

## **A BRIEF GUIDE TO PANEL PROPOSERS [Revised 22 May 2008]**

Proposers / Coordinators of symposia [sometimes called panels in OCS] need to indicate the title of the symposium and provide a brief **overview abstract of 400 words**.

Following the overview statement in the symposium abstract (of 400 words) there should be **a listing of the members of [the panel] symposium with the sub-title of each contribution and a 400 word abstract of the contribution they will make**.

In addition, coordinators of symposia should give the name/s and affiliation/s of the symposium **Discussant**.

For example:

### **Title of the symposium:**

"The influence of the whatever on the education system: 2007 findings from research."

### **Overview abstract :**

"This symposium will examine the latest data available on a wide range of influences on the the education system of Lilliput concentrating on the massive effects of time on task. It will include contributions from...." (go on for a total of 400 words in the overview abstract

John Smith  
The Education System of Lilliput  
[Insert 400 words abstract ]

Jane Doe  
The Meaning of Education  
[Insert 400 words abstract ]

May Chan  
Libraries and Education  
[Insert 400 words abstract ]

Authors of papers in the symposium who wish to submit their paper for full paper peer refereeing [reviewing in OCS] should do so directly and individually through OCS with each author submitting with their proposal the uploaded paper. Each author making a separate submission, because they want their section of the symposium full paper peer refereed, needs to make mention to the Conference Director in their proposal that her/his proposal is part of [name of] Symposium. Each such author also needs to pay on-line the full paper refereeing administrative fee using the conference Registration Form available at <http://www.aare.edu.au/secure/conf2008.htm>. [The form can be used to pay the full paper refereeing fee initially without fully registering until later].

All symposium papers submitted for full paper peer refereeing should **include the title of the symposium** that they are part of as part of their paper's title thus –

"Libraries and Education", part of the symposium "The influence of the whatever on the education system: 2007 findings from research", AARE 2008 Conference.

Peter L Jeffery  
22 May 2008.