The 77ᵗʰ Annual Meeting of the Academy of Management

AT THE INTERFACE

ATLANTA, GEORGIA 2017

Call for Submissions

Deadline for ALL Submissions:
January 10, 2017 (5:00pm ET NY Time)

https://aom.org/annualmeeting/callforsubmissions/

ACADEMY OF Management

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Theme for the 77ᵗʰ Annual Meeting of the Academy of Management

"At the Interface"
Program Chair: Carol T. Kulik

Theme for the 2017 Annual Meeting

Interface: A common boundary or interconnection between systems, concepts or human beings (Random House Dictionary, 2016)

That definition highlights the dual nature of interfaces. Interfaces establish boundaries that differentiate and separate; they mark a space where insiders can jointly define an organization's mission, develop an organizational identity, and participate in organizational activities. But interfaces also develop connections that facilitate communication, negotiation, and exchange across organizational boundaries.

Interfaces are increasingly relevant to today's organizations, as information, people, and other resources cross organizational boundaries at unprecedented rates. An employee conversation held around the company water cooler today is likely to appear on social media tomorrow. In the "gig economy," people may work as employees for only a few short weeks or a handful of quick shifts, moving from one organization to another without fully integrating into any of them. And even when people are in traditional employment relationships with a single organization, mobile phones and Internet capabilities let them psychologically cross the organizational boundary dozens of times a day. As traffic at the interface intensifies, how do we distinguish between insiders and outsiders, and identify who has a legitimate stake in influencing organizational missions, decisions, and activities? Interfaces create "interstitial spaces" in which information, people and resources are situated neither inside nor outside, but somewhere in between. Organizations leverage these interstitial spaces as they develop alumni networks for former employees, encourage family and friend referrals to job openings, ask customers to bag their own groceries, and crowdsource ideas for new products and markets. These activities are designed to benefit the organization, but society might benefit as well. Today's Grand Challenges (e.g., aging populations, climate change) increasingly demand large-scale multi-perspective strategies. When the interstitial space is large, organizations may feel greater responsibility to tackle societal issues that are not part of their formal mandate and are unlikely to deliver any immediate benefit to their traditional stakeholders (e.g., employees, customers and investors). But how far can organizations expand their missions before they are rudderless and off course?

Organizations continually redesign their interfaces as they decide which activities they will undertake and which activities will be purchased or contracted out. Organizations form and disband partnerships and alliances, changing the shape of organizational networks. These interface changes affect outcomes ranging from the employment opportunities of individuals to the wealth of nations. And when the interfaces connecting organizations and networks span national boundaries, new opportunities for organizations to shape (and be shaped by) political and social systems also emerge. The sheer scale of organizations and interorganizational networks permits organizations to unintentionally and/or deliberately influence governments and societies in ways that are controversial. How accountable should organizations be for the economic and social consequences of their actions at the interface?

At the Interface is an invitation to reflect on the many ways that interfaces separate and connect people and organizations – and to consider the consequences of those separations and interconnections. Some questions to explore:

- What kinds of dynamics (linear, fluctuating, punctuated equilibrium) characterize the development of new interfaces and the transformation of existing ones? What institutions affect the emergence, location, and maintenance of interfaces within and across organizational systems?
- How do organizations attempt to manage and control their interfaces within interorganizational networks, and what are the consequences of these attempts? What are the relationships between organizational boundaries and national boundaries, and how do these relationships affect both organizations and nations?
- How do interface changes generate opportunities for the creation of new firms and the dissolution of other types of firms? How do changes in the interfaces between firms affect the economic and psychological definitions of industries and professions?
- How do the characteristics of organizational boundaries (e.g., their permeability or fluidity) change the activities that are initiated at interfaces and the resources that move through them? What new roles are created for "interface experts" in the form of consultants, brokers, or interpreters?
- What roles do different types of boundaries – physical, social and symbolic – play in shaping activity at the interface? For example, how does an organization's physical location (e.g., in the central business district or within an indigenous community) influence the quality and character of organization-community negotiations relative to less tangible boundaries?
- What kind of "boundary work" do organizational insiders and outsiders initiate at the interface to create, maintain, cross, or dissolve boundaries that interfere with their individual and shared goals? When every employee is a prospective boundary spanner, how do organizations decide – and then monitor and control –what is allowed in and what is screened out?
- Exchanges across the interface can stimulate innovation by integrating new resources and fresh perspectives; they can also generate process losses and brain drain. How do changes in organizational interfaces affect the processes of innovation and the development of new technologies? How do organizations manage their interfaces to balance creativity against protecting their intellectual property?
- The frequency of organizational change (e.g., restructurings and mergers) and diversity of organizational forms (e.g., virtual and alliances) exponentially multiplies the number and importance of interstitial spaces. What knowledge, processes, and strategies are necessary to successfully plan and implement organizational change efforts in this context?
- What can leaders do to influence information exchange/flow in interstitial spaces? How do organizational leaders help employees to manage and prioritize information and interactions? What role do social networks play in structuring interactions at the interface?

It is fitting that Atlanta is the site of our 2017 meeting, because Atlanta's history displays some of the most dramatic separations and connections that interfaces generate. The city rose from the ashes of the American Civil War in the 1860s, was a primary organizing center of the Civil Rights Movement in the 1960s, and today is a major transportation hub and home to one of the world's busiest airports. Let's draw inspiration from the Atlanta context as we explore interfaces in all their complexity.

