

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:

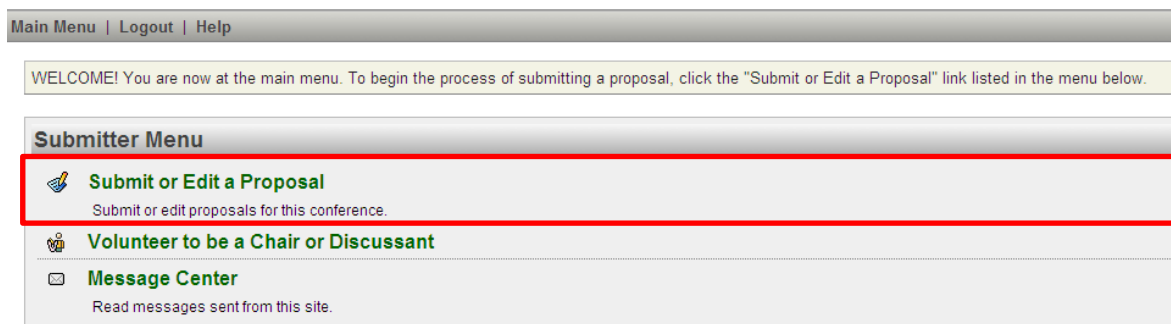
- a. Log in to the proposal system: <https://lasa.international.pitt.edu/Proposals/> with LASA Member ID/AAcode and Password
- b. Click on the link provided until you see the LASA2018 banner. This will enable him/her to appear in the list of eligible participants.
- c. You will then need to edit your 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'

Select Proposal Type

Individual Submission

Paper

Session Type

LASA Section Presentation

Panel

Workshop

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.

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
No Participants Listed			

Step 1. Add Papers.
 To add a paper title and author(s) to the session listing above click the "Add a Paper" button.

Step 2. Add other participants (Chairs, Discussants).
 Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session.

Step 3. Accept and continue.
 When your session is fully populated click "Accept and Continue."

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.

Choose From List of Authors

The results from your search will appear below. To add someone, select "Add Author" in the "Action" field to the far right of the Author's name. Continue this process until you have searched and added all of your co-Authors. If the Author you wish to add to your paper does not appear in your search results, you will need to add him/her. To add an unlisted author, click the "Add an unlisted Author" link at the bottom of this page.

Person	Email Address	Affiliation	Action
Pereyra-Rojas, Milagros	milagros@pitt.edu	University of Pittsburgh	Add Non-Presenter Add Presenter

Select 'Add Presenter' to add the Author

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.

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
No Participants Listed			

Step 1. Add Papers.
 To add a paper title and author(s) to the session listing above click the "Add a Paper" button.

Step 2. Add other participants (Chairs, Discussants).
 Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session.

Step 3. Accept and continue.
 When your session is fully populated click "Accept and Continue."

Choose From List of Potential Participants

Use this form to add a person to your session who is NOT attached to a paper. You must first search for the person in the association database. If you find the person you may add them to your session by clicking the "Add" link in the "Action" column. If the person is not in the association database, you will need to use the "Add and unlisted participant" function that will appear at the bottom of this page after you search.

Person	Email Address	Affiliation	Action
Pereyra-Rojas, Milagros	milagros@pitt.edu	University of Pittsburgh	<input type="button" value="Add Session Organizer"/> <input type="button" value="Add Chair"/> <input type="button" value="Add Discussant"/>

Select the role to add the Participant

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.

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	John Session Paper	Session Paper	<input type="button" value="Up 1"/> <input type="button" value="Down"/> <input type="button" value="Delete Permanently"/> <input type="button" value="Move To Trash"/>
2	Milagros Pereyra-Rojas milagros@pitt.edu University of Pittsburgh	*Session Organizer Chair Discussant	<input type="button" value="Up 2"/> <input type="button" value="Down"/> <input type="button" value="Remove"/>

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!