

SAMPLE LETTER FROM HOST CHAPTER TO CHAPTERS IN ITS REGION:

(Name and Address of School)

(name and address of Faculty Advisor of attending chapter)

Dear (name),

Our school's XXX-XXX chapter will be hosting the next Regional Meeting for the (region) of Phi Alpha Theta. The conference will be held on our main campus on (day), (date).

The deadline for submission of papers is (date). Papers should be no more than 10 to 12 double-spaced typewritten pages to be read in a maximum of 20-25 minutes. Only Phi Alpha Theta student members are eligible for prizes. Awards will be given for the best undergraduate and graduate papers. Non-members may present papers on separate panels.

Please encourage your students to present papers at the conference. In addition, I hope you may be willing to volunteer your services as either a session chair or session evaluator (judge). If so, please send me a CV that clearly indicates your area of expertise. Session chairs will read and evaluate three to four papers, introduce presenters, and provide constructive commentary at the session. (Evaluation forms will be provided to session chairs to help with assessment of the quality of research, writing, analysis, and strength of oral presentation.) Session evaluators will visit a session and evaluate the papers in two of the four categories – quality of analysis and strength of oral presentation – based upon first hearing.

I look forward to hearing from you and your students. If you have any questions, please do not hesitate to contact me at (phone) or (email).

Sincerely,

SAMPLE OF CALL FOR PAPER PROPOSALS SENT BY HOST CHAPTER TO CHAPTERS IN THE REGION:

**CALL FOR PAPER PROPOSALS FROM PHI ALPHA THETA
UNDERGRADUATE AND GRADUATE STUDENTS**

**PHI ALPHA THETA
XXXXXX REGIONAL MEETING WILL BE HOSTED BY
XXXXXXXXXX UNIVERSITY ON
(DAY, DATE, YEAR)**

Please forward proposals by (day,date,year) to:

**(person)
(school)
(department)
(address)
(address)**

If you have any questions, you can reach (person) at:

**(phone)
(fax)
(email)**

**Non-members of Phi Alpha Theta may present papers but will not be
eligible for prizes or awards**

SAMPLE OF

PAPER PROPOSAL AND ABSTRACT FORM

(To be submitted to your Phi Alpha Theta Faculty Advisor by _____)

Please type or print neatly all parts below:

Your name: _____

Your school: _____

Chapter name: _____

Your status: ___ undergraduate ___ graduate

NOTE: This form indicates your official commitment to present a paper at the Phi Alpha Theta Regional Conference. It enables the host chapter to develop an early first draft of the conference program and to identify appropriate faculty commentators.

Paper title:

Identify the central historical issue or problem that prompted your choice of topic (briefly):

Describe the contents of your paper concisely. (It is helpful if you use phrases like: "This paper focuses on...; it is divided into __ parts...; it analyzes....; etc.)

Please continue on next page

What is your main conclusion:

In two to four sentences, identify the kinds of sources you used for the paper. If foreign language sources were appropriate for the topic, briefly tell how you dealt with this issue.

SAMPLE OF ACCEPTANCE LETTER TO STUDENT PRESENTER:

(school letterhead)

(student name)

(address)

Dear (student name),

Your paper has been accepted for inclusion in the upcoming Phi Alpha Theta XXXXXX Regional Meeting at XXXXXXXX University. The completed paper must be submitted to the Chairperson of your session no later than (day) (date). I will contact you (in 3 weeks...) with the name and address of your session Chairperson.

The paper must be double-spaced, typed in 12-point font, no longer than 12 pages long (excluding endnotes), and have a reading time of no more than 20 minutes.

Please contact me at (phone) or (email) if you have any questions.

Sincerely,

SAMPLE OF LETTER TO CHAIRPERSON:

(school letterhead)

(Chairperson name)
(address)

Dear (Chairperson),

Thank you for agreeing to chair a session at the Phi Alpha Theta XXXXXX Regional Meeting on (date). I have enclosed a tentative schedule and a list of all session Chairpersons with their addresses. Student presenters have been told to send their completed papers to the Chairpersons by (date), about (XX) weeks before the meeting.

If a paper is more than one week late and you have not heard from the presenter, please let me know. I will contact the student.

I have also enclosed evaluation forms for you to fill out for each paper. For the categories of Research, Writing, and Analysis, assign a score from 1 (lowest) to 10 (highest) and write your comments in the space provided. Score and comment on Oral Presentation after the paper has been presented.

At the Regional Meeting you will introduce the student presenters and provide formal oral commentary on the papers in your session. As Chairperson, you are responsible for establishing a comfortable and congenial atmosphere. After about 20 minutes of commentary, open up the session to questions and discussion with the audience.

Please bear in mind that this will be the first formal conference presentation for many of the student participants, and they will be a little nervous. Your commentaries should not gloss over weaknesses in the papers, but emphasize the strengths. These students are beginning their careers as professionals – perhaps as professional historians – and deserve our encouragement. Thank you in advance for your sensitivity in these matters.

Sincerely,

SAMPLE OF FOLLOWUP LETTER TO PRESENTER:

(school letterhead)

(Presenter)

(address)

Dear (Presenter),

Enclosed is an updated schedule for the XXXXXXXX Regional Meeting on (date) plus a campus map and directions to our school. All sessions, registration, lunch, and coffee breaks will be held in the XXXXX building, so please park in the XXXXX lot.

Registration is from X:00 to X:00. The fee is \$XX.00 for the day. You can pay in cash or by check made out to XXXXXXX. There is no need to pre-register. Unfortunately, we cannot accept credit or debit cards.

I look forward to seeing you and hope you find this Regional Meeting an exciting and worthwhile experience. Please contact me at XXXXXXXX if you have any questions.

Sincerely,