The AWP Conference & Bookfair includes more than 550 events and over 2,000 presenters. The event proposal process is highly competitive, and we encourage you to familiarize yourself with our guidelines to ensure that your submission has the best possible chance for acceptance.

AWP will accept proposals for 2017 conference events from Monday, March 21 to Sunday, May 1, 2016 at 11:59 p.m. EST (8:59 p.m. PST). The 2017 conference will be held at the Washington Convention Center and Washington Marriott Marquis in Washington, DC from February 8 – 11, 2017.

**TERMS AND CONDITIONS**......................................................................................................................... 2

**PREPARING YOUR PROPOSAL  SUBMISSION: WHAT YOU NEED TO KNOW**.............. 3

**BIOGRAPHICAL NOTES** ............................................................................................................................... 4

**AUDIO-VISUAL REQUESTS** .......................................................................................................................... 4

**TYPES OF EVENTS** ............................................................................................................................................ 5

**CAUCUSES** ........................................................................................................................................................ 7

**PROPOSAL ACCEPTANCE RATE, 2013 - 2016**................................................................................ 8

**NOTIFICATION**.................................................................................................................................................. 8

**SELECTION AND SCORING PROCESS**................................................................................................. 8

**SUGGESTIONS FOR SUCCESS**................................................................................................................ 10

**ACCESSIBILITY SERVICES** ........................................................................................................................ 10

**REGISTRATION POLICIES** .......................................................................................................................... 11
TERMS AND CONDITIONS
As an organization of writers, creative writing programs, and writers’ conferences, AWP seeks proposals for presentations about contemporary literature, the art of writing, the pedagogy of teaching writing, and the business of publishing or managing an educational program for writers. Presentation sessions are 75 minutes in length.

The AWP Board of Trustees and the Washington, DC 2017 Subcommittee encourages proposals featuring panelists who are diverse in their backgrounds, pursuits, affiliations, locations, and ages. While an institutional affiliation is not required of participants, panels should showcase presenters from a variety of organizations and institutions who are at different stages of their careers (including graduate students). The ideal panel discussion will consist of participants who represent a broad range of perspectives and experiences.

Submitters do not need to be AWP members to propose or participate in a conference event. AWP reserves the right to reject any panel proposal if one or more of its proposed participants fails to meet the guidelines set forth in this handbook.

If your event is accepted, you and your fellow panelists must execute the event as it was described in you proposal. Panelists who fail to execute their accepted panel as it is described in the event proposal submission will forfeit their participation in future conference events.

Submission Deadline
Conference proposals must be received by 11:59 p.m. EST (8:59 p.m. PST) on Sunday, May 1, 2016. Proposals may only be submitted via AWP’s online submission form at https://www.awpwriter.org/awp_conference/proposal_submissions_acceptances. Proposals received via post or email will not be considered.

Event Organizer
All conference proposals should identify one (1) event organizer who will serve as the primary contact. The event organizer will receive an acceptance notification if the proposed panel is accepted for the 2017 conference. The organizer is responsible for confirming all event particulars, including participant contact information and bios, scheduling requests, and audio-visual needs.

The event organizer will not be listed as an event participant or identified as such in the conference program unless the organizer self-identifies as a moderator or participant in the proposal. If the event organizer wishes to be listed in the conference program and/or take part in the event, she or he must be included on the list of participants.

Event Moderator
Events should have a designated moderator, who may also be the event organizer. The moderator is considered a conference participant, as well as an event participant, and is expected to adhere to AWP’s participation guidelines, policies, and limitations. The moderator’s biographical note will be included in the online conference schedule.

Moderator Responsibilities
The event moderator is responsible for managing the event at the conference, for seeing that the event stays within its allotted time, and for ensuring that panelists adhere to AWP’s presenter guidelines. The moderator oversees event proceedings, including the question and answer session, and must ensure that presentation, discussion, and/or reading time is managed appropriately. All moderators are expected to adhere to AWP’s presenter guidelines, policies, and limitations.

