested, a screen will be provided.

Most Mac users and any laptop user without a VGA or HDMI terminal will need to bring an adapter for the VGA or HDMI connection. All laptop users will need to bring power cords. Most of those coming from outside North America will need a plug adapter (although probably not a converter, since most laptops are designed to work with a wide range of voltage and frequency). Electrical current in the United States is 120 volts/60 Hz.

Please note that **computers are not provided** for Congress presentations. Speakers who wish to make presentations involving a computer are expected to bring their own laptops or to arrange with the session's organizer or another colleague for the use of a computer.

Internet Access.

Access to the Internet during the Congress, including in meeting rooms, is through WMU's wireless network. Those planning to use the Internet during their presentations will need to establish a User ID in WMU's wireless system in advance of the session by following the instructions contained in their Congress registration packets.

Other Equipment.

Document cameras, DVD players, Blu-ray players, audio CD players, and whiteboards are also available.

Privacy Statement

The Medieval Institute is committed to respecting and preserving the privacy of all attendees of the International Congress on Medieval Studies. We share your concerns for privacy, and we recognize our responsibility to make sure information you provide to us is not abused. Our purpose in collecting information is to prepare for the Congress and further conduct the business of the Medieval Institute. We also gather general statistical information to monitor and improve the services we provide.

Mailing List

The Medieval Institute occasionally leases the Congress mailing list to appropriate third parties such as scholarly publishers and scholarly organizations who wish to promote material of professional interest to participants in the International Congress of Medieval Studies. Mailing pieces are reviewed by the Medieval Institute before we agree to lease the list. Contact information is limited to mailing addresses; email addresses are never included. You may choose to opt-out of receiving mailings or other information from third parties. To do so, send an email message to medieval-institute@wmich.edu with your request.

Your Participant Information Form must be submitted by **September 15**

- For a Sponsored Session to the session's contact person listed in the call for papers **OR**
- For a Special Session to the session's contact person listed in the call for papers **OR**
- For a General Session to the Congress Committee at the Medieval Institute

Congress Committee
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