

Submission Requirements and Process for Workshops and Symposia

USASBE/SBI 2006 Joint Conference

Submission Due Date: August 15, 2005

IMPORTANT NOTICE: The USASBE/SBI 2006 Joint Conference will utilize a “Rule of 3” for submission purposes. No one may submit more than three (3) competitive submissions (papers, teaching cases, workshops, or symposia) to the USASBE/SBI 2006 Joint Conference or appear in more than three (3) competitive sessions during the refereed scholarly program. Appearances include roles as authors and/or presenters. Multiple appearances in a single session count as one session. Exceptions will be made for invited workshops/symposia, officer roles, and general and division sessions.

- * Presenters must designate a division/track for submissions in the online submission system.
- * All submissions must be typed, double spaced with one-inch margins using 12 point Times Roman font in a Word or PDF file.
- * All submissions must include an academic abstract (no more than 100 words) and an executive summary (no more than 300 words). The executive summary is intended for business practitioners and should provide a summary of the purpose and outcomes of the workshop or symposium and the “So What?” question.
- * Workshop and symposium submissions must be no more than five (5) pages in length. Submissions must provide details on the purpose, procedures, and contributions of each participant.
- * All submissions must include a “So What?” section prior to the “Conclusion” section. This section should address the workshop or symposium’s contribution to the field for practitioners.
- * Workshop and symposium submissions are refereed. However, due to the nature of such sessions, submissions will not be blind reviewed. Thus, presenter information will be provided to reviewers.
- * Presenters having workshops or symposia accepted for presentation must agree to follow a specific format in preparing a Word file of a one-page academic abstract and executive summary by November 1, 2005. Detailed instructions will be provided with the acceptance notice.

* Submissions may be entered as of April 20, 2005. The submission due date is August 15, 2005.

If you have questions, please contact Dr. Ron Cook, USASBE/SBI 2006 Competitive Workshops Chair, at cookr@rider.edu.