Submission Instructions – Special Events: Meeting
Online Submission Deadline: September 7, 2017

Before you begin, please note:

A) Only current LASA members can submit for meeting to be held at LASA2018. Membership must be renewed by the deadline of September 7, 2017 (17:00 hrs. EDT). For key dates, please visit: http://lasa.international.pitt.edu/eng/congress/important-dates.asp.

B) If someone is not appearing in the proposal system, either:
   1) he/she is not a current LASA member (please ask him/her to pay membership dues: https://lasa.international.pitt.edu/auth/jru/), or
   2) he/she has not followed the steps below yet:
      a. Log in to the proposal system: https://lasa.international.pitt.edu/Proposals/ with LASA Member ID/AAcode and Password.
      b. Click on the link provided until you see the LASA2018 banner. This will enable him/her to appear in the list of eligible participants. You will then need to edit your proposal to include him/her by the deadline of September 7, 2017 (17:00 hrs. EDT).

C) You will not be able to save a proposal in the system. You must first submit the proposal then able to edit it. You will be able to edit it until the deadline of September 7, 2017 (17:00 hrs. EDT).

Below are the instructions for submitting a Special Event Proposal - Meeting for LASA2018:

Step 1: Click on the link: https://lasa.international.pitt.edu/Proposals/ and enter your LASA member ID and password.

Step 2: Select ‘Submit or Edit a Proposal’.

Step 3: Select ‘Submit a Paper, Panel, or Special Event’.
Step 4: Select ‘Special Events’ from the Program Track List.

![Submission Menu](image1)

Step 5: Select ‘Meeting’ in the Sub Track section.

![Sub Track](image2)

Step 6: Enter the information for the Special Event such as the name, number of attendants, etc.  
Note: Event title must be in mixed case and the description must be under 250 words.

Step 7: You should automatically be the selected Contact for the Event. If you want to remove yourself as the Contact, click on ‘Remove’ next to your name and under the column ‘Action’.

![Session Participants](image3)

Step 8: Enter any additional contacts or organizers for the event by searching for their Last Name in the ‘Add a contact person/organizer’ section.  
Note: If the participant is not found, this is due to their not being a current LASA member. Please ask them to pay their membership dues. After they have paid, they will need to log in to the proposal system: [https://lasa.international.pitt.edu/Proposals/](https://lasa.international.pitt.edu/Proposals/) with their LASA member ID/AAcode and password to appear in the list of eligible contacts. You will then need to edit your proposal before the deadline to include them.
Step 9: When finished adding all the contacts/organizers for the Event, click on ‘Accept and Continue’.

Step 10: Review the information, edit as necessary, and then click on ‘Accept and Continue’.

You have now submitted a Special Event proposal for LASA2018. You will receive an email confirmation on your submission. If you do not receive an email, please contact lasacong@pitt.edu to verify the submission went through before September 7, 2017 at 17:00 hrs EDT.

Thank you for your interest in LASA2018!