

**Academy of Legal Studies in Business
2020 Providence Annual Conference
Frequently Asked Questions**

If you have any additional questions, please contact Shelly Whitmer via email at sjmoore@umich.edu.

| Conference Registration: | |
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| What are the conference dates? | Monday, August 3 – Friday, August 7 Note: The Executive Committee meeting is being held on Monday, August 3 from 12:00 – 5:00 PM. |
| How can I find the full schedule of events? | Visit http://www.alsb.org/annual-conference Click on Conference Schedule |
| How do I register for the conference? | Visit http://www.alsb.org/annual-conference Click on Conference Registration |
| What is the registration fee? | Early bird registration fee is \$399 until July 1 Late registration fee is \$499 after July 2 Beginning August 1 you can only register onsite at \$599 Emeritus fee is \$339 New member fee is \$369 |
| Why is my registration so expensive? | The registration fee only covers 55% of the total per person cost of the conference. The remaining costs are supported by generous donations from publishers, university contributions, and journal royalties. Without their support, the cost of the conference would be significantly higher. |
| Does my conference fee include meals and social events? | Your fee includes the plenary lunch, continental breakfasts, the ice breaker cocktail party, social event, and banquet. |
| What is the membership fee? | \$60 per year |
| Is the membership fee included in the registration fee? | The ALSB membership dues are waived with conference registration. |
| If I have registration or payment questions, who do I contact? | Paula Stevens at paula.stevens70@gmail.com |
| If I have questions about CLE credit or the Program Schedule, whom do I contact? | Shelly Whitmer at sjmoore@umich.edu |

| Providence T. F. Green Airport (PVD) | |
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| Airport | https://www.pvdairport.com/ |
| Transportation | The Omni Providence Hotel does not offer transportation services to/from the airport. |
| Transportation Link | https://www.pvdairport.com/get-here/taxi-ride-share |

Conference Hotel:

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| What is the name of the conference hotel? | Omni Providence Hotel 1 West Exchange Street, Providence, Rhode Island 02903 |
| How do I book my hotel room? | Visit http://www.alsb.org/annual-conference Click on Hotel Registration Central Reservations: 402-952-6646 Reservation Cut-Off Date: Friday, July 17 |
| If I have trouble booking my room via the hotel link, who do I contact? | Please contact Dan Herron at herron3653@gmail.com . |
| What is the conference hotel room rate? | \$199/night plus taxes |
| Is there free internet access in the hotel guest rooms? | Yes |
| Is there free parking at the hotel? | No. Overnight valet parking with unlimited in/out privileges is \$32 (additional charges may apply); self-parking is available at the Rhode Island Convention Center Garage next to the hotel – rates vary. |
| Is there internet access in the session rooms or common area? | Yes |

Panels Submissions:

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| I would like to hold a panel session at the conference. How do I submit my request? | All panel requests must be submitted to the 2020 submission website. To be considered a panel, you are required to have 3-5 panelists. Visit http://www.alsb.org/annual-conference Click on Call for Participation The first question on the submission form is to select your presentation type. Please remember to select Panel . |
| What is the deadline to submit my panel request? | 11:59 PM on May 4 NOTE: Only the Chair of the panel should complete the submission. Please do not make multiple submissions for the same panel. Please include the available dates of your panelists in the submission process. |
| When will I find out if my panel has been accepted? | Panelists will be notified of acceptance within one week of the panel submission deadline. |
| If my panel is accepted, when will it be scheduled? | We will schedule two panels per breakout session. Please be sure to include the dates all panelists are attending the conference with your submission. Shelly would like to have all panels scheduled by May 31. |
| If I did not submit my panel request by the May 4 deadline, can I still submit a request? | Only if we have panel slots still available. |
| If I have questions about panels submissions, who do I contact? | Shelly Whitmer at sjmoore@umich.edu |

