

**A&E 2012 Conference Seminar Facilitator Submission
Publishing Rights Release Form**

Title of Seminar (There are 4 choices - Chapter 34 or 35 of Beelzebub's Tales; Chapter 8 of Meetings With Remarkable Men; or a Personal Topic of your choice to be presented Saturday afternoon or Sunday morning. Time: 1 hour 15 minutes each):

Chapter _____ of _____ (or)
Topic _____

I wish to facilitate a Seminar at the All & Everything 2012 Conference. A 200 word abstract outlining my 10-15 minute Introduction** to the Seminar of the indicated Chapter or Topic is enclosed or will be submitted by email or post by **1st November 2011**. A final written Introduction of approximately 2000 words will be provided by **1st February 2012**. I also agree to include a short biographical note listing my background, interests and publications.

I agree to transcribe the Comments of Participants made during my Seminar session from the provided audio CD and submit it to the Seminar Panel for publication in the Conference Proceedings by the deadline of **1st July 2012**.

(The Introduction to the Chapter or Topic may include any points that you think are important for Conference participants to consider. You may illustrate your points with Audio/Visual media.** Please refer to the attached guidelines for Seminar Facilitation Techniques and the Style Guidelines for the Introduction and transcriptions.)

In consideration of my Seminar being included in the Proceedings of this Conference, I consent to my Seminar being recorded by audio/visual* means and to the subsequent publication worldwide of my Seminar in any print or electronic audio/visual* media as part of the Proceedings of this Conference and as part of any subsequently published collections of Conference Seminars and/or Papers or any corresponding audio/visual* media published by the Conference, and I waive any remunerative rights therein. I grant authority for publication to the All & Everything Conference Planning Committee. I understand that any profits will be used for producing future Conferences. This consent does not limit my rights of subsequent personal presentation, publication and remuneration from the publication of print, audio or video of my Seminar Introduction.

(Please tick)

I have read the Style Guidelines -

* I consent to having my Paper audio/video recorded and used as indicated above -

* I consent to having my picture taken and used as indicated above -

** I declare that I hold Copyright to all Printed and Audio/Visual material presented -

Name (please print): _____

Signature: _____ Date: _____

Kindly copy and paste this Form into an Email Reply and fill in the relevant lines. Email it to: info@aandeconference.org

Style Guidelines for A & E Conference Seminar Introductions

We ask that:

1. Introduction text length be limited to approximately 2000 words or equivalent presentation time of 15 minutes maximum.
2. All Submissions should be in MS Word 12 pt Times New Roman font, or a plain text file. No PDFs please!
3. Include any graphics (at 300 dpi), audio files, video files, PowerPoint Presentations. It is essential that you own the copyrights for all of them to ensure inclusion in the published Proceedings. **If you don't own the copyright, please include written permission from the copyright holder with your submission.**
4. Please Email your final Seminar Introduction by email to: info@aandeconference.org
5. **Deadline for Introduction text is 1st February 2012.**

Guidelines for the Format of Seminar Introduction

- * No indent at beginning of paragraphs.
- * Paragraphs separated by a blank line.
- * Use Italics type for all book names.
- * Use Bold text instead of underlined text.
- * **Limit quotations to one paragraph to comply with "Fair Use" of copyright material. Longer quotations must have written permission from the copyright holder.**
- * Double quotes for any quotations.
- * Single quotes for emphasis.
- * All graphics should be supplied separately at 300 dpi. You must hold copyright to all graphics.
- * Numbered Footnotes and References places at the bottom of each page.
(Alternately, Numbered Footnotes and References may listed at the end of the paper.)

Guidelines for Submitting Transcripts of the Seminar Sessions

1. Participant names are not required.
2. All Submissions should be in MS Word 12 pt Times New Roman font, or 12 pt plain text (ASCII).
3. Please Email your finished transcription by email to: info@aandeconference.org
4. **Deadline for inclusion in the Proceedings is 1st July 2012.**

Example Format of a Seminar Session

Title (e.g. The Arousing of Thought, Chapter 1, Beelzebub's Tales)

Facilitator Name

Introduction

(e.g. Opening remarks by the Facilitator before the questions and comments start.)

Person 1: Text of comments....

[blank line]

Person 2: Text of comments....

[blank line]

Person 3: Text of comments....

[blank line]

Facilitator: Text of comments....

etc....

Seminar Facilitation Techniques

Here is a selection of techniques that have been employed by facilitators to enhance awareness and encourage participation during sessions of seminars with small and large groups. The aim is to keep people awake and to encourage them to participate in the discussion. These techniques are helpful when people are expected to pool their ideas under the direction of the facilitator.

1. It is essential that participants prepare for the session of the seminar by reading the text and considering questions or statements. Distribute well in advance of the session an outline of the text or topic to be discussed. Add to it a glossary of relevant terms (as applicable) and a list of three questions that will be addressed in the seminar. Then discuss each question or point in order of appearance.
2. At the beginning, the facilitator should describe his aim to the participants. Then ask each participant to formulate their aim in attending this particular session. The aim should be specific, not general. At the conclusion of the session, ask each person to review his aim. Ask if someone would be willing to share his aim with the others. (There is usually someone who will be willing.) If appropriate, discuss it.
3. It is essential that participants prepare for the session of the seminar by reading the text and considering questions or statements. Distribute well in advance of the session an outline of the text or topic to be discussed. Add to it a glossary of relevant terms and a list of three questions that will be addressed in the seminar. Then discuss each question or point in order of appearance.
4. The “round robin” is always a good idea – proceeding left to right, or right to left, or omitting every second person – as it means that each participant has been served notice that he or she will be required to contribute, and when. The option of saying “I pass for now” should be offered.
5. Simply ask everyone to stand up from time to time. Spend sixty seconds sensing the body, feeling the emotions, or entertaining an idea. Be specific about the limb or organ.
6. Require each participant, in turn, to ask a question. Leave the questions unanswered. Then, after everyone has been heard, discuss the most relevant questions.
7. Ask the participants, “Who has come here from the greatest distance?” “Who lives closest to this hotel?” Give that person some duty or honour, which might be to ask a question of someone, to answer another person’s question, etc.
8. Ask the participants to identify the most significant sentence in the passage, the most significant six words, and then the single most significant word. Inquire why that word is so meaningful.
9. Simply ask everyone to stand up from time to time to stretch. In fact, there is no need to immediately sit down. Indeed, the seminar could continue for up to five minutes with all the participants, including the leader, standing.
10. Just before concluding the session, ask the participants, “What did you learn that you are going to take home with you?” This is an excellent way to reinforce the meaning or the message.
11. The session need not end when it ends. Assign homework or a question to ponder. Then review it at the beginning of the next session, if there is one.