Please note: While the moderator is responsible for managing the conference event, the event organizer is responsible for submitting all relevant paperwork to AWP, and for serving as the liaison between AWP and the event participants.

Limitations on Participation
In order for AWP to create a diverse and well-balanced schedule, presenters may participate in no more than two (2) accepted events, only one of which may be a reading. An individual may be included in no more than three (3) proposals. If an individual is listed as a participant in more than
three proposals, all proposals that include that individual may be removed from consideration.

The event organizer must confirm with each presenter that she or he wishes to participate in the event. If AWP identifies proposals listing unconfirmed presenters, the event will be removed from consideration.

Each event may have a minimum of two (2) and a maximum of (5) participants, including the moderator.

Requests for Changes to Submissions
Once a proposal is submitted, changes cannot be made unless the event is accepted onto the conference schedule. Contact events@awpwriter.org with any questions you may have.

PREPARING YOUR PROPOSAL SUBMISSION: WHAT YOU NEED TO KNOW
Prepare your proposal prior to entering it into our online submission form. We recommend you first type your proposal, save the file on your computer, and then cut-and-paste the information into the submission form, rather than composing your proposal online.

You will need to include:

- Valid email address for all event participants.
- Type of event you are submitting. Please see page 5.
- Complete event description (500 characters, including spaces).
- Complete event statement of merit (500 characters, including spaces).
- Confirmation that each proposed presenter is willing to participate on the event.

Incomplete submissions will not be considered.

Participants
You are required to submit a valid email address for each of your proposed participants. Please see AWP’s Privacy Policy for more information on how we use email addresses. AWP uses your email address for AWP projects and services only. Please contact each of your proposed participants before listing them, and let them know AWP will be contacting them to confirm their participation on your proposal. When they confirm their participation, they will also be required to link their AWP account to the proposal, which will automatically attach their short biography to the event.

All participants listed in your proposal must confirm their willingness to participate by linking their AWP accounts before the submission of your proposal will be accepted for consideration. They will receive instructions from AWP for linking their accounts once the proposal is submitted for consideration. Once a proposal is submitted for consideration, and the participants are in the process of confirming their participation by linking their accounts, changes cannot be made unless the event is accepted onto the conference schedule. Any changes made to an accepted event are subject to approval by AWP. If changes are requested for an accepted event it may be subject to removal from the program.

If the event organizer wishes to be listed in the conference program and/or take part in the event, they must be included on the list of participants.

Event Description
Your event description should be no more than 500 characters long, including spaces. This text will appear in the conference program if your event is accepted. The description should indicate the panel’s topic and focus as specifically as possible.

Do not use quotation marks, asterisks, or all caps other than to indicate acronyms. Do not include email addresses or personal web addresses. Do not list the names of your participants in your event description.
Statement of Merit
Your statement of merit should be no longer than 500 characters, including spaces. This is your opportunity to share with the Los Angeles 2016 Subcommittee the importance of your proposal. Explain why the topic is of specific interest to the field, how the event address the specific needs of a constituency, and how the event stands out among others.

Do not use quotation marks, asterisks, or all caps other than to indicate acronyms.

Your Event Type
In the proposal form, you will be prompted to select an event type. Please see the “Types of Events” section to review detailed descriptions of our event categories. Use the event type that best fits your proposal. Proposals submitted to inappropriate event categories receive low rankings and jeopardize their chances for acceptance.

BIOGRAPHICAL NOTES
Each participant should have a biographical note of no more than 300 characters, including spaces. This bio will not be submitted by the event organizer, but will arrive to AWP after the participant follows the instructions to link their AWP account to the proposal. The bio should begin with the presenter’s first and last name. Biographical notes should concisely reflect information relevant to the panel, such as publications, or teaching, editorial, and/or administrative experience. For publications, include the genre and no more than three book or journal titles.

