



**Women in French Conference**  
**Arizona State University**  
**Tempe, Arizona**  
**February 24-25, 2012**  
<http://asu.edu/clas/silc/wif>

**“Crossing Boundaries: French and Francophone Women in Literature and Science,  
Culture and the Arts”**

### **Conference Information**

We are pleased to provide updated information on the 6th Annual Conference of **Women in French** (WIF), on **Friday and Saturday February 24-25, 2012** hosted by the School of International Letters & Cultures (SILC) at Arizona State University.

In order to help the conference go smoothly we have included a list of the deadlines at the end of this document. We ask for your help in meeting the schedule. Feel free to send us the required information at any time before the deadlines.

Between September 2011 and February 2012, unforeseen events may prevent you from attending the conference. If this happens, we ask that you exercise professional courtesy and let us know as soon as possible of any change in plans so that we may adjust our program in a timely manner.

#### **CONFERENCE LOCATION AND CHECK-IN**

The conference will be held on the 2nd floor in the ASU Memorial Union (MU) in the center of the Tempe ASU Campus. A map and updated **information is posted on our official web site at <http://asu.edu/clas/silc/wif/campusmap.htm>.**

**On Friday, February 24, 2012, we will distribute conference folders in the Turquoise room (MU, 2<sup>nd</sup> floor) from 8-10 AM.** On Saturday the Turquoise room will remain open from 8 to 10 AM for the purpose of providing folders with information.

#### **PRESENTATION TIME**

We ask that you check in at the conference information **in the Turquoise room (MU)** in the first half hour of whichever day you present a paper in order to ensure that your AV needs have been met (see AV section later in this handout.)

Sessions with three to four speakers last 90 minutes; this includes time for questions. We highly recommend that you save a portion of that time for questions and feedback (we recommend 10-15 minutes per session). Three to four sessions will run concurrently. The final program/schedule will clearly show time limits and MU room numbers for each of the 37 panels.

**REGISTRATION takes place online. Check option is available. Distribution of information will take place on site.** To confirm your participation we ask you to register online by Thursday, December 23, 2011 at <http://asu.edu/clas/silc/wif/registration1.htm>

**Conference fees** may be paid by Pay Pal or by snail mail with a check made out to WIF at ASU, c/o School of International Letters and Cultures, Arizona State University, P.O. Box 870202, Tempe, AZ 85287-0202. Credit card payment is possible through Pay Pal. Pay Pal charges a small [\$2] fee for each transaction.

Registration fees for all participants who register by December 30 are \$125. After January 2, 2012, the fees are \$135. Registration includes Friday and Saturday buffet lunch and speaker, continental breakfast on 2/24 and 2/25, coffee break.

Everyone whose name appears in the program must be a member of WIF (<http://womeninfrench.org>) and must pay a conference registration fee of \$125.

### **REGISTRATION FOR *NON-PRESENTERS***

**Registration for non-presenters** is \$125 if paid before Thursday, **January 2, 2012**. After this date, the fee is \$135 and must be paid prior to the conference. ASU Graduate students and undergraduates may attend. They must present their ASU ID card. Lunch will be on their own.

Friday Buffet Lunch will be open to the public at 1: 30 PM for a presentation in French by the invited conference keynote speaker. A translation in English will be posted on the WIF conference website.

### **SCHEDULE, ABSTRACTS, AND TITLES**

A preliminary schedule for the conference will be available in mid-December 2011 at <http://asu.edu/clas/silc/wif>.

In order to help attendees prepare better for the presentations and the conference, we will post the abstracts of presentations on our website and will also include them in conference welcome packets. Therefore, we ask you to revise and carefully **edit** your proposal and create an abstract of approximately **100** words maximum (shorter is preferred) in Microsoft® Word. ***We need revised short abstracts by January 5, 2012***

### **HANDOUTS**

Presenters are responsible for any handouts that they would like to distribute in conjunction with their presentation. If you have handouts for your presentation, we advise you to make between 30-50 copies and to make these comprehensible for someone who did not attend your session (remember, that several sessions always run concurrently).

### **KEYNOTE SPEAKER**

Our Plenary Speaker on Friday is Professor Martine Reid. Her biography and an abstract of her presentation are available at <http://asu.edu/clas/silc/wif/speaker.htm>. She will speak during the Friday noon Buffet Banquet.

### **BANQUET/BUFFET LUNCH**

Friday and Saturday banquet buffet lunch is included for all presenters and registered participants in the Memorial Union Turquoise room on the second floor. Vegetarian options will be included.

## **BOOTHS**

We will try to provide a table for departments, centers, and individuals to display their research projects, call for papers, and information about upcoming conferences, and other programs related to “French and Francophone Women.” We invite you and your colleagues to display any of these at the conference but cannot assume responsibility for any valuable items.

**WIF at ASU will offer an option for SUBMITTING PAPERS FOR Publication.** We will publish selected papers from the conference in peer-reviewed volume(s). The volume(s) will appear in the **spring/summer of 2013/2014**. If you would like us to consider your paper for selection, please submit a digital copy to us in Microsoft® Word format by **Aug 30, 2012**. Formatting guidelines will be made available.

## **HOTELS**

There is no shuttle service provided by ASU. Several hotels are available within walking distance of ASU. Hotel information is posted on our website. The Hyatt is the only hotel not within walking distance to ASU but provides shuttle service to ASU. **For a list of hotels please see <http://asu.edu/clas/silc/wif/hotels.htm>.**

To receive the special rate please tell the agent that you are attending the WIF at ASU Conference. **The special rate is not available on the Internet. Continental Breakfast is \$9.99 at Four Points.** Phoenix is host to many “snow birds” flocking from other states and Canada, and hotels fill up quickly and may be more expensive. It is advisable to make your reservations early. In case of emergency, the hotel reservation may be cancelled. Hotels have different cancellation rules. It is important to inquire when you reserve your room.

