

KFLC Abstract and Panel Submission Guidelines

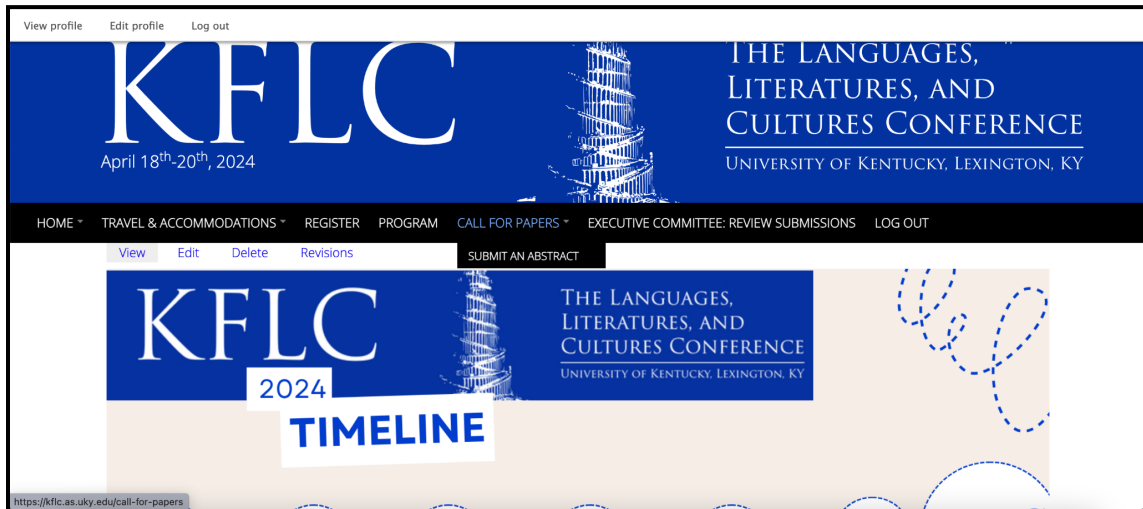
- 1) Visit kflc.as.uky.edu. You can review guidelines at any time by clicking on *Call for Papers*.
- 2) Click “Log in/Create Account”



- 3) “Log in” or “Create account” as appropriate. *If creating a new account, follow the prompts on the following pages and then log in.*

The image shows the login page of the KFLC 2024 website. The header is identical to the homepage. Below the navigation bar, the page title is 'Log in'. There are three links: 'Log in', 'Create new account', and 'Reset your password'. The 'Log in' link is highlighted. Below the links, there are two input fields: 'Email' and 'Password'. The email field contains the text 'daniel.batten@uky.edu' and has a red asterisk next to it. The password field contains a series of dots and has a red asterisk next to it. Below the password field, there is a 'Log in' button. The URL 'https://kflc.as.uky.edu/user/login' is visible in the bottom left corner.

- 4) Once you are logged in, you will have the option in a dropdown menu under “Call for Papers” to “Submit an abstract”.



- 5) Follow the on-screen instructions to enter information about the abstract or panel you are submitting. Hit next. *This is not the final screen.*
 - a) *Remember, if you are submitting a Panel Proposal, all members of the panel must additionally submit an abstract proposal. Direct questions on the content of your submissions to the relevant [track director](#).*

 The screenshot shows the 'Submit Abstract' form. At the top, there are tabs for 'View' and 'Results'. The form has two main sections: 'Title' and 'Abstract', each with a 'B' (Bold) and 'I' (Italic) icon. Below these sections is a 'Track' dropdown menu. There are two radio button options: 'Pre-organized Panel' (selected) and 'Virtual or In-Person'. Below these are checkboxes for 'Virtual Conference' and 'In-Person Conference'. There is a text area for 'Additional authors' with a plus icon to add more. At the bottom, there is a 'Next >' button.

- 6) Read the confirmation message and click "Submit".

 The screenshot shows the 'Submit Abstract' confirmation screen. It includes a 'View' and 'Results' tab. The main text area contains a registration deadline notice: 'Registration deadline for all presenters is Friday March 1st, 2024 in order to be included in the program. Failure to pay by this deadline will result in the immediate removal of your abstract from the conference program.' It also mentions that conference-wide communications will be sent from kflc.admin@uky.edu. Below this, there is a checkbox for 'Confirm' which is checked. At the bottom, there are two buttons: '< Previous' and 'Submit'.

- 7) You will receive a confirmation email in your inbox within a few minutes. If you do not receive it within a few minutes, please check your Spam folder.

- a) Please also add kflc@uky.edu and kflc.admin@uky.edu to your email address's safelist or address book so that you receive conference notifications. Direct questions to kflc.admin@kflc.edu.



KFLC <kflc@uky.edu>

to me ▼

Thank you for your submission to KFLC: The Languages, Literatures, and Cultures Conference.

Please expect notification of the decision regarding your abstract in late December.

If you have any questions in the meantime, please contact me or the Executive Committee member responsible for your division. Thank you for considering this conference as a venue for your work.

Kelly Ferguson, Assistant Director
KFLC: The Languages, Literatures, and Cultures Conference