Frequently Asked Questions
Making a Proposal to NCHEP

Q: How long is a session at NCHEP?
A: All sessions, regardless of the type (e.g., panel discussion, individual paper session, workshop) are 75 minutes.

Q: How long do I have to present if I am presenting an individual paper?
A: Individual papers will be paired with other papers on a similar topic. Each presenter will have 10-15 minutes to present their paper and then the audience will have time to ask questions.

Q: Will a computer be provided for me for my presentation?
A: No, if you have audio/visual elements to your presentation you will have to provide your own computer and connector/adapter/dongle to the conference-provided projector (see next response).

Q: What technology will be provided for presentations?
A: Each presentation room will be equipped with a projector, screen and audio/visual connections. However, you will need to provide your own device for hosting/displaying the presentation, as well as the connector necessary to connect that device to the projector (see above).

Q: How can a person who is currently incarcerated submit a proposal?
A: The NCHEP has an “Inside Submission Template” that can be used by submitters who are currently incarcerated and do not have access to the Internet. In order to have your submission entered into the submission portal, you will need to work with a liaison/delegate from your program who will submit the proposal on your behalf.

Q: How can a person who is currently incarcerated present at the NCHEP?
A: In the past, people incarcerated have presented via two-way video from inside prison to the conference attendees, have had their papers read by a third-party, or have pre-recorded a video to be played at the NCHEP. These various presentation options are all available to you. All presentation rooms will be equipped with audio/visual equipment and capable of playing audio, video, audio and video and two-way conferencing (audio and/or video). Please work with your liaison/delegate to determine the presentation format that is best for your presentation and work together to ensure all necessary technology arrangements inside the prison (if necessary are available to you). Your liaison/delegate can work directly with the conference planners to ensure proper technology access at the conference.

Q: Who will review my presentation?
A: The content subcommittee (operating within the conference’s larger planning committee) initiated a process during the early stages of the conference planning in order to select a team of external reviewers (outside the planning committee) for this year’s conference. Reviewers went through a rigorous application process and were assessed for review capabilities by the content subcommittee based on their qualifications in reviewing proposals and papers. All proposal reviewers have experience/expertise related to the track for which they have been selected as a reviewer.
Q: How many people can be included in a submission?
A: We recommend that no more than three people be included for an individual paper or work-in-progress presentation (1-2 presenters is ideal) and that no more than five people present for any other type of submission (i.e., panel discussion, performance or media, or workshop/training).

Q: How many tracks can I submit my presentation to?
A: Submissions should only be made to one of the conference tracks. Being clear about the connection of the proposal to one distinct track helps reviewers determine how you’re approaching your proposal and research. Submissions sent to more than one track will only be reviewed for the track it was first submitted to and will not be considered for further tracks.

Q: How many proposals can I submit?
A: Conference participants may only be the lead submitter for one proposal to the 2020 NCHEP. Conference space is limited, and as the conference grows, we do not have the capacity to support presenters making multiple proposals. It is possible to be a co-presenter on additional sessions, but the session will need to be submitted by someone else.

Q: How and when will I know if my submission was accepted or declined?
A: The Alliance for Higher Education in Prison will represent the decision of the Planning Committee/Content Subcommittee and external submission reviewers by sending an email to the person who submitted the proposal with an accept/decline decision message included. Additionally, all accepted submissions will be posted on the 2020 NCHEP page on the Alliance’s website, sometime on or near July 1, 2020. Presenters who have identified co-presenters in their proposals should also notify their co-authors/presenters at this stage.

Q: What is the timeline for submissions and when will I hear back about acceptance/decline?
A: The submission timeline is as follows:

- Call for Proposals Announced: April 6, 2020
- Submission Deadline: May 11, 2020
- Currently Incarcerated Submission Deadline: June 30, 2020
- Submission Review Process: May 11 - May 25, 2020 (July 1 - July 15: Currently incarcerated submitters)
- Accept/Decline Announcements Sent: June 15, 2020 (July 15: Currently incarcerated submitters)

Q: How will people who are currently incarcerated be notified of their acceptance?
A: The Alliance for Higher Education in Prison will notify currently incarcerated people of their acceptance through mail (if a mailing address is included in their submission) or if someone submitted on their behalf, an email will be sent to that individual.
Q: If I submit an individual paper and it is accepted how and when will I know who else I am submitting with?
A: Individual paper submissions are grouped together based on the topics of the papers. You will be notified of the other submissions presenting at the same time when you are assigned a moderator for your presentation.

Q: How is my paper being reviewed and/or scored?
A: Reviewer guidelines and the official Review Rubric that will be used by reviewers can be found on the Alliance for Higher Education in Prison website at https://www.higheredinprison.org/2020-nchep. Currently incarcerated submitters should work with the delegate who is submitting on their behalf to ensure that they have been given all relevant information, including a printed copy of the Review Rubric.

Q: Where do I find all of the submission requirements?
A: The Alliance for Higher Education in Prison is hosting these requirements on its website at https://www.higheredinprison.org/ including where to access the submission portal and an overview of guidelines for submission. All resources related to the NCHEP are also available for download on the NCHEP page.

Q: What does it mean to be an Emerging Scholar and who can use the designation?
A: Emerging Scholars are, for example, undergraduate or graduate students (formerly incarcerated or not) starting or very early in their scholarly careers. Or, they may be scholars who have little experience with conference presentations. This community may also include those new to the NCHEP conference. The intention of this designation is to ensure that the conference experiences provide effective learning opportunities for all participants, and that the presentation review process is equitable and accessible to communities across the field. If this designation is selected, the Emerging Scholars will present with other Emerging Scholars whenever possible, and scholars accepted under the Emerging Scholars designation will have access to support from the Conference Planning Committee to prepare their presentations.