Carol T. Kulik
Vice President and 2017 Program Chair, Academy of Management

Deadline for ALL Submissions:
January 10, 2017, 5:00 PM ET (New York Time)

Message from the 2017 AOM Chairs:
Carol T. Kulik (Program Chair) and Jacqueline Coyle-Shapiro (PDW Chair)

In just a few months, we will be gathering in Atlanta for the 2017 Meeting of the Academy of Management. We invite you to help us develop an intellectually vibrant program. We look forward to receiving your submission. To ensure that your proposal is submitted correctly and that it will be reviewed for inclusion in the program, please carefully read through all of the guidelines and instructions in the pages that follow. Our advice is to submit early. The submission website is scheduled to open in mid-November and the submission deadline is January 10, 2017. By submitting early, you will create a window that will allow for the possible identification and resolution of any technical issues before the final deadline.

If you wait until the last minute, you are more vulnerable to errors, such as technical connectivity issues, omission of a participant, and failure to finalize your submission. Division Program and PDW Chairs have a short period of time to check-in and assign for review all of the submissions before making final decisions. Any submission that is not finalized or does not follow all the proper guidelines (specified on the following pages) will automatically NOT be reviewed. We don't want this to happen to your work. So please submit early and allow time for any necessary corrections.

Thank you!

General Submission Information

Submission Types

What is a PDW?
Professional Development Workshops (PDWs) are a platform for colleagues to share knowledge and expertise and foster the professional development of workshop participants. It is an opportunity to develop innovative and creative workshops that will benefit Academy members. The PDW program is coordinated by the Academy's many divisions, interest groups, and theme committees.

The Professional Development Workshops run on Friday and Saturday, from 8 am - 8 pm each day, with additional All-Academy Theme Workshops scheduled on Sunday. In contrast to the refereed scholarly program that has a double blind review process and standardized time blocks and formats, the PDWs include a wide variety of session formats, are a minimum of 2 hours in length, and are reviewed by the corresponding PDW Chairs. These workshops include Doctoral Consortia and Junior Faculty Consortia.

Each PDW Chair has the ability to decrease the duration of *any* submitted Professional Development Workshop if he/she feels it would better serve the division's member experience. The minimum amount of time a PDW can be reduced to is 1.5 hours. *Submitters* also have the ability to request a minimum duration of 1.5 hours if they feel it would better serve the workshop, session flow, and attendee engagement. The 1.5 hour duration request must be documented in the uploaded proposal document itself at the time of submission. NOTE: When submitting the PDW in the online submission

system, it will still need to be submitted with a minimum duration of 2 hours. If the proposal is accepted, the PDW Chair will reduce the duration to 1.5 hours on the submitter's behalf. Submitters should check each division's individual call to identify submission preferences.

What is a scholarly submission?
Scholarly submissions include paper, symposium, and caucus submissions. Scholarly submissions are scheduled in standardized time blocks, room configurations, and are equipped with a [standard audio-visual package](#).

Paper Submissions
A paper refers to a fully developed manuscript on a scholarly topic. Papers represent the majority of the submissions and comprise the majority of scholarly sessions on the program. Papers with a common theme are grouped into paper sessions on the Annual Meeting program. A paper can only be submitted to one division. There are two types of paper sessions: Division (Traditional) Paper sessions and Discussion Paper sessions.

1. *Division (Traditional) Paper sessions*: Each author will have a set amount of time to present his/her work, and group discussions will follow after all presentations have been made. These sessions are comprised of accepted papers which are grouped together by the Division Program Chairs based upon common themes reflecting the interests and domains of their divisions. The Session Chair/Discussant is responsible for managing the session time, facilitating discussion, and encouraging participants to go online to evaluate the session afterward.

2. *Discussion Paper sessions:* These are sessions for promising papers that meet the acceptance criteria, but would benefit from further development. The focus of these sessions should be on the authors receiving constructive feedback for further development of the paper and sharing of research experiences with others who share similar research interests. Each session should have three to four papers with a Discussant whose role is to provide constructive feedback to the authors.

Paper Review Process
The blind review process exists to help protect the integrity of the submission and review process. Papers are double-blind reviewed, and are evaluated on clarity, analysis, methodological rigor and overall quality. Double-blind review means that author and submitter information is NOT known to the reviewers, and reviewer information is NOT known to the authors or submitter.

Symposium Submissions
Symposium sessions are the second type of refereed session in which a number of speakers discuss a common topic or theme in a manner that brings new insights to the subject. Symposia can be submitted to up to three divisions. There are two types of symposia: Panel Symposia engage a group of panelists in a formal interactive discussion while Presenter Symposia involve a series of authored papers on a preset theme.

1. *Panel Symposia:* The purpose of a Panel Symposium is to engage a group of panelists in an interactive discussion. There are no titles associated with the panelists' presentations. Proposals for panel discussions should include clear descriptions of the topics to be discussed

and the procedures that will be used to manage the discussion among panelists and with the audience.

2. *Presenter Symposia:* Presenter Symposia involve a series of authored papers on a preset theme. Symposia are judged on overall quality, interest to Academy members, relevance to the divisions or interest groups to which they are submitted, and innovation and contribution. Symposia can be singly sponsored by a division / interest group, or jointly sponsored by up to 3 divisions / interest groups. In a Presenter Symposium, titles are associated with each presentation. Presenter Symposia can involve co-authored papers and co-authors will be listed in the printed program.

Symposium Review Process

Symposia are single-blind reviewed, and are judged on overall quality, interest to Academy members, relevance to the division or interest group to which they are submitted, and innovation and contribution. Single-blind review means that author and submitter information IS known to the reviewers, but reviewer information is NOT known to the authors or submitter.

What is a Caucus?

The premise of a caucus is primarily to provide an opportunity for scholars to innovate, share and discuss emergent ideas that are still in the incubatory stage. Caucuses are designed to provide a convenient, informal way for AOM members with shared interests to find one another and to develop a sense of community within the larger AOM structure as well as to explore potential collaborations in a forum open to all interested AOM members. Caucus submissions are reviewed and decided upon by the Caucus Committee.