Please do not include the following in biographical notes:

- Personal information, such as place of birth, family members, or hobbies;
- Publishers or years of publication;
- Quotation marks, asterisks, or all caps other than to indicate acronyms; or
- Email addresses or web addresses.

AWP reserves the right to edit all biographical notes.

Sample biographical notes:
Luna Hartman is the author of three books of poetry: Threshold; Lunar Sightings; and Wonderlust. She was awarded an NEA fellowship for poetry in 2010. Hartman directs the writing program at Palmer University.

Roger Martinez is a former fellow and current board member for the Windside Artist Residency. He is the fiction editor of the New Albany Review and is the program director at the Center for the Arts. His book reviews appear in newspapers throughout the country.

AUDIO-VISUAL REQUESTS
Audio-visual requests are not required in the submission of an event proposal. All events will be outfitted with the appropriate amount of microphones and speakers, and those items do not need to be requested in advance. Please do not make a request for additional audio-visual equipment unless you require such items to facilitate your event.

If Internet access or an LCD projector is necessary to your event, please select your equipment requirements on the proposal submission form and provide a statement of need. As a result of the significant costs related to the rental of these items at the conference, requests will not be taken after event proposals are submitted. AWP reserves the right to accept or deny audio-visual requests for accepted events. Audio-visual requests will not be factored into the scoring of your proposal during the selection process.
TYPES OF EVENTS
You may propose one of the following types of events:

Agents, Contracts, Contests, & Marketing
These presentations and workshops are designed to address the business side of publishing. Events should provide advice in selecting a literary agent, entering literary competitions, understanding copyright laws and issues of libel or defamation, finding a publisher, executing a contract for publication, social media opportunities, organizing reading tours and book launches, and promoting and marketing one’s own literary work.

Artistic & Professional Stewardship
These presentations provide advice on how one should manage one’s talents, life, and career for greater artistic or professional success. Topics may include managing the writer’s life; employment or promotion, either within or outside academe; post-MFA/PhD opportunities; community outreach; managing writing groups; writing residency opportunities; time management; familial or parental concerns; needs of the disabled; literacy; job interview skills; development of resumes or CVs; internships; and jobs in professional writing, criticism, editing, publishing, arts administration, and academe. Caucuses should be proposed in this category; please see the “Caucus” section of this document for a detailed explanation about how to propose a new caucus.

Children’s & Young Adult Literature: Craft, Criticism, & Readings
These presentations (panels or readings) focus on the elements of craft in writing for children or young adults and other topics. They may also include readings by three or more children’s and young adult authors.

Cross-Genre Readings
Readings by two or more writers in two or more genres. Events may be proposed by presses, including anniversary readings celebrating milestones in their publishing history. Readings may also showcase outstanding authors from the region in which the annual conference is being held.

Fiction Craft & Criticism
These presentations focus on the craft of writing short stories and novels and the challenges of writing in various forms of narration: epistolary novels, experimental fiction, short-short fiction, unreliable narrators, handling point-of-view, genre fiction, effective dialogue, ethnic representation, maximalist fiction, speculative fiction, minimalism, humor, the influence or legacy of fiction writers, current controversies and trends in recently published fiction, and other topics. Discussions may also be focused on topics that highlight the region where the conference is being held.

Fiction Readings
Readings by two or more authors of novels and short story collections. Events may be proposed by presses, including anniversary readings celebrating milestones in their publishing history. Readings may also showcase outstanding authors from the region in which the annual conference is held.

Hybrid Genre Issues
These presentations focus on topics of craft that apply to more than one literary genre, including issues pertaining to writing for social justice; ethnic representation, environmental issues, religion, science, cultural trends and upheavals; the creative process; mixed media collaborations; and literary or cultural theory.