## **AIRPORT-TO-HOTEL TRANSPORTATION**

ASU is located within 15 miles from the Phoenix Sky Harbor Airport. Some hotels provide complimentary airport pick-up. Please verify it at the time of reservation. For those that do not provide this service, no Super Shuttle reservation is required from Sky Harbor to the hotel. The closest cross streets are Rural and Apache in Tempe. Super Shuttle must be reserved when departing from the hotel. Call in advance (602) 244-9000 or reserve online at <http://www.supershuttle.com>, about \$15 to \$20.

Except for Friday and Saturday banquet lunch, all other expenses like travel, hotel, some meals, personal expenses, WIF membership and conference registration are the attendee’s responsibility.

## **DRIVING DIRECTIONS**

ASU is located within a square mile bordered on the south by Apache Boulevard, University Road on the north, Mill Road on the west and Rural on the east side. **Two** of the hotels listed on the WIF at ASU web site are located on Apache Boulevard, across from ASU (see <http://asu.edu/clas/silc/wif/hotelsmap.htm>). Maps and driving directions are available at <http://asu.edu/clas/silc/wif/directions.htm>.

## **PARKING**

Your hotel includes free parking. If for some reason you require parking on campus, please notify us immediately so we can reserve a visitor parking space in the Apache Parking Structure next to the Student Recreation Center and right across from the Twin Palms Hotel. The cost is \$2

per hour or \$8 maximum for a single entry/exit. Parking on campus is at a premium and payment is the responsibility of the conference attendees. See <http://asu.edu/clas/silc/wif/parking.htm> for complete parking information and maps.

### **UNIVERSITY STANDARDS**

Alcohol consumption is not available on campus. There are many restaurants located within walking distance from campus and there is a reasonable selection of food options at the Memorial Union.

### **DEADLINES AND IMPORTANT DATES**

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|--|---|
| Pay Pal option becomes available on        | November 2011                           |
| Revised abstract for submission            | 30 August 2011(Monday)                  |
| Conference Schedule available              | 25 January, 2012 (Wednesday)            |
| Advanced online registration               | 15 November 2011(Friday)                |
| AV requests                                | 15 February 2012 (Monday)               |
| Revised paper for publication              | 31 August 2012 (Monday)                 |
| Reserve hotel rooms at conference rate     | As early as possible; before 12/31/2011 |
| Late registration                          | Begins 1/2/2012 (Monday)                |
| PowerPoint and computer files due          | 15 February, 2012 (Friday)              |
| Conference Sessions                        | 2/24-2/25/2012(Friday-Saturday)         |
| Submit manuscripts for “Conference Volume” | <b>01 December, 2012 (Thursday)</b>     |

We are very much looking forward to this year’s conference and the opportunity to meet colleagues from around the world who are similarly involved in studying Issues of interest to women [and men]. We encourage you to invite your colleagues to join us, either this year or in upcoming WIF conferences. If you have any questions or concerns, please contact us at [WIF@ASU.edu](mailto:WIF@ASU.edu)

**We reserve the right to make changes to the above preliminary schedule** when we update the conference program at <http://asu.edu/clas/silc/wif>

## AV EQUIPMENT

The conference organizers will provide either a plasma screen TV or a data projector and the cables to connect a laptop to the equipment. We can also provide a portable dry erase board or overhead transparency projector upon request. Please note that only limited quantities of these items are available. We will ensure that a laptop with wireless internet connection is available in each conference room.

If you intend to use presentation software as part of your session and are not bringing your own laptop, please ensure that your presentation file is in Microsoft PowerPoint (.pptx, not .ppt) format. We regret that we cannot accept presentation files in Apple Keynote or Open Office formats. Both Keynote and Open Office Impress will export presentations to PowerPoint .ppt format. Be sure to check the saved file for formatting changes prior to your session.

If you are not bringing your own laptop for your session and intend to use video or audio media, please provide all accompanying video or audio files to the conference organizers by February 15th at the latest, as they will need to be loaded onto the laptops prior to the session. Video files should be in Windows Media Video (.wmv) format or in MPEG (.mp4, .mpg). Audio should be in MP3 or Windows Media Audio (.wma) format. Please ensure that your name is part of the filename for all files associated with your presentation (eg., gruzinska\_wif\_0312.ppt).

**\*\*Please contact the conference organizers at <[wif@asu.edu](mailto:wif@asu.edu)> for instructions on how to upload your files to a shared network folder.\*\***

Presenters bringing their own laptops are encouraged to bring display adapters that are compatible with VGA connections to the projection system. The conference organizers will have a few Apple display adapters available, but cannot guarantee their compatibility with your specific laptop model.

Please notify us by Monday, **January 2, 2012** as to your equipment presentation needs. We ask that you email a PC version of your presentation to Andrew Ross at [Andrew.Ross.2@asu.edu](mailto:Andrew.Ross.2@asu.edu) by **Friday, February 15**, or bring your documents on a Flash/Jump drive [a USB] or CD to the conference. This option is recommended. AV set up is included in your presentation time.

We ask that you check in at the conference information **in the Turquoise room (MU)** in the first half hour of whichever day you present a paper in order to ensure that your AV needs have been met.

**\*\*We're still working on the details of this. We anticipate that faculty may not know how to use an FTP client to upload files, so anything we come up with has to be either e-mail based, or drag-and-drop. For solutions with AV problems please contact [andrew.ross.2@asu.edu](mailto:andrew.ross.2@asu.edu)**

Sincerely, on behalf of the WIF Conference Committee at ASU,  
Aleksandra Gruzinska, Conference Chair  
French/Italian  
School of International Letters and Cultures  
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