



10 February 2010

Dear Seminarians:

Thank you for your timely submission of paper summaries, all of which have been posted on the Members page of our website, www.saa9.org.

We write to remind you that your papers are due **Sunday 14 February** and that they need to be emailed to both of us (stapletm@ipfw.edu and sscott@msmary.edu) in a separate Word attachment. Early contributions are welcome. Please use 10 or 12-point Microsoft Word. Do not include a title page, but include your name and university affiliation in the top right-hand corner of your first page. Since our workshop has fourteen people in it, 5-10 pages (double-spaced) per member is sufficient. Once we have everyone's primary work, we will then create a document that consists of our brief summaries and email it to you, as our sponsors have directed us to do, by **1 March**. (It will be identical to the abstracts that we have already posted.) We will have your contributions posted on this same page by 10 March, and we will email you a brief letter on that date advising you of their availability and suggesting ways we might proceed during our meeting on 2 April.

Please remember that by **19 February**, we are required to send our sponsoring organization a list of our participants, which may only include those who have met the deadlines, as the policy states. **N.B:**

No member, even if registered in the seminar or workshop, may participate in the session at the annual meeting without completing the advance preparation set by the Leader(s). Seminar or workshop members should follow procedures established by their Leader(s), particularly regarding paper length and circulation deadlines. Any seminar or workshop member who has not completed the assigned work by the deadlines specified by the Leader(s) will not be listed on the program and may not join in the discussion at the meeting.

Finally, we encourage you to use the Hyatt hotel and SAA conference registration links on the navigation page of our website that we have included for your convenience. Michael and I found that the hotel link will give you your SAA discount on the room as well. (Three nights seems to be running at \$380, before city taxes.) Please remember to renew your membership, if you have not already done so. Also, be warned that SAA imposes a \$25 penalty for convention registrations received after 22 February, so we advise you to attend to this matter as soon as possible.

In the event that you might find it useful, we have posted a copy of this letter as well as our previous correspondence with you on the Letters and Deadlines page on our site.

Should you have any questions, please don't hesitate to contact us: stapletm@ipfw.edu **and** sscott@mmary.edu.

We look forward to meeting with all of you in Chicago.

With best wishes,

Sarah (and Michael)