



## AUDIO VISUAL REQUEST

Only the following audio visual equipment can be rented through the national organization. **Overhead Projectors and screens will be provided at no charge.**

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|--------------------|--------------------------|---|
| 1. Slide Projector | <input type="checkbox"/> | <b>Other types of equipment MUST be rented DIRECTLY through the hotel at standard rental rates.</b> |
| 2. VCR & Monitor   | <input type="checkbox"/> |   |
| 3. Cassette Player | <input type="checkbox"/> | *Limited availability; participants must bring own laptop.  |
| 4. CD Player       | <input type="checkbox"/> |   |
| 5. Piano           | <input type="checkbox"/> |   |
| 6. LCD Projector*  | <input type="checkbox"/> |   |

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### MONOGRAPH SERIES (PREPARED ON CD-ROM)

The national organization places all submitted papers in its monograph series. The monographs are prepared by discipline or field. For example, all fine arts research papers will appear in one section, history papers in another, etc. **Papers will only be included of those participants who pre-order a copy(ies).**

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All registered conference attendees receive one year of membership.

### MEMBERSHIP...HAS ITS BENEFITS

Members:

- ◆ Receive a copy of the national journal, *Journal of Intercultural Disciplines*
- ◆ Receive a copy of the national newsletter, *Affiliate News*
- ◆ Have opportunities to participate in the International Academic Scholars' Program (China, Taiwan, Ethiopia)
- ◆ Have opportunities to participate in the International Research Forum (China)
- ◆ May participate in the organization's speakers' bureau
- ◆ May place position announcements in the organization's newsletter
- ◆ Have opportunities to establish research linkages with individuals and agencies
- ◆ Have opportunities to interact with peers and professionals
- ◆ Have access to resources and national directories
- ◆ Are provided information about publishing with electronic media
- ◆ May join the NAAAS listserv
- ◆ May post published books in "Publisher's Corner"

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### BIOGRAPHICAL SKETCH

Please provide the session moderator with a fifty-word biography prior to the beginning of your session. **DO NOT send the biography to the national office.** The information provided will be used for introductory purposes at the time of your presentation.

Presenters are responsible for preparing their handouts. Please bring at least 30 copies to your session.

# PRESENTERS' INFORMATION

(PLEASE RETAIN FOR REFERENCE)

## MONOGRAPH PREPARATION

The National Organization will publish monographs of the conference in CD-Rom format according to selected monograph categories.

Please follow the criteria listed if you wish to have your paper published in the monograph series:

1. Format: maximum length - **20 pages, not including references or appendices, (doubled-spaced, 12 pt font)**
2. Cover Page:  
Place the title of the paper in capital letters 1½" from the top.  
Place your name and affiliation or institution in the center of the page.  
Leave a margin of 1" on each side of every page of the entire document.
3. **All papers must be submitted on disk, CD, or zip disk in either Microsoft Word or WordPerfect and in the Windows operating system environment. Disks from Macintosh environments will be returned.**
4. DO NOT NUMBER THE PAGES OF YOUR TEXT (ON DISK).
5. **Please submit one (1) hard copy of all papers.** Copies of charts/graphs should be submitted on separate pages. DO NOT number these pages.
6. All papers (on disk) should be double-spaced, 12 pt font.
7. There should only be files related to the presentation on disks with the title of paper, primary author's name indicated on the label. **Only conference-registered authors will be listed in the published monograph series.**
8. **All papers, disks, and fees must be turned in at the Conference Registration Desk. NO EXCEPTIONS!**

**Papers and/or disks received after the close of the conference (February 14, 2009) will not be published in the monograph series and will be returned to the author. Papers and/or disks submitted without the appropriate fees (\$65.00) will also be returned.**

## JOURNAL PREPARATION

Separately from the monograph series is the National Organizations' journal, *The Journal of Intercultural Disciplines*. To submit papers to this document, please follow the following instructions.

Manuscripts should not exceed 18 pages. The author's name should appear only on the title page along with his/her address and telephone number. The title should also appear on the first content page. Manuscripts should conform to the APA style. Meeting style requirements is the sole responsibility of the author if the manuscript is accepted. Please refer to the NAAAS website for complete guidelines.

The author must electronically submit one copy of his/her paper to [naaasconference@earthlink.net](mailto:naaasconference@earthlink.net). The paper should be doubled-spaced. Each submission will be refereed anonymously by at least three peer reviewers.

Upon acceptance for publication, the author will be asked to submit a clean copy of the manuscript.

**ALL CONFERENCE PRESENTERS AND PARTICIPANTS MUST REGISTER FOR THE CONFERENCE.**