Nonfiction Craft & Criticism
These presentations focus on the craft of writing nonfiction, including personal and lyric essays, biography, memoir, environmental advocacy, research, the influence or legacy of nonfiction writers, current controversies and trends, and other topics. Discussions may also be focused on topics that highlight the region where the conference is being held.
Nonfiction Readings
Readings by two or more authors of memoirs, essays of creative nonfiction, and literary biographies. Events may be proposed by presses, including anniversary readings celebrating milestones in their publishing history. Readings may also showcase outstanding authors from the region in which the annual conference is held.

Pedagogy
These presentations focus primarily on issues related to effective teaching of writing at all levels: graduate workshops, undergraduate seminars, K through 12, and writers-in-the-schools or community classes. Pedagogy events may be focused on the teaching of a single genre or multiple genres. Proposals should clarify which levels of education upon which the presenters will focus.

Playwriting & Screenwriting: Craft, Criticism, & Readings
These presentations focus on elements of craft as well as appreciations of other writers and discussions of cultural trends in theater, cinema, and television. Readings by actors, playwrights, or screenwriters should also be submitted in this category.

Poetry Craft & Criticism
These presentations focus on the craft of writing poetry: the elements of formal verse, free verse, creative strategies, literary theory, audience development, aesthetics, the influence or legacy of poets, current controversies and trends, and other topics. Discussions may also be focused on topics that highlight the region where the conference is being held.

Poetry Readings
Readings by two or more authors of poetry. Events may be proposed by presses, including anniversary readings celebrating milestones in their publishing history. Readings may also showcase outstanding authors from the region in which the annual conference is held.

Program Development
These events are designed for the administrators of various kinds of creative writing programs: residency programs, low-residency programs, undergraduate programs, graduate programs, and programs at two-year colleges. The presentations focus on the elements of good program administration: admissions, state and regional accreditation requirements, curriculum development, recruitment of faculty, fundraising, alumni development, marketing, and strategic planning.

Publishing, Editing, & Technology
These presentations are addressed to editors, publishers, distributors, and the technological facilitators of literary books, anthologies, journals, book reviews, web sites, and electronic media. Topics may include: marketing, graphic design, editing, rights acquisition, copyright, web site development, organizational development, business realignments in publishing, small press administration, designing publications for digital tablets, and technological innovations influencing reading, writing, and publishing.

Translation: Craft, Criticism, & Readings
These events focus on theories and strategies of translation, cultural differences, and the practical considerations of international literary markets for translated works. They may also include events with translators reading from recent work, and may be followed by a short reading or speech by the translated author.

Tributes
Appreciations of outstanding living authors, literary mentors, and editors, or those who have died within the last twenty years. Discussions may be focused on individuals who hold significant literary ties to the region where the conference is being held. Such events typically have at least three speakers testifying about the tributee’s work as an artist, mentor or teacher; the testimonies can be followed by a short reading or speech by the honoree.
Writers’ Conferences & Centers Events
These presentations focus on issues related to good management of literary nonprofit organizations, writers’ conferences, and community centers: audience development, community service, administration, marketing, board development, fundraising, programming, facilities management, strategic planning, and teaching outside academe.

CAUCUSES
Proposed caucuses should be made up of a specific demographic group that shares academic, literary, and professional development concerns that are not already addressed through the other 18 programming modules within the proposal system. Subject matter already designated under the 18 programming modules within the proposal system (e.g. pedagogy discussions, or children’s and young adult literature sessions) are not eligible to create a caucus.

A new caucus may be proposed only by a nonprofit literary organization whose mission is to support the demographic group of the caucus. If no such organization exists, AWP will still consider the proposal without any such affiliation.

A proposal for a new caucus must be sent to conference@awpwriter.org by May 1 for the following year’s conference, and be accompanied by the following materials:

1. A petition signed by 30 AWP members who have all attended the previous three conferences.
2. The petition must include the first and last name of the member and their email address.
3. If applicable, a one-page letter from the executive director, or senior official, of the sponsoring nonprofit detailing how the organization will administer the caucus.
4. A caucus description not to exceed 500 characters, including spaces.
5. A statement of merit not to exceed 500 characters, including spaces.

