

## ARSTM@RSA 2022

### Call for Preconference Program (Co-)Chair(s)

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The Association for the Rhetoric of Science, Technology, and Medicine will hold our biannual pre-conference at the 2022 Rhetoric Society of America conference. RSA will be held May 26-29, 2022, in Baltimore, MD.

We need one chair OR two co-chairs to coordinate the event. As a (co-)chair, you will be the primary visionary for the preconference program: preconference chairs establish the theme, write the call for proposals, and compose the final program.

### Details About the Position

Primary Chair / Co-chair responsibilities are:

- writing and distributing a preconference call for proposals
- booking rooms and tech at the venue (in collaboration with RSA conference planners)
- managing proposal collection, review, and notification (with help from the ARSTM leadership team)
- tracking registration and attendance (in collaboration with the ARSTM Treasurer and Secretary)
- moderating on the day of the event
- other duties as needed

The preconference planning timeline is flexible, but important dates include:

- Aug. 15, 2021 email ARSTM leaders to express interest in (co-)chairing
- Sep. 1, 2021 notify preconference (co-)chairs of their selection
- Late Oct. 2021 (co-)chairs release the 2022 ARSTM@RSA Preconference CFP
- Early Dec. 2021 proposals due
- Jan/Feb 2022 reviews completed; decisions returned to authors
- ~May 25, 2022 1-day preconference held at RSA

You will work closely throughout the planning process with ARSTM officers, who will provide support, such as giving feedback on the CFP, sharing the internal list of frequent proposal reviewers, and publicizing preconference information via ARSTM's website and social media channels.

Serving in this capacity is a significant opportunity for professional service to the field and a good way to learn about ARSTM leadership.

## How to Express Interest

We invite members to send an email by Aug. 15, 2021, expressing interest in serving as ARSTM@RSA 2022 preconference chair/co-chairs. You can express your interest individually, and we may pair together individuals to act as co-chairs, with each of your consent.

Alternatively, you may collaborate with someone and send us a single email on behalf of you both to express interest in acting as co-chairs.

Requirements for the email:

- 1. Subject Line**

Please use the subject line [ARSTM@RSA 2022 Preconference Chairing](#).

- 2. Attachments**

Please attach two types of document:

- a. Your CV(s)
- b. A 200-250 word statement of interest. The statement of interest could include why you would like to take on this role, what theme(s) you have in mind, your prior experience with ARSTM preconferences, and/or your prior experience with conference/event management. You can write either two separate or one collaborative statement of interest if you are submitting with a potential co-chair.

- 3. Send To**

Please cc three emails:

- a. President Lauren Cagle ([lauren.cagle@uky.edu](mailto:lauren.cagle@uky.edu))
- b. 1st Vice President Kenneth Walker ([kenneth.walker@utsa.edu](mailto:kenneth.walker@utsa.edu))
- c. 2nd Vice President Aimee Roundtree ([akr@txstate.edu](mailto:akr@txstate.edu))

We look forward to hearing from interested members.