Important Submission Notes:
• Submitters do NOT need to be AOM members to submit a proposal to the Annual Meeting.
• If a proposal is accepted, participants must register to attend the Annual Meeting.
• All participants attending the Annual Meeting must be AOM Members and registered for the Annual Meeting.

It is recommended that you contact the preferred sponsoring division, interest group, or committee to discuss your proposal prior to submitting. Please contact the preferred sponsor by **December 12, 2016** so that you have enough time to finalize your proposal/submission and submit by **January 10, 2017 at 5:00pm ET (NY Time)**.

Policies, Ethics, Rule of 1, and Rule of 3

Participation and Attendance at PDW and Scholarly Sessions

To attend the Annual Meeting conference a program participant must be an AOM member **and** must be registered for the conference. Program participants are highly encouraged to personally present their submissions.
- All PDW participants listed on a submission must be available to participate from Friday through Saturday.
- All participants on submitted papers, symposia, and caucuses must be available to participate from Sunday through Tuesday.
- All participants on submitted AAT PDWs and symposia must be available to participate on Sunday.

Rule of 1
The Rule of One for PDWs
PDW Proposals can be submitted to only ONE Division, Interest Group, or Committee. It is recommended that you contact the preferred sponsoring division, interest group, or committee to discuss your proposal prior to submitting. During the submission process you will have the opportunity to suggest other divisions, interest groups, and committees that would also be interested in the proposal.

The Rule of One for Papers
"A paper can only be submitted to one division or interest group." This long-standing Academy rule is similar to the requirements of most journals.

Rule of 3
The Rule of Three for PDWs
"No one may submit to or be associated with more than three (3) Professional Development Workshop (PDW) submissions to an Academy Meeting. No one may or appear on more than three (3) PDW sessions during the PDW Program from Friday to Sunday, regardless of whether the sessions are held on-site or off-site."

PDW Program appearances include all roles that are listed on the PDW program such as chairs, organizers, special guests, speakers, presenters, co-authors, and so on.

The Rule of Three for Papers and Symposia
"No one may submit to or be associated with more than three scholarly submissions (papers and/or symposia) to an Academy Meeting. No one may appear on more than three sessions during the refereed scholarly program from Sunday to Tuesday.

Scholarly Program appearances include all roles that are listed on the scholarly program such as chairs, organizers, special guests, discussants, speakers, presenters, co-authors, and so on.

The Rule of 3+3
The Rule of Three + Three (no more than three scholarly submissions + three workshop submissions) serves as a means to ensure broad participation of members. It reduces the likelihood of the program being dominated by a small handful of people, and it helps ensure that no one is committed to appear

at more than one place at a time. When people make too many commitments to participate in the conference program, scheduling conflicts often arise. As a consequence, participants may find it difficult to honor their commitments, and the program and the experiences of the attendees will suffer as a result. People who agree to participate in an all-day consortium, for example, are expected to participate for the entire day. They should not leave after an hour to attend another session. No presenter should have to arrive late to one session or leave early to present in another one. Organizers, other participants, and especially the attendees are all frustrated by such behavior. The Rule of Three + Three helps reduce these problems. Participants are better able to fully honor their commitments, and attendees can attend events knowing that the featured speakers will actually be there throughout the event.

How is the Rule of Three + Three enforced?
The PDW and scholarly program submission system will automatically block submissions that violate the rule. The system will inform the submitter of the rule violation and indicate which participant has already been associated with three other submissions. The submitter will have to revise the proposal by removing the violation. The proposal can be revised and resubmitted by the deadline without penalty. A person who agrees to be listed on more than three PDW proposals or three scholarly submissions puts all of those submissions at risk of being dropped from the program. Therefore, it is in the interest of submitters to ensure that everyone understands and follows the rule. Clearly, the implications of including a violator of the Rule of Three + Three on a submission are far-reaching.

NOTE: It is the responsibility of each participant to understand and follow the Rule of Three + Three. If you have committed to participate in three workshops and three scholarly submissions, you should decline further requests.

The following are exempt from the Rule of Three + Three:
- Academy, Division, Interest Group, and Committee Officer Roles. (Note: AOM Program Chairs may not be listed as an author for proposals submitted to the division in which they serve as Chair.)
- Academy and Division General Sessions (Meetings, Social Events, Plenary Session)
- AOM publication editors (current and incoming editors-in-chief) when participating in sessions devoted exclusively to publishing and other AOM journal activities.
- Caucus organizers (maximum of two organizers per caucus are exempt).
- Presenters in the Teaching and Learning Conference.
- Submissions to the Teaching and Learning Conference are exempt from the Rule of Three + Three.

Clarifications for the Rule of Three:
- If a person appears in more than one role in a single session (e.g., chair and speaker), it counts as one for purposes of the Rule of Three + Three.

AOM Code of Ethics

Members should notify appropriate division chairs or committees regarding the practices or actions of members they believe may violate Academy policies, rules, or general standards of ethical conduct. Standards of conduct that are particularly relevant to participation in the annual conference are summarized below. More information about the AOM's professional norms on conference presentations can also be found on the Ethics Video Series on YouTube channel.

1. **Participation.** To encourage meaningful exchange, Academy members should foster a climate of free interchange and constructive criticism within the Academy and be willing to share research findings and insights fully with other members.

2. **Original Work and New Work.** At the time of submission, submitted papers must not have been previously presented or scheduled for presentation at the AOM. Submitted papers must not have been published or accepted for publication. If a paper is under review, it must NOT appear in print before the Academy meeting.