The Conference Steering Committee of the AWP Board Trustees will evaluate any new caucus proposals with no guarantee of acceptance. Once a proposal is accepted, the caucus will need to be submitted through AWP’s electronic proposal system for record keeping purposes.

After a caucus holds two annual meetings, the AWP board reevaluates the caucus for automatic acceptance onto the conference schedule. To receive this status, the caucus must demonstrate an extraordinary need that goes beyond the programming accepted through the regular proposal process. The caucus also follows the guidelines and meets the criteria enumerated below.

The Conference Steering Committee of the AWP Board Trustees reserves the right to deny a caucus acceptance onto the conference schedule for a violation of the Caucus Presenter Guidelines as outlined in the Presenter Guidelines. Please see the Presenter Guidelines for a detailed explanation of the guidelines for conducting caucuses and the criteria for automatic acceptance of a caucus.
PROPOSAL ACCEPTANCE RATE, 2013 - 2016

NOTIFICATION
All event organizers will be notified of submission results via email by early August. Event confirmation forms and formal letters of acceptance will be sent via email shortly thereafter. Your confirmation form must be completed, signed electronically, and returned to AWP no later than Friday, September 2, 2016 for the accepted event to appear in the 2017 conference schedule.

SELECTION AND SCORING PROCESS
Only the city-specific Washington, DC 2017 Subcommittee, composed of twenty professionals from AWP’s membership, are responsible for the organization and selection of conference proposals. These professionals represent different strands of AWP’s membership: writers, educators, publishers, administrators, and AWP’s Board of Trustees. Each subcommittee member spends approximately four weeks reading, reviewing, and ranking between 300 and 500 proposals. Each proposal is reviewed by at least four subcommittee members. All events are grouped, reviewed, and ranked alongside proposals of the same event type. Incomplete proposals are removed from consideration.

A list of the Washington, DC 2017 Subcommittee members is available at https://www.awpwriter.org/about/governance_committee

Scoring Process
Using a scale of 1, 3, and 5 only—with 5 being the highest score, 1 the lowest, and 3 representing the middling score—the Los Angeles 2016 Subcommittee evaluates the proposal by its four components as defined below. The final score for each proposal is a product of the weighted component scores of 1 (poor), 3 (average), and 5 (good). Subcommittee members’ scores are then
averaged based upon these totals and the top-ranked proposals in each event are marked for acceptance.

Four Criteria for Evaluation (and Percentage Weight for Scoring)
The components for evaluation, described below, are weighted similarly to the way state agencies and the NEA weight their components by varying amounts.

1. **Artistic or Academic Merit (45%)**
Subcommittee members evaluate the artistic value, pedagogical value, intellectual value, or (for administrative discussions for program directors and publishers) business value of the proposal. High-scoring panels should be artistically meritorious, intellectually significant, with a roster of talented artists or accomplished experts on the topic.

2. **Importance to Members (25%)**
How important is it to our attendees that our conference offers this event? Subcommittee members evaluate how useful the presentation would be to one or more of AWP’s constituencies: students, young writers, mid-career writers, adjunct faculty, tenured faculty, program directors, editors, publishers, etc. The program may be something we see every year, such as “How to organize your first book of short fiction,” because it will be new and important to a significant number of our attendees.

3. **Diversity (20%)**
Subcommittee members evaluate whether the panel will offer artistic, intellectual, regional, political, ethnic, and cultural diversity to the conference.

4. **Proposal Integrity (10%)**
Is the necessary information (event description, statement of merit, biographical notes) complete and useful? Are the moderator and presenters reliable professionals? Subcommittee members evaluate both the appropriateness of this panel to presenters will execute the proposal well.

