Proposal Submission Guidelines

Proposals on the above themes for individual presentations or panels of no more than three speakers are welcome. Proposals must be submitted no later than 15 January 2017 and must include an abstract of each of the proposed papers, each speaker’s name, affiliation, postal address, email address, telephone number, and short professional biography.

• Abstract length is limited to 300 words or 2200 characters (including spaces).

• Proposals for a complete panel session will include a description of between 250 and 300 words for the session as a whole, in addition to an abstract for each presentation.

•Abstracts and panel session proposals should be submitted to the ICA-SUV 2017 Conference Scientific Committee via email to: gatis.karlsons@arhivi.gov.lv

• Individual presentations should be planned for no more than 20 minutes.

• Proposals will be accepted in English and French and can be submitted as .doc, .rtf, .txt, or .pdf files. • A committee will conduct a peer review of the proposals. Review guidelines are available at: [www.library.illinois.edu/ica-suv/ReviewCommGuidelines.php](http://www.library.illinois.edu/ica-suv/ReviewCommGuidelines.php)

• If your proposal is accepted, a full text of each paper (10 to 12 pages) must be submitted by 30 May 2015 to facilitate preparation of the conference proceedings.

Important Deadlines and Dates

• 9 November 2016 – Call for Papers published

• 15 January 2017 – Proposals due

• 28 February 2017 – Notification sent to proposers

• 30 May 2017 - Deadline for sending of the long texts of the communication (10 to 12 pages) to appear in the proceedings of the conference.

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