

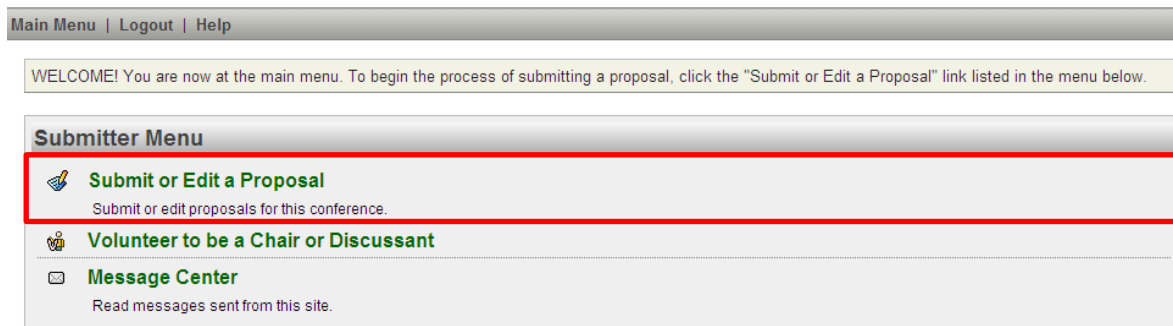
Before you begin, please note:

- 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).

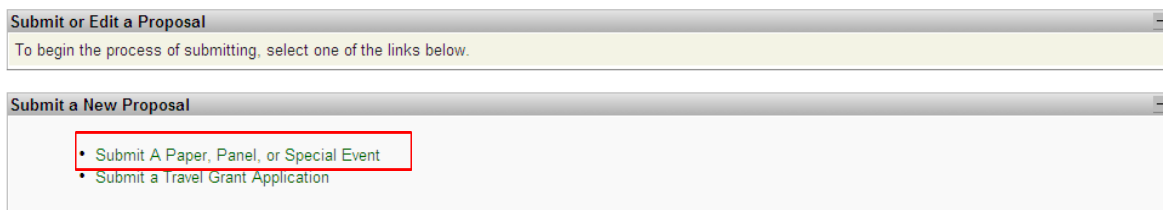
**Below are the instructions for submitting a Special Event Proposal - Meeting for LASA2018:**

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

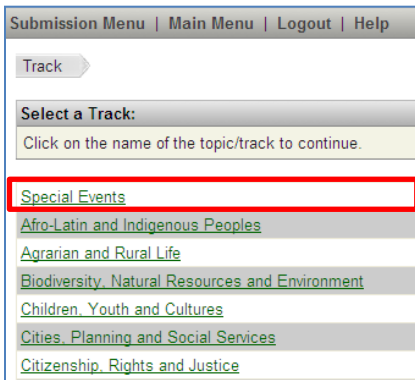
Step 2: Select 'Submit or Edit a Proposal'.



Step 3: Select 'Submit a Paper, Panel, or Special Event'.



Step 4: Select ‘Special Events’ from the Program Track List.



Submission Menu | Main Menu | Logout | Help

Track

Select a Track:

Click on the name of the topic/track to continue.

**Special Events**

[Afro-Latin and Indigenous Peoples](#)

[Agrarian and Rural Life](#)

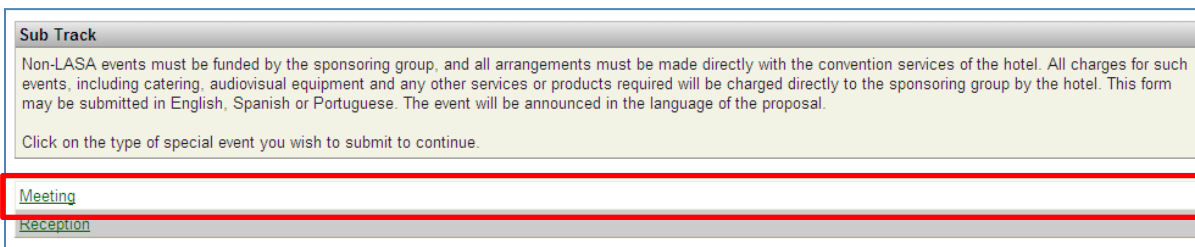
[Biodiversity, Natural Resources and Environment](#)

[Children, Youth and Cultures](#)

[Cities, Planning and Social Services](#)

[Citizenship, Rights and Justice](#)

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



Sub Track

Non-LASA events must be funded by the sponsoring group, and all arrangements must be made directly with the convention services of the hotel. All charges for such events, including catering, audiovisual equipment and any other services or products required will be charged directly to the sponsoring group by the hotel. This form may be submitted in English, Spanish or Portuguese. The event will be announced in the language of the proposal.

Click on the type of special event you wish to submit to continue.

**Meeting**

[Reception](#)

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:

Selected "Roles" are preceded by a red asterisk \*

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Institutional2012 Member2012	<a href="#">*Contact Person</a>	<a href="#">Remove</a>

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/> 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.

**Session Participants:**

Selected "Roles" are preceded by a red asterisk \*

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Institutional2012 Member2012	<a href="#">*Contact Person</a>	Remove

**Step 1. Add a contact person/organizer**  
 Use the search box to the right to search for a contact person/organizer by last name. You must add another organizer in order to remove yourself from the listing.

**Step 2. Accept and continue.**  
 When your session is fully populated click "Accept and Continue."

Step 9: When finished adding all the contacts/organizers for the Event, click on 'Accept and Continue'.

**Session Participants:**

Selected "Roles" are preceded by a red asterisk \*

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Institutional2012 Member2012	<a href="#">*Contact Person</a> <a href="#">Up 1</a> <a href="#">Down</a>	Remove
2	*Milagros Pereyra-Rojas milagros@pitt.edu University of Pittsburgh	<a href="#">*Contact Person</a> <a href="#">Up 2</a> <a href="#">Down</a>	Remove

**Step 1. Add a contact person/organizer**  
 Use the search box to the right to search for a contact person/organizer by last name. You must add another organizer in order to remove yourself from the listing.

**Step 2. Accept and continue.**  
 When your session is fully populated click "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](mailto: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!