Conflicts of Interest
Subcommittee members recuse themselves from adjudicating proposals for the following reasons:

- When they have proposed, helped organize, or agreed to serve as a participant on any proposal.
- When proposals are organized or sponsored by any organizations or for which they serve on their board of directors or for which they serve as a consultant, faculty, or employee.
- When proposals are organized by or feature any writer for which they serve as publisher or editor.
- When proposals are organized or sponsored by their book publisher or any publisher where their work is currently under consideration.
- When proposals are organized or sponsored by any organizations for which they have received a fellowship, residency, financial or professional assistance, or by any organization for which they are currently under consideration to receive a fellowship, residency, or financial or professional assistance.
- When proposals feature one or more close personal friend, lover, spouse, domestic partner, family member, current or former student, or workplace colleague.

The Washington, DC 2017 Subcommittee Chair reserves the right to reevaluate proposals that
receive a recusal or proposals that receive unusually disparate scores.

SUGGESTIONS FOR SUCCESS

Do not wait until the final week to submit.

Save a backup copy of your proposal. Make sure you have a copy of your proposal saved in case something should go wrong during your submission process.

Don’t leave your proposal form open and idle on your computer. Leaving the form open and idle on your computer for more than a few minutes may cause you to lose information. The form may lose its connection to AWP’s website and you will lose your information.

Don’t draft your proposal in the online form. This could cause you to lose information if for some reason you are disconnected from AWP’s website or the form unexpectedly closes.

If your proposal was submitted before it was complete, email us at events@awpwriter.org.

When we hear from you we will eliminate the incomplete proposal and you may submit a new version.

If you would like to be in the conference program, include yourself as a participant. All event organizers must list themselves as a participant in order to be included in the program.

Do not mail your proposal. AWP does not accept proposals sent by post or email. Proposals must be submitted at our website.

Wait for your confirmation email. Confirmation for your proposal will be sent via email within 48 hours of your submission. Please be patient. If you do not receive a confirmation email, AWP cannot guarantee your proposal will be included for consideration.

Make sure you’ve entered your email address correctly. Confirmation for your proposal will be sent via email within 48 hours of your submission.

Be sure you have current contact information for your event participants. Missing or incorrect email addresses and prevent AWP from communicating important information to your participants. If we don’t have the correct information, we cannot confirm their willingness to participate and we may elect not to accept the proposal. AWP does not sell or trade email addresses.

Consider Resending a Previously Rejected Panel. Each year, AWP must reject a number of high-quality panels because of space limitations. Because the composition of the conference committee changes from year to year, we encourage you to resubmit if the panel topic remains relevant.

ACCESSIBILITY SERVICES

AWP is committed to making all reasonable arrangements that will allow conference attendees to participate in conference events. All convention centers and hotels the conference occupies are accessible in accordance with the Americans with Disability Act (ADA). All rooms at the conference are wheelchair accessible and have seats in the first row marked as reserved for individuals with accessibility needs.

Many accessibility services require advanced planning for a conference as large as AWP’s. In order to help us better prepare, all requests for accessibility services, equipment, or accommodations, should be submitted in advance of the conference. AWP can best meet accessibility needs when requests are received to events@awpwriter.org by Wednesday, January 4,
2017. AWP makes every effort to accommodate requests that arrive after January 4. Please visit our website for more information about Accessibility Services.

Attendees who require special onsite assistance during the conference should request it from staff at AWP’s Accessibility Desk located in the registration area.

**REGISTRATION POLICIES**

**All presenters must register for the conference** and can do so at our reduced presenter rate. The rate will be made available to all presenters, who will be notified via email about how and when to register.

Presenter registration includes admission to AWP’s bookfair, meetings, panels, readings, and public receptions for the duration of the conference period. Meals, lodging, and travel are not included. For information on lodging at AWP’s official conference hotels please visit the hotel and travel page of our website. Individuals registering at the student rate must present a valid student ID on site. Individuals registering at the senior rate must present a valid ID on site.