3. **Attendance and Commitments.** ALL program participants must be AOM members AND registered (separate costs) for the conference in order to attend. The Academy is a voluntary association whose existence and operations are dependent on cooperation, involvement, and leadership from its members. Members should honor all professional commitments, including presentation of accepted papers and participation in scheduled roles, such as chair, discussant, or panelist. Program participants are highly encouraged to personally present their submission. If absence from a scheduled meeting is unavoidable, members must contact appropriate individuals and pursue suitable alternative arrangements. Leaders have the same responsibilities and should perform their obligations and responsibilities in a timely, diligent, and sensitive manner, without regard to friendships or personal gain.

4. **Rigorous Scholarship.** It is the duty of Academy members conducting research to design, implement, analyze, report, and present their findings rigorously. Research rigor includes careful design, execution, analysis, interpretation of results, and retention of data. Presentation of research should include treatment of the data that is honest and that reveals both strengths and weaknesses of findings.

   Authorship and credit should be shared in correct proportion to the various parties' contributions. Whether published or not, ideas or concepts derived from others should be acknowledged, as should advice and assistance received. Authors should also guard against plagiarizing the work of others. Plagiarism is defined as:

   The failure to give sufficient attribution to the words, ideas, or data of others that have been incorporated into a work, which an author submits for academic credit or other benefit. Attribution is sufficient if it adequately informs and, therefore, does not materially mislead a reasonable reader as to the source of the words, ideas, or data. Attribution (or the lack thereof) is materially misleading if it could cause a reasonable reader to be mistaken as to the source of the words, ideas, or data in a way that could benefit the author submitting the work. (Worthen, 2004: 444. Italic for emphasis added).

Submission Guidelines

PDW Submission Guidelines

1. PDW proposals can be submitted to only ONE sponsor (that is, ONE division, interest group, or committee).

2. PDW proposals must be a minimum of 4 pages and must include and be organized in the following order:
   a. Page 1: Title page which contains:
      i. the Academy submission system-assigned 5 digit submission number
      ii. title of the workshop (in Title Case)
      iii. name of primary sponsor, and a list of other sponsors who might be interested in the workshop
      iv. up to 250-word abstract of the workshop
   b. Page 2: One page explanation as to why the workshop should be of interest to a the specified sponsor
   c. Page 3: One page description of the workshops format
   d. Page(s) 4-6: 1 to 3 page overview of the workshop

3. PDW proposals should use the following page format:
   a. Times New Roman 12-point font
   b. Double spaced
   c. 1-inch (2.5 cm) margin all around
   d. 8.5" × 11" page setting

4. The entire submission must be in ONE document created in:
   - Microsoft Word (.doc, .docx)
   - Adobe Portable Document Format (.pdf)
   - Rich Text Format (.rtf) compatible format

5. Make sure that the file or document uploaded is virus-free prior to submitting.

6. After uploading the document, it will be automatically converted to Adobe PDF format. Please make sure that the content of the submission appears and prints correctly as you intended after it has been converted by clicking on the "view" button.

NOTE: **PDW proposals that do not follow these formatting instructions will NOT be reviewed.**

Paper Submission Guidelines

I.   **Submission Rules for Papers**

   a.   Each paper can be submitted to only <u>ONE</u> division or interest group.

   b.   Submitted papers must <u>NOT</u> have been previously presented, scheduled for presentation, published, or accepted for publication by the AOM or any other publisher or organization. If a paper is under review, it must <u>NOT</u> appear in print before the Academy meeting, August 7-11, 2015.

   c.   <u>NO</u> changes in the paper title, abstract, authorship, and actual paper can occur <u>AFTER</u> the submission deadline.

II. **Formatting your paper** (SAMPLE) Please follow these guidelines to ensure your paper is reviewed. Papers that are not prepared according to these formatting instructions will NOT be reviewed.

   a.   The entire paper submission (title page in Title Case, abstract, main text, figures, graphs, tables, references, etc.) must be in **ONE document** using one of the following formats:

   - Portable Document Format (.pdf)
   - Microsoft Word (.doc, .docx)
   - Rich Text Format (.rtf)

   b.   The maximum length of the paper is **40 pages** (including title page, ALL tables, graphs, figures, appendices, and references).

   c.   Figures, graphs, tables, appendices, and references, and appendices should follow the *Academy of Management Journal's Style Guide*.

   d.   Use Times New Roman 12-point font, **double spaced**, 1-inch (2.5 cm) margin all around, and 8.5" × 11" page setting. *References maybe single spaced*.

   e.   The 5-digit Academy-assigned electronic submission ID number should appear in the header (upper right) on the first page of the uploaded document.

   f.   Number all of the pages of the paper submission.

   g.   To facilitate the blind review process, **remove ALL author-identifying information,** <u>including acknowledgments</u>**,** from the uploaded document. Note: You will still include ALL authors associated with your submission during the submission process, but not in your paper. The author information provided will appear in the printed and online program.

   h.   Make sure that the file or document uploaded is virus-free prior to submitting.

   i.   After uploading the document, it will be automatically converted to Adobe PDF format. Make sure that the content of the submission appears and prints correctly as you intended <u>after</u> it has been converted by clicking on the "view" button.

NOTE: **Paper proposals that do not follow these formatting instructions will NOT be reviewed**

Symposium Submission Guidelines

A symposium session is organized as either a **Panel symposium** or a **Presenter symposium**.

    A. A Panel Symposium (🔲 SAMPLE) engages a group of panelists in a formal interactive discussion around a theme or question relevant to the field.

    B. A Presenter Symposium (🔲 SAMPLE) involves a series of authored papers on a preset theme.

Symposium Sponsors

A symposium that is designed for a specific audience can be submitted to as many as THREE (3) divisions or interest groups that will each review the symposium independently. A symposium that relates to a specific division or interest group should be submitted to that division or interest group. When you submit a symposium, the electronic system will ask you to select potential division sponsors and rank them in order of relevance. A symposium that would appeal broadly to AOM members in ALL divisions AND addresses the meeting theme, "*At the Interface,*" should be submitted to the All-Academy Theme (AAT) Committee.

