

## ACA Submission and Conference Etiquette Guide

By: John H. Saunders

1. Double check your calendar to make sure you are available on the day of the conference. If you already have a conflict, do not submit.
2. Before you submit, double check all of your citations and references. Any type of plagiarism can get your paper disqualified. If you are unsure, double check with your chosen style manual or an academic advisor.
3. If you have presented a specific paper before at any other conference, you cannot submit it again to another conference unless you have a minimum of 50% new material.
4. If your paper is accepted, you will be expected to 1) show up at the conference, 2) pay the conference and membership fees, and 3) be ready to present your paper at the time of the specific panel. The ACA loses money when you do not show up because we have to pay for the luncheon ahead of time. If you do not show up, your paper will be redacted from the conference and any awards will be rescinded as well. Also, failure to show or contact any ACA officer could result in you not being allowed to submit to the ACA in the future.
5. If, at the last minute, you have something occur that will prevent you from attending the conference, at the very minimum you need to contact the conference planner or an ACA officer to let them know. That is just professional courtesy.
6. Business professional attire is expected at the conference.
7. When others are presenting, be professional. Listen to their presentation. If you decide to ask questions or provide comments, be respectful at all times.
8. Take full advantage of the opportunity presented to meet other people in the discipline from other schools. Networking is always a positive thing!
9. Act professionally at the conference. People will remember you, so make sure it is positive.
10. Figure out your larger goal for the conference ahead of time. Are you just here to get a line on a resume? Are you here to also find out about graduate schools? Are you planning on remaining a member of the association for years to come?
11. If you are interested in becoming more involved with the ACA in the future, make sure you meet and talk with any current or former ACA officer. We want you to be as involved as you can be, and we will help you become involved however we can.
12. Go to as many panels as possible.
13. Always have a pen and paper with you during the conference.