Call for Submissions Deadlines: Academic Session and Development Track

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| How do I submit my paper for presentation? | Visit http://www.alsb.org/annual-conference Click on Call for Participation If there are multiple authors on a paper, please <u>do not</u> submit multiple requests. One submission only please. |
| What is the submission deadline if I want my paper to be considered for an award? | See award deadlines on next page. Award deadline is May 4. |
| What is the difference between an Academic Session and a Development Track? | Fully completed papers ready for presentation will be scheduled under the Academic Sessions . The Development Track is for partially completed (work-in-progress). |
| What is the deadline for submitting my presentation title, abstract and paper for the Academic Sessions as a non-award submission? | 11:59 PM on June 12 |
| Do I need to upload my completed paper if I am presenting in an Academic Session as a non-award submission? | Yes! If you want to present in an Academic Session, you must upload your paper in WORD format to the Call for Participation system. |
| What is the deadline for uploading my paper to the submission site to make sure I am in an Academic Session as a non-award submission? | 11:59 PM on June 12 NOTE: This is the deadline for submitting papers that will NOT be considered for an award. |
| What happens if I do not upload my paper by the deadline for an Academic Session as a non-award submission? | You will automatically be placed in the Development Track. |
| Can I get an extension for uploading my paper for an Academic Session as a non-award submission? | No extensions will be given. |
| What is the deadline for submitting my presentation title and abstract for the Development Track ? | 11:59 PM on June 12 |
| Do I need to upload a paper if I'm presenting in the Development Track? | No , you do not need to upload a paper if you are presenting in the Development Track. You are expected to bring 25-30 copies of an extended abstract, outline, or draft of your development paper to your presentation for the attendees. |
| Will I be able to make a PowerPoint presentation during my session? | Yes! PowerPoint will be available for all presentations. You will need to bring your own laptop for the presentation. Screens and projectors will be provided. We will also have onsite tech assistance. |
| If I have any questions about the Call for Participation process, who do I contact? | Shelly Whitmer at sjmoore@umich.edu |
| Will there be a printed schedule onsite at the conference? | No hard copies of the program schedule will be printed. Please watch for instructions on how to download the App to your electronic devices. If you would like a hard copy of the schedule, please visit the ALSB conference website to print a copy to bring with you to the conference: http://www.alsb.org/annual-conference . |
| If I need an official letter of acceptance (on ALSB letterhead) for my paper or panel submission in order to obtain funding, whom do I contact? | You will be asked this question during the submission process. If you answer "Yes", you will receive a letter from Shelly Whitmer. |

| Award Deadlines: | |
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| Who is the contact for the Master Teacher Symposium ? What is the deadline? Where do I submit my paper? | For submission instructions, visit http://alsbhewitt.weebly.com/ Deadline is 10:00 PM on Monday, April 20 . |
| How do I nominate someone for the Distinguished Faculty Awards ? | Submitted directly to Tonia Murphy at tmurphy1@nd.edu . Deadline is 11:59 PM on May 1 . |
| How do students submit their papers? What is the deadline? | Visit http://www.alsb.org/annual-conference Click on Call for Participation All student submissions must be made to the submission website by 11:59 PM on June 8 . |
| Can a student submit a paper and not attend the conference? | No, when a student submits a paper for the competition, they agree to attend and present if they are selected. |
| If I would like my paper to be considered for one of the awards listed here, when is the deadline to submit my paper? Distinguished Refereed Proceedings Holmes-Cardozo International Case Competition Jackson Lewis Employment Law Outstanding Paper Nancy Kubasek Sustainable Environment Ralph Bunche Outstanding International Law Paper Virginia Maurer Outstanding Ethics Paper Sports and Entertainment Law Paper | Visit http://www.alsb.org/annual-conference Click on Call for Participation 11:59 PM on May 4 to the submission website (Papers go out for review on May 5) |
| NEW: Can I submit a paper for one of the Section Awards if I am not a member of that Section? | No, you must be a member of the Section you are submitting a paper to. |
| NEW: Can I submit my paper for more than one award? | A paper may be submitted for only one award; except a paper may be submitted for any one award and for the Holmes-Cardozo. However, no more than one paper may be submitted for the Holmes-Cardozo. |
| How do I nominate someone for the Bonsignore Award ? | Submit nominations directly to Adam Epstein, Editor-in-Chief of the <i>Journal of Legal Studies in Education</i> , at adam.epstein@cmich.edu by 11:59 PM on May 1 . |
| Is it possible to submit a paper for an award even if I am not presenting the paper at the conference? | No, you must present the paper at the conference. |
| Does a publication in ABLJ preclude publishing a version of the paper in the Proceedings? | Yes |

Scheduling of Papers

Common question has been asked about grouping papers together by topic. Please note that authors are asked to provide the category (topic) that best fits their paper during the submission process. The papers are scheduled based on the categories provided, dates the author is available to attend, and other conflicts as indicated.

For example...while there may be four papers submitted that have the same theme, the four authors might have all indicated different categories for their papers. The papers are scheduled based on these categories.

Upcoming Conferences

2021: August 1-6: Renaissance Depot Hotel, Minneapolis, MN, Program Chair–Jamie Prenkert, Indiana University

2022: July 27-31: Omni Hotel, Louisville, KY, Program Chair-Matthew Phillips, Wake Forest University