Symposium Review Process

Symposia are single-blind reviewed. The reviewers see the names of the presenters, participants, and organizers. Proposals for symposia are judged based on overall quality, interest to Academy members, relevance to the sponsor being sought (division, interest group, AAT committee), innovation, and contribution. For more details about the criteria used by specific sponsors, consult the division or interest group call for submissions.

Formatting Your Symposium Proposal

1. A symposium submission must include the following and be organized in the following order:
   a. A title page that includes:
      i. Academy-assigned submission number
      ii. An explicit designation if it is a presenter or a panel symposium.
      iii. Title of symposium (in Title Case)
      iv. Complete formal names and affiliations of all participants
      v. List of potential division and/or interest group sponsors
   b. A 3-6 page overview of the symposium that includes:
      i. An explanation of why the symposium should be of interest to EACH of the specified sponsors.
      ii. Proposed format of the symposium, designed to fit a 90-minute session.
   c. For **PRESENTER** symposia: An additional 2-5 page synopsis of EACH presentation, not including references. Each presentation may include a maximum of two additional pages of tables and figures. Tables and figures must be clear, legible, and no smaller than 10-point font.
      For **PANEL** symposia: An additional up to 5-page summary of the panelists' discussion. There may be no formal paper presentations within a panel symposium.
   d. Use Times New Roman 12-point font, double spaced, 1-inch (2.5cm) margin all around, and 8.5"x11" page setting.
   e. References may be single-spaced.

2. The entire submission must be in **ONE** document, in one of the following compatible formats:
   - Adobe Portable Document Format (.pdf)
   - Microsoft Word (.doc, .docx)
   - Rich Text Format (.rtf)

3. Be sure to number all of the pages of the submission.

4. Make sure to check that the file or document uploaded is virus-free prior to submitting.

5. After uploading the document, it will be automatically converted to Adobe PDF format. Please make sure that the content of the submission appears and prints correctly as you intended *after* it has been converted by clicking on the "view" button.

NOTE: If any of the above guidelines and formatting instructions are not met, the submission will NOT be reviewed.

Caucus Submission Guidelines

I.   Questions to guide you as you prepare your caucus proposal:
- Does the proposal encourage development of new ideas or address emerging topics?
- Does the proposal appeal to and interest a broad audience of AOM members?
- Does the proposal encourage collaboration and the free exchange of ideas?
- Does the proposal address the conference theme?
- Does the proposal clearly express goals and desired outcomes?

II.   **Formatting your Caucus Proposal**: Please follow these guidelines to ensure your Caucus proposal is reviewed.

    a. The entire Caucus submission must be in **ONE** document using one of the following formats:

- Adobe Portable Document Format (.pdf)
- Microsoft Word (.doc, .docx)
- Rich Text Format (.rtf)

    b. The Caucus submission includes the following:

1. Title of the caucus (in Title Case);

2. Name, email address, and phone number of up to 2 (TWO) Caucus organizer(s);

3. Abstract or short program description of 50 words

4. Short description (up to 500 words) of the topical content and delivery plan, including two bold-font keywords. Figures, graphs, tables, references, etc. should be included as needed.

5. Names, affiliations, and contact information of 5 (FIVE) AOM members, in addition to the organizer(s), who support the submission. Note that these five names will NOT be listed in the program and will NOT be counted in the Rule of Three + Three. We ask that you include them as a way to verify that the topic is one that is likely to appeal to at least several AOM members.

    c. Make sure that the file or document uploaded is virus-free prior to submitting.

    d. After uploading the document, it will be automatically converted to Adobe PDF format. Please make sure that the content of the submission appears and prints correctly as you intended after it has been converted by clicking on the "view" button.

Note: Caucus proposals that do not follow these guidelines may not be reviewed.

Submission Process

To submit your proposal, you will need to…

1. Go to the [submission website](#) and use the "Sign In" button. Use the "Sign In" button even if you do not yet have an account or if you forgot your username and/or password.

2. Enter the title, short title (for PDWs and symposia), and abstract of your submission using the following instructions:

   - Use Title Case for the submission title. Only the first letter of major title words should be in capital letters. Do NOT submit the title or abstract in all capital letters. Prepositions and conjunctions should not be capitalized for the title and the short title. Example: "Conceptual and Methodological Issues Associated with Cross-Cultural Research."
   - The short title (PDWs and symposia only) must not exceed 30 characters (including spaces) in length.
   - The abstract should not exceed 250 words.
   - Enter or copy and paste the submission title and abstract into their respective fields as is. Do not use the "enter" or "return" keys. The submission title and abstract should be single-spaced.

3. You may submit to up to three divisions or interest groups for symposium submissions. You will need to select three keywords for EACH division that will receive your submission.

4. Enter your submission ID number as a header on the first page of your submission. After completing the data entry process, you will see a page that summarizes all the information you have entered. This page includes a 5-digit, AOM submission ID number. Please reference this number whenever you contact the program chairs or technical support.

5. Upload your submission to the website. Your uploaded submission (for papers ONLY) should not include any author identifying information. Your submission must comply with the [guidelines and formatting instructions](#), or your submission may not be checked in for review. Please make sure you have read all the scholarly and professional development workshop (PDW) [guidelines and formatting instructions](#) before uploading.

6. Finalize your submission by acknowledging several statements on a checklist. If your submission is not finalized, it will NOT be reviewed. Please proofread your entry carefully since this is what will appear in the final program. If any information is entered incorrectly, it will be incorrectly listed in the program.

