

Before you begin please note: ...

- A) All Workshop and Roundtable participants 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.

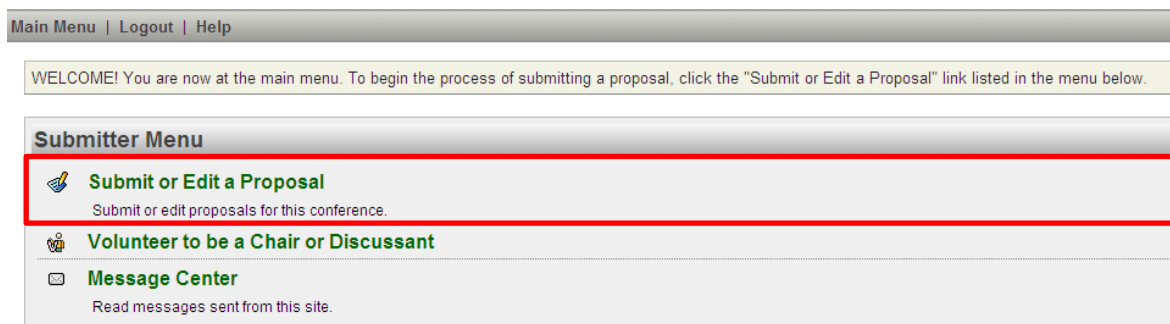
This will enable him/her to appear in the list of eligible participants. You will then need to edit your proposal to include him/her by the deadline of September 7, 2017 (17:00 hrs. EDT).

- 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 Workshop or Roundtable 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 Workshop or Roundtable

Step 5: Under Session Type select ‘Workshop’ or ‘Roundtable’

Select Proposal Type

Individual Submission

[Paper](#)

Session Type

[LASA Section Presentation](#)

[Panel](#)

[Workshop](#)

Step 6: Enter the Title of the Workshop/Roundtable and a short abstract about the Workshop/Roundtable. Then click ‘Accept and Continue’ when finished.

Note: The Workshop Title must be in mixed case (not all caps) and the description must be under 100 words

Step 7: Enter the Workshop/Roundtable participants by searching for their Last Name in the ‘Add workshop participants’ section.

Note: If you do not find your participants in the list, this is due to them 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/Acode and password to appear in the list of eligible participants. 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 | *Session Organizer Chair Presenter | Remove |

Step 1. Add workshop participants
 Use the search box to the right to search for a participant by last name.

Step 2. 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 | Add Session Organizer Add Chair Add Presenter |

Select the role to add the Participant to the Workshop

Step 8: When finished adding all the Workshop/Roundtable 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 Up 1 Down | Delete Permanently Move To Trash |
| 2 | Milagros Pereyra-Rojas milagros@pitt.edu University of Pittsburgh | *Session Organizer Chair Discussant | Remove |

Step 9: Review the information, edit as necessary, and then click on 'Accept and Continue'.

You have now submitted a Workshop/Roundtable 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!