Before you begin, please note...

A) All participants in a panel MUST be current LASA members. 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.
   c. 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 you are able to edit it. You will be able to edit it through the deadline of September 7, 2017 (17:00 hrs. EDT).

Below are the instructions for submitting a Panel Proposal 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 the Program Track for your Panel

Step 5: Under Session Type select ‘Panel’
Step 6: Enter the Session Title and a short session abstract. Then click ‘Accept and Continue’ when finished. Note: Session Title must be in mixed case (not all caps) and the description must be under 100 words.

Step 7: Enter Information for Paper presenters by clicking ‘Add a Paper’. Note: Paper Title must be in mixed case (not all caps) and the description must be under 250 words.

Step 8: Find the author of the paper and select ‘Add Presenter’. Then find any co-authors, if applicable, and select ‘Add Presenter’. Then click ‘Accept and Continue’. Continue to add papers until all the papers are added for that session. Note: If the author is not found, they are not 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/ with their LASA member ID/AAcode and password to appear in the list of eligible participants. You will then need to edit your proposal to include them. This must be done before the September 7th deadline.
Step 9: Add Discussants, Chairs and Organizers by searching for their last name and selecting their role ‘Add Discussant’, ‘Add Chair’ or ‘Add Session Organizer’. Continue until all the Discussants, Chairs and Organizers are added to the session. Note: If the participant is not found, they are not 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/ with their LASA member ID/AAcode and password to appear in the list of eligible participants. You will then need to edit your proposal to include them. This must be done before the September 7th deadline.

Step 10: When finished adding all the session participants, click on ‘Accept and Continue’
Note: Before selecting ‘Accept and Continue’, please review the order of appearance of the participants. It should match the order of entry of the participants into the system. This will be the order in which they will appear in the Program Book. To change the order of the participants, use the ‘Up’ or ‘Down’ options next to their names.

Step 11: Review the information, edit as necessary, and then click on ‘Accept and Continue’.
You have now submitted a Panel 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!