Technical support is available via e-mail to submissionhelp@aom.org. The help desk will attempt to respond within 24 hours. Please recognize that the help desk and submission system will be busy processing a high volume of requests just before the submission deadline. **Please do not wait until the last minute to submit!** If the e-mail response does not solve the problem or is not clear, you can call **+1-914-923-2607, Monday-Friday from 9:00 a.m. until 5:00 p.m. ET.** The help desk is closed on December 24, 25, 31 and January 1.

Finalization Checklists

The finalization checklist varies based upon your submission type. If the proposal is not in accordance with the finalization checklist, the proposal may be automatically rejected and may not get reviewed.

PDW Submission Finalization Checklist

Before your proposal can be finalized, you will be asked to acknowledge all of the following requirements:

- The uploaded document complies with all the <u>submission guidelines</u>, <u>style formatting</u>, <u>policies and rules</u>.

- The proposal is being submitted to the correct Division(s), Interest Group(s), or Committee(s)

- All of the participants are correctly associated with this PDW submission, including the submitter, if applicable.

- This entire proposal is at least 4 pages and is contained in one single document, in the following order:

   1. Page 1: Title page which contains:
      a. the Academy submission system-assigned 5 digit submission number
      b. title of the workshop (in Title Case)
      c. name of primary sponsor, and a list of other sponsors who might be interested in the workshop
      d. up to 250-word abstract of the workshop
   2. Page 2: One page explanation as to why the workshop should be of interest to a the specified sponsor
   3. Page 3: One page description of the workshops format
   4. Page(s) 4-6: 1 to 3 page overview of the workshop

- The final converted PDF was reviewed on the submission site and is the correct version of the submission.

- As the submitter, I certify that at least one participant has stated that s/he agrees to participate in this workshop if it is accepted.

- I understand that if this submission is accepted, all listed participants who wish to take part in the session at the meeting must register for the meeting. If none of the listed participants register for the meeting then the session may be cancelled.

- I understand that the scheduling and audio visual requests are <u>requests only</u>. If my proposal is accepted, the PDW Chair will let me know whether my requests are approved.

- I understand that this submission will not be checked in, if:
   o It fails to be 100% compliant with all submission guidelines including the style formatting requirements.
   o I fail to finalize the proposal by the deadline of **January 10, 2017 at 5:00pm ET (NY Time)**.

- This PDW proposal is now complete (follows ALL Academy AND Division/Interest Group specific <u>instructions and requirements</u>) and is now ready for review.

Paper Submission Finalization Checklist

Before your submission can be finalized, you will be asked to acknowledge all of the following requirements:

- The uploaded paper complies with the [submission guidelines](#), [style formatting](#), [policies & rules](#).
- The title (in title case), abstract, and keywords are complete and accurate.
- The paper is being submitted to the correct Division or Interest Group.
- All of the participating authors and co-authors are correctly associated with the paper, and their contact information has been verified. <u>NOTE</u>: If you are a submitting author, please remember to add yourself as an author on the submission. It is not automatically included.
  You will NOT be permitted to add any authors to the paper after it has been sent for review. This policy helps protect the integrity of the double-blind review process.
- The entire uploaded paper is contained in one single document (including all [text, title page, figures, tables, graphs, appendices, and references](#)) and does NOT exceed 40 pages in total length.
- There is no author-identifying information contained within the uploaded submission document.
- The final converted PDF was reviewed on the submission site and is the correct version of the paper.
- This submitted paper has not been previously presented or scheduled for presentation, published, accepted for publication, and, if under review, will not be published online or in print before the Academy meeting.
- This submitted paper is original and has [fully acknowledged the work of others](#).
- I understand that my accepted paper will be accessible only to the people who register for the 2017 AOM conference.
- If accepted, I understand that my paper will be posted in the online program from May to October. An automatically generated cover page will appear on this posted version. It will include the title, author identifying information, and a statement that the paper has been accepted for presentation. I understand that I will be able to upload revisions of an accepted paper during this viewing period. I understand that I can remove the paper from the online program at any time without penalty.
- I understand that if this submission is accepted:
  - All listed authors who wish to take part in the session at the meeting must register for the meeting. If none of the listed authors register for the meeting then the paper may be withdrawn.
  - Paper sessions may be scheduled to take place on Sunday, Monday, or Tuesday. All authors attending must be prepared to be available on any of those days.
  - Scheduled session times cannot be rescheduled; session conflicts and personal schedules must be managed by session participants.
- I understand that this submission will not be reviewed if:
  - It fails to be 100% compliant with all submission guidelines including the style formatting requirements.
  - I fail to finalize the proposal by the deadline of **January 10, 2017 at 5:00pm ET (NY Time)**.
- The submission is now complete (follows ALL Academy Division/Interest Group specific [instructions and requirements](#)) and is ready for double blind review.

Symposium Submission Finalization Checklist

You will be asked to confirm that the following are true before you are able to submit your proposal:

- The uploaded symposium complies with all the [submission guidelines](), [style formatting](), [policies and rules]().
- The proposal is being submitted to the correct Division or Interest Group.
- All participants, including organizers, authors, and other presenters are correctly associated with the symposium submission.
- The symposium submission includes the following is organized in the following order:
  1. A title page that includes:
     a. Academy-assigned submission number
     b. An explicit designation if it is a presenter or a panel symposium.
     c. Title of symposium (in Title Case)
     d. Complete formal names and affiliations of all participants
     e. List of potential division and/or interest group sponsors
  2. A 3-6 page overview of the symposium that includes:
     a. An explanation of why the symposium should be of interest to EACH of the specified sponsors.
     b. Proposed format of the symposium is designed to fit a 90-minute session.
  3. For **PRESENTER** symposia: An additional 2-5 page synopsis of EACH presentation, not including references. Each presentation may include a maximum of two additional pages of tables and figures. Tables and figures must be clear and legible, and should be no smaller than 10-point font.
     For **PANEL** symposia: An additional up to 5-page summary of the panelists' discussion. There may be no formal paper presentations within a panel symposium.

