CHIP ALLOCATIONS:

DIVISIONS = 6 Chips
CSW, COA, CCJA = 6 chips
INTEREST GROUPS = 3 chips

No chips are required to program a pre-conference workshop, a members’ meeting, an executive committee meeting, meal/social (on-site or off-site) or an off-site tour.

First 4 research sessions of any type cost a group ½ chip.

GENERAL INSTRUCTIONS:

• List joint sessions FIRST for chip-based sessions, then sole sessions.
• Request HD research sessions
• Request a number of papers in a Poster session (min of 20, max of 80)
• If uncertain as to how many refereed research slots you will need, use last year as a general guide.
• Carefully calculate how many chips you are using, and be sure you fully understand the process. If you do not, call Jennifer McGill at 803-798-0271.
• One, and ONLY one, sole-sponsored session may be listed in the #1 or #2 spot on your request form, if desired.
• List all non-chip sessions on the last page. This type of session cannot be added later.
• Be sure to meet ALL deadlines, including the deadline to file your Request Form.

SESSION TYPES:

High-Density (refereed research only) — for 10 papers total
Poster (refereed research only) — for 80 papers total
Refereed Research panel — for 4 to 5 papers
PF&R Panel
Research panel
Teaching panel

Meal, either on-site or off-site (no chip required)
Pre-conference Workshop (no chip required)
Members’ Meeting (no chip required)
Group Social (no chip required)
Executive Committee meeting (no chip required)

2015 Conference Session Request Form:
NOTE: Be sure to double-check your chip allocations! If you go over your allocation, your last sole-sponsored session will be taken OFF the program, and you will lose the ability to request additional sessions later!

Contact Information if there is a question during the programming process:

Group: __________________________________________________________

Primary Contact:_________________________________________________

Phone: __________________________________________________________

E-mail: __________________________________________________________

Alternate Contact: _______________________________________________

Phone: __________________________________________________________

E-mail: __________________________________________________________

Session #1 (you may only request a specific day/time for your first two sessions)

Lead D/IG: _______________________________________________________

Co-sponsor?_____________________________________________________

Requested Day/Time: _____________________________________________

Type: ______________________ Proposal #: _________________________

Chip used (whole or half) __________

Joint session: Yes No

Notes:___________________________________________________________

Session #2 (you may only request a specific day/time for your first two sessions)

Lead D/IG: _______________________________________________________

Co-sponsor?_____________________________________________________

Requested Day/Time: _____________________________________________

Type: ______________________ Proposal #: _________________________

Chip used (whole or half) __________

Joint session: Yes No

Notes:___________________________________________________________

Session #3

Lead D/IG: _______________________________________________________

Co-sponsor?_____________________________________________________

Type: ______________________ Proposal #: _________________________

Chip used (whole or half) __________

Joint session: Yes No
Session #4
Lead D/IG: ____________________________________________
Co-sponsor? __________________________________________
Type: ________________________ Proposal #: ______________
Chip used (whole or half) ____________
Joint session: Yes No
Notes:_____________________________________________________________________
_____________________________________________________________________

type: ____________ Proposal #: ______________
Chip used (whole or half) ____________
Joint session: Yes No
Notes:_____________________________________________________________________
_____________________________________________________________________
Session #5
Lead D/IG: ____________________________________________
Co-sponsor? __________________________________________
Type: ________________________ Proposal #: ______________
Chip used (whole or half) ____________
Joint session: Yes No
Notes:_____________________________________________________________________
_____________________________________________________________________
Session #6
Lead D/IG: ____________________________________________
Co-sponsor? __________________________________________
Type: ________________________ Proposal #: ______________
Chip used (whole or half) ____________
Joint session: Yes No
Notes:_____________________________________________________________________
_____________________________________________________________________
Session #7
Lead D/IG: ____________________________________________
Co-sponsor? __________________________________________
Type: ________________________ Proposal #: ______________
Chip used (whole or half) ____________
Joint session: Yes No
Notes:_____________________________________________________________________
_____________________________________________________________________
Session #8
Session #9
Lead D/IG: ________________________________
Co-sponsor?: ________________________________
Type: ___________________________ Proposal #: ___________________________
Chip used (whole or half) ____________
Joint session: Yes No
Notes:____________________________________
_____________________________________________________________________

Session #10
Lead D/IG: ________________________________
Co-sponsor?: ________________________________
Type: ___________________________ Proposal #: ___________________________
Chip used (whole or half) ____________
Joint session: Yes No
Notes:____________________________________
_____________________________________________________________________

Session #11
Lead D/IG: ________________________________
Co-sponsor?: ________________________________
Type: ___________________________ Proposal #: ___________________________
Chip used (whole or half) ____________
Joint session: Yes No
Notes:____________________________________
_____________________________________________________________________

Session #12
Lead D/IG: ________________________________
Co-sponsor?: ________________________________
Type: ___________________________ Proposal #: ___________________________
Requests for sessions that do not require a chip:
Pre-conference Workshop, Meal (either on-site or off-site), Tour, Executive Committee meeting, Off-site social
You do not have to create activities to fill this space. Many groups will not have events for this space. [NOTE: Your members’ meeting has already been scheduled by the vice head of the CofD so you do not need to list that.]

Session #NC-1
Lead D/IG: ____________________________________________________________
Co-sponsor?____________________________________________________________
Type: ___________________________ Proposal #: ____________________________
Joint session: Yes No
Notes:_________________________________________________________________

Session #NC-2
Lead D/IG: ____________________________________________________________
Co-sponsor?____________________________________________________________
Type: ___________________________ Proposal #: ____________________________
Joint session: Yes No
Notes:_________________________________________________________________

Session #NC-3
Lead D/IG: ____________________________________________________________
Co-sponsor?____________________________________________________________
Type: ___________________________ Proposal #: ____________________________
Joint session: Yes No
Notes:_________________________________________________________________

Session #NC-4
Lead D/IG: ____________________________________________________________
Co-sponsor?____________________________________________________________
Session #NC-5

Lead D/IG: ________________________________________________
Co-sponsor? ________________________________________________

Type: ______________________ Proposal #: ______________________
Joint session: Yes No
Notes: ______________________________________________________

AEJMC Programming Group abbreviations

DIVISIONS:
Advertising - ADVD
Communicating Science, Health, Environment, Risk (CommSHER) - SHER
Communication Technology (CTEC) - CTEC
Communication Theory and Methodology - CTAM
Cultural and Critical Studies - CCSD
Electronic News - ENDD
History - HIST
International Communication - INTC
Law and Policy - LAWP
Magazine Division - MAGD
Mass Communication and Society - MCSD
Media Ethics - ETHC
Media Management and Economics - MMEC
Minorities and Communication - MACD
Newspaper and Online News - NWON
Public Relations - PRDV
Scholastic Journalism - SCHJ
Visual Communication - VISC

INTEREST GROUPS:
Civic and Citizen Journalism IG - CCJI
Community Journalism IG - COMJ
Entertainment Studies IG - ESIG
Gay, Lesbian, Bisexual, Transgender IG - GLBT
Graduate Student IG - GSIG
Internships and Careers IG - ICIG
Political Communication IG - PCIG
Religion and Media IG - RMIG
Small Programs IG - SPIG
Sports Communication IG (SPORTS) - SPRT

OTHER:
Commission on the Status of Minorities - CSMN
Commission on the Status of Women – CSWM
Community College Journalism Assoc. – CCJA
Council of Affiliates - COAF
Council of Divisions – CODV

Note: Standardized four letter designations were set in Chicago and revised in Dallas in 2012. Feel free to use commonly known 3 to 5 letter designations if preferred.