



### Roundtable Proposal Submission Checklist

- Is every participant in your roundtable a [current AJS member](#)?
- Do you have the following information prepared for your submission? (Required information is followed by an asterisk (\*) on this checklist)
  - Roundtable Title\* (25 words or less)
  - Roundtable Abstract\* (350 words or less)
  - Roundtable Moderator\* - If you don't have a moderator at the time of submission, please list Michelle Katz (AJS Director of Membership & Conference Content) as a placeholder.
  - 3-5 Roundtable Discussants\*
  - Primary Division\* - the full list of divisions [is here](#)
  - Secondary Division - [What is a secondary division and should I list one?](#)
  - Diversity Focused Identity Information - Do the participants in your session have any underrepresented identities that you would like to share with the program committee as they consider your application? This information will not be made public.
  - Keywords - 8 words or fewer
  - A/V Needs\* - Details about audiovisual equipment are [here](#). This will be your **only** opportunity to request A/V.
  - MyAJS Login Credentials - you will need your username and password to log into the [submission site](#)