- The proposal uses Times New Roman 12-point font, is double spaced, has a 1-inch (2.5cm) margin all around, and has 8.5"x11" page setting. References may be single-spaced.
- All the pages in the submission are numbered.
- The final converted PDF was reviewed on the submission site and is the correct version.
- As the submitter, I certify that all participants have stated that they agree to participate in this symposium.
- I understand that if this submission is accepted:
  o All listed participants who wish to take part in the session at the meeting must register for the meeting. If none of the listed participants register for the meeting then the session may be withdrawn.
  o Symposium sessions may be scheduled to take place on Sunday, Monday, or Tuesday. All participants must be prepared to be available on any of those days.
  o Scheduled session times cannot be rescheduled; session conflicts and personal schedules must be managed by the session participants.
- I understand that this submission will not be reviewed if:
  o It fails to be 100% compliant with all submission guidelines including the style formatting requirements.
  o I fail to finalize the proposal by the deadline of **January 10, 2017 at 5:00pm ET (NY Time)**.
- The symposium is now complete (follows ALL Academy Division/Interest Group specific **instructions and requirements**) and is ready for review.

Caucus Submission Finalization Checklist

You will be asked to confirm that the following are true before you are able to submit your proposal:

- The uploaded Caucus document complies with all the [submission guidelines](#).

- Up to 2 (TWO) organizers have been added and their information (name & affiliation) is verified.

- The entire proposal is contained in one single document, and contains:

  a. A Title (in Title Case)

  b. The name, email address, and phone number of up to 2 (TWO) Caucus organizer(s).

  c. An abstract of 50 words

  d. A short description (up to 500 words) of the topical content and delivery plan, including two bold-font keywords and any necessary graphs, tables, references, etc.

  e. The names, affiliations, and contact information of 5 (FIVE) AOM members, in addition to the organizer(s), who support the submission.

  Note: These five names will NOT be listed in the program and will NOT be counted in the Rule of Three + Three. We ask that you include them as a way to verify that the topic is one that is likely to appeal to at least several AOM members.

- The final converted PDF was reviewed on the submission site and is the correct version of the submission.

- I understand that all listed participants who wish to take part in the session at the meeting must register for the meeting. If none of the listed participants register for the meeting then the session may be cancelled.

- I understand that this submission will not accepted, if:

  o It fails to be 100% compliant with all submission guidelines including the style formatting requirements.

  o I fail to finalize the proposal by the deadline of **January 10, 2017 at 5:00pm ET (NY Time)**.

- This Caucus proposal is now complete and is ready for review.

Call for Submissions

Divisions and Interest Groups	
PDW	Scholarly
AAT	AAT
BPS	BPS
CAR	CAR
CM	CM
CMS	CMS
ENT	ENT
GDO	GDO
HCM	HCM
HR	HR
IM	IM
MC	MC
MH	MH
MED	MED
MOC	MOC
MSR	MSR
OB	OB
OCIS	OCIS
ODC	ODC
OMT	OMT
ONE	ONE
OSCM	OSCM
PNP	PNP
RM	RM
SAP	SAP
SIM	SIM
TIM	TIM

Committee	Affiliates
D&ITC	AAM
ITC	IAM
PTC	INDAM
TTC	

Caucus	Teaching and Learning Conference (TLC)
CAU	TLC

TLC Call for Submissions & Submission Guidelines

Academy of Management Teaching and Learning Conference (TLC@AOM)
Program Co-Chair: Michael B. Cohen, Deakin University; TLCprogram@aom.org
Program Co-Chair: Rebecca A. Thacker, Ohio University; TLCprogram@aom.org

The Academy of Management Teaching and Learning Conference (TLC@AOM) takes place during the 2017 Annual Academy of Management Meeting on Sunday August 6, 2017. TLC@AOM is a "Conference within a Conference," designed to support Academy members across all divisions in improving their teaching practice. TLC@AOM features both submitted and invited sessions that address teaching issues for educators at all levels of experience.

Themes:
Proposals should identify one or more of the following themes;
- Ensuring continuous improvement and innovation in teaching.
- Designing or redesigning curriculum.
- Addressing problems that arise with students, teaching assistants, or others that impact teaching practice.
- Assessing learning and its associated challenges.
- Building and leveraging teaching networks across geographic, national, and/or disciplinary boundaries.
- Connecting teaching exercises to employers' needs and global workplace trends.
- Any other theme addressing teaching practice or issues relevant to management teaching.

You may submit a 60, 90, or 120-minute interactive session that includes some combination of presentation, discussion, participant reflection and application, simulation, or other form of interactivity. Audience interaction is an essential component of all accepted submissions.

Criteria for Acceptance:
Reviewers will evaluate proposals based on the following criteria:
- Clarity of proposal narrative and session format
- Evidence of a dynamic and interactive session (well described interaction components)
- Relevance to the intended audience
- Provision of useful "take-aways" for participants
- Interest to multiple Academy divisions or interest groups

Note: Any proposal that appears to market a product or service is not suitable and will be rejected.

Submission Guidelines:
- Proposals must not exceed 6 pages.
- The first page of all proposals must be a cover sheet that contains the following:
  - Statement to indicate that ALL presenters on the proposal agree to register and attend the 2017 TLC@AOM Conference should the submission be accepted.
  - Identify the THEME (see list of acceptable THEMES above).
- As appropriate, proposals may provide links to online resources or videos for further clarification; any such ancillary material must be easily accessible to reviewers.
- Complete the online TLC Google Form. (The form will be provided as a link in the submission system.) The questions in the TLC Google Form are provided below for your reference.

