

## KFLC Abstract and Panel Submission Guidelines

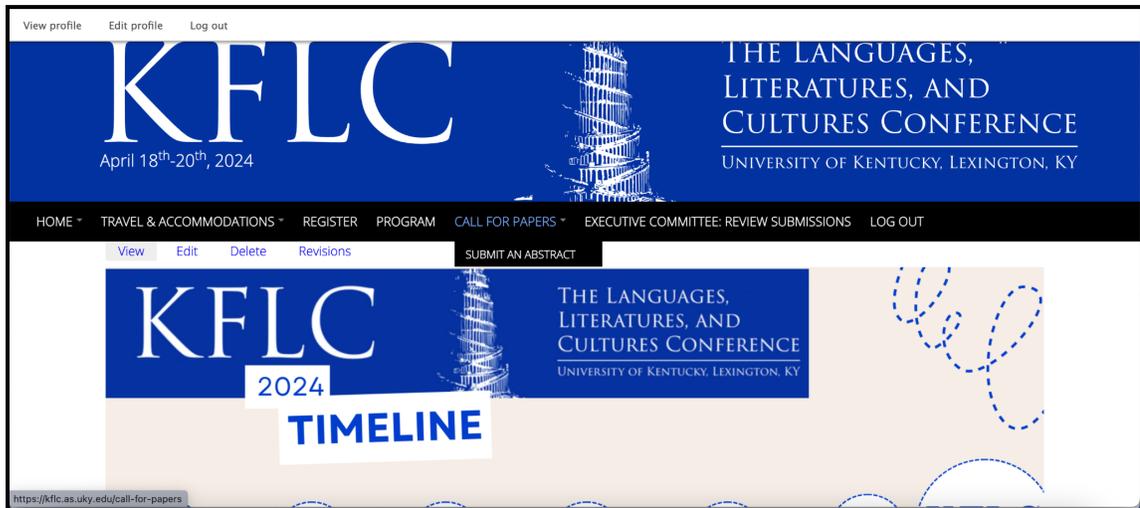
- 1) Visit [kflc.as.uky.edu](http://kflc.as.uky.edu). You can review guidelines at any time by clicking on *Call for Papers*.
- 2) Click “Log in/Create Account”



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

A screenshot of the KFLC 2024 website login page. The header is identical to the home page. The main content area is white and titled "Log in". It features three links: "Log in", "Create new account", and "Reset your password". Below these links are two input fields: "Email" with the value "daniel.batten@uky.edu" and "Password" with masked characters. Below the password field is a small text prompt: "Enter the password that accompanies your email address." At the bottom left of the form 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](#).*

 A screenshot of the 'Submit Abstract' form. It includes a 'View' button and a 'Results' link. There are two large text input fields for 'Title' and 'Abstract', each with a 'B' and 'Z' icon. Below these is a 'Track' dropdown menu. The form also contains radio button options for 'Pre-organized Panel' (Yes/No) and 'Virtual or In-Person' (Virtual Conference/In-Person Conference). There is an 'Additional authors' input field with a plus icon. At the bottom, there is a 'Next >' button and a note: 'Once you submit this abstract, you will no longer be able to edit it.'

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

 A screenshot of the 'Submit Abstract' confirmation message. It includes a 'View' button and a 'Results' link. The message contains the following text: '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 states: 'Conference-wide communications will be sent from [kflc.admin@uky.edu](mailto:kflc.admin@uky.edu). Please add this email to your address book to avoid missing important information.' and 'All presenters on pre-organized panels must submit an abstract and must indicate that they are submitting as part of a pre-organized panel.' At the bottom, there is a 'Confirm' checkbox and 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](mailto:kflc@uky.edu) and [kflc.admin@uky.edu](mailto: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](mailto: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