

Kellogg Institute for International Studies

Guidelines for Work-in-Progress Seminars

Overview

Kellogg work-in-progress seminars offer an opportunity outside of our regular lecture series for faculty, graduate students, and visiting fellows to present their scholarly work. In contrast to lectures, the smaller, less formal, and more focused work-in-progress seminars are aimed at generating in-depth discussion that scholars may find useful for their projects.

Seminars are limited to no more than 20 faculty and graduate students, all of whom are encouraged to read the pre-circulated paper, chapter, or article draft (no greater than 30 pages in length), so that we can engage as many as possible in a fruitful dialogue. At the session, the presenter's introductory remarks -- often focusing on particular questions or issues on which feedback is sought -- should be no more than 15 minutes. Following the introductory remarks, the floor is open to other participants for a moderated discussion.

In addition to providing the author with valuable feedback, works-in-progress seminars are opportunities for professional development in which the author, discussants, and session participants interact to enhance understanding of the issues from a variety of disciplines, each offering a unique perspective that intersects on a much larger question.

For Authors/Presenters

Paper, chapter, or article draft will be circulated to all registered participants one week in advance of the session.

Authors should limit their opening comments to a maximum of 15 minutes, focusing on the central research question and major conclusions, highlighting key issues most central to the further development of the paper, and posing questions for discussion and feedback. The goal of the opening presentation is to stimulate interest and initiate discussion. Authors should keep in mind that, in most cases, these seminars will involve participants from multiple but relevant disciplines.

Note Regarding Presentation Technology:

Many people use PowerPoint or similar applications to prepare and display presentations. We urge all authors to consider whether the use of technology will enhance or detract from the discussion, given the limited timeframe for introductory remarks. If you do incorporate a visual presentation, we ask that you adapt the number of slides to fit within the 15-minute timeframe.

Presenters using technology should plan to arrive at the meeting room at least 15 minutes in advance to set up and to ensure the presentation is in working order.

For Discussants

Each session will have one designated discussant. The discussant's comments should be no more than 10 minutes long.

For Participants

We ask that those planning to attend the session register in advance by completing the registration form on the website event page. Since active participation and constructive input are highly encouraged.

The moderator will make every attempt for all participants to share questions and comments. In the event that you are unable to provide your feedback during the session, please consider providing your comments in writing directly to the author, even simply a marked-up copy of the paper, chapter, or article draft. The author will appreciate the time taken in preparation for the session as well as the feedback that may lead to continued dialogue beyond the session.

Participants may:

- raise questions about assumptions, methods, and interpretation of findings;
- critically analyze what the author has done while emphasizing constructive criticism;
- advance the ideas in the paper by relating them to the state of the science in the topic area or providing new perspectives to improve the paper;
- identify areas that are especially interesting or that offer a unique contribution that may be underemphasized, as well as those that may undermine the paper's contributions;
- point out on-going debates, alternative theoretical perspectives, or other literature streams that may also be pertinent to the paper; and/or
- suggest important directions for future work.

Note to participants from disciplines other than the author's: If you feel you do not have the appropriate expertise in specific areas, simply acknowledge this and discuss the paper, chapter, or article draft as best you can from your own disciplinary perspective.

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