The deadline for all submissions is January 10, 2017 at 5:00 PM ET (NY TIME). All proposals must be submitted through the AOM online submission system. You are also required to complete the TLC

Google Form which will be provided as a link in the submission system. Submitters are expected to complete the form in order for their submission to be checked-in and reviewed. If you would like to discuss your ideas prior to submitting, please contact tlcprogram@aom.org by December 1, 2016. Please see the TLC submission guidelines and formatting requirements prior to submitting.

 We kindly remind presenters that, in addition to the AOM Annual Conference registration, a separate TLC@AOM registration, **including an additional registration fee**, will be required of all TLC@AOM **presenters and attendees**.

Google Form Questions	Answer
Submission Number	Text Field (5 digit submission number is provided once submission is started online)
The level that the content of your submission targets	• Undergraduate • Masters • Executive or doctoral
The type(s) of teaching that the proposal discusses	• Traditional • Online • Experiential and service Learning
Type of audience most appropriate for your proposal	• Doctoral students • New tenure-track faculty, Adjunct faculty • Mid-career faculty • Senior faculty • program directors and deans
The length of time required. *If your session requires more than 60 minutes, please justify why you need the additional time in your proposal as this will reduce the total number of presentations that attendees can participate in.*	• 60-minute session • 90-minute session • 120-minute session
The optimal room layout for the presentation.	• Theatre (Rows of chairs; no tables) • Round tables (Round tables with chairs)
Are you willing to have the presentation recorded and made available to attendees at a later date?	• Yes • No
Presentation format: *Share and Compare*: After an introduction by the speakers, participants will share ideas, thoughts, experiences, etc. The intent is to allow for interaction among small groups with the goal of synthesizing information and reporting back to the larger group. *Interact and React*: This will be an interactive session in which attendees participate in learning. *Tell and sell*: Organizers will present their teaching idea, and the audience will be challenged to respond constructively.	• Share and Compare • Interact and React • Tell and sell

TLC Finalization Checklist

You will be asked to confirm that the following are true before you are able to submit your proposal:

- The uploaded document complies with all the [submission guidelines](), [style formatting](), [policies and rules.]()

- All of the participants are correctly associated with this proposal.

- This entire proposal is contained in one single document, which does NOT exceed 6 pages in length.

- The proposal in submitted in the following format:

  - Page 1- Cover page must contain the following:
    - The title of the session (in Title Case)
    - The Academy-assigned 5-digit submission number
    - Statement to indicate that ALL presenters on the proposal agree to register and attend the 2017 TLC@AOM Conference should the submission be accepted.
    - Identify the THEME (see list of acceptable THEMES above).

  - Pages 2 to 5- Session Overview which includes:
    - An explanation as to why the session would be of interest to TLC participants.
    - A detailed description of the session's format, organization, and timing
    - Links to online resources or videos are acceptable for further clarification; any such ancillary material must be easily accessible to reviewers.)

- I have completed the TLC Google Form specifying additional information about my proposal.

- As the submitter, I certify that all participants have agreed to participate in this entire session.

- I understand that if this submission is accepted, all of the listed participants must complete a separate TLC registration, including an additional fee, in order to take part in the session. (This is in addition to registering for the Annual Meeting.)

- The final converted PDF was reviewed on the submission site and is the correct version of the submission.

- I understand that this submission will not be accepted, if:

  - It fails to be 100% compliant with all submission guidelines including the style formatting requirements.

  - I fail to finalize the proposal by the deadline of **January 10, 2017 at 5:00pm ET (NY Time)**.

- This TLC proposal is now complete (follows ALL Academy specific instructions and requirements) and is ready for review.

Session Orientations and Awards

Orientations. As a submitter, you may indicate the general orientation of your proposal. The official AOM Program includes these orientations to help attendees identify sessions of interest. The types of orientations are:
- Research
- Teaching
- International
- Practice
- Diversity
- Theme, **"*At the Interface*"**

Awards. The program notes the nominees of these two Academy awards:

- **William H. Newman Award** for single-authored paper based on a dissertation completed in the past three years; and
- **Carolyn B. Dexter Award** for Best International Paper.

Please visit the Annual Meeting website for more information about the Newman and Dexter Awards.

Call for Reviewers

The Academy of Management and its Divisions and Interest Groups are recruiting reviewers for the 77th Annual Meeting of the Academy of Management. If you plan to submit your work for review, the Academy strongly urges you to sign up as a volunteer reviewer for the divisions and interest groups that you submit to and/or whose domains you are knowledgeable in.

Benefits of Reviewing for the Annual Meeting

- Reviewers gain visibility for themselves and their institutions.

- Reviewing gives you an opportunity to be pro-active in the Academy's program planning process.

- It is a way to give back to your professional community.

- It is a way to learn about what constitutes excellent and interesting work.

We encourage you to volunteer to review for at least one division or interest group. **To sign up, please visit the Centralized Reviewer System.** Simply select a sponsor and use the keywords to indicate your special areas of knowledge and interest. You can sign up to review for up to 2 divisions and/or interest groups. For each of the divisions that you sign up to review, each division may ask you to review up to 3 total submissions. The maximum number of review assignments that you could receive is 6.

As a reviewer, you will be required to complete your review assignments between **January 18, 2017 and February 16, 2017**, so please plan your time accordingly. The Academy and its Divisions, Interest Groups and Committees thank you in advance for the service you are willing to offer as a reviewer.

Meet the AOM Program Planning Team

Name	Affiliation	Role	Email
Carol T. Kulik	U. of South Australia	AOM Program Chair	CarolKulik.AOM@unisa.edu.au
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Michelle DeJoseph	Meetings and Events Registration Coordinator	registration@aom.org
Gabe Bramson, Greg Gerosa, Marco Spadaro	AOM System Support	techsupport@aom.org

**Full contact information for the
DIG Program Chairs and PDW Chairs
is available on the "Contact Us" page.**