



Submission Instructions  
Symposium  
Online Submission Deadline:  
**September 5, 2019, 17:00 EDT.**

## What is a symposium?

A symposium is a set of papers (individual or by a group), centered around a main topic and organized into three time blocks. Each time block should be limited to four (4) presentations.

The coordinator can manage the use of time by defining the time allowed for the papers and the time assigned for debating and for audience interventions.

A symposium participant is considered a paper presenter since this type of session must have formal paper presentations. Therefore, symposium participation does count as an active role and this presentation counts towards the one-paper-maximum rule per Congress per person.

Symposium proposals must have a minimum of seven paper presenters and a maximum of twelve. Symposium should have at least one session organizer (maximum two) and one chair (maximum two). The discussant is not mandatory but is highly recommended.

Before you begin please note:

- All symposium participants **MUST** be current LASA members. Membership must be renewed by the deadline of **September 5, 2019, 17:00 EDT**. For other key dates, please visit: <https://lasaweb.org/en/lasa2020/important-dates/>
- If a name does not appear in the proposal system, it is because that person is not a current LASA member. Please ask him/her to join or renew his/her LASA membership: <https://lasaweb.org/en/join/>
- You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen and you will receive an email. You will be able to edit it until the deadline of **September 5, 2019, 17:00 EDT**.

Below you will find the instructions for submitting a symposium proposal for LASA2020.



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**Step 1:** Click on the link <https://lasaweb.org/en/lasa2020/proposals/>. Select “Submit a proposal” and enter your LASA member ID and password.

## Proposal Submission

### Proposal Submission

- [Call for papers](#)
- [Submission rules](#)
- [Submission instructions](#)
- [Paper Match](#)
- [Submit a proposal](#)

**Step 2:** Select “Submit or Edit a Proposal”.

**Submitter Menu**

- ✍ **Submit or Edit a Proposal**  
Submit or edit proposals for this conference.
- ✉ **Message Center**  
Read messages sent from this site.

**Step 3:** Select “Submit A Paper, Panel, or Special Event”.

**Submit or Edit a Proposal**

To begin the process of submitting, select one of the links below.

**Submit a New Proposal**

- **Submit A Paper, Panel, or Special Event**
- Submit a Travel Grant Application

**Step 4:** Select the program track for your symposium.



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**Step 5:** Under “Session Type” select “Symposium”.

Submit Submission for Review	
Session Type	Description
<a href="#">Panel</a>	A Panel Proposal is a group of individuals who want to submit all of their paper proposals together for a panel must have at least three paper presenters willing to submit a paper proposal as part of your session of that panel. The role of discussant is optional, but must also be submitted at the time of the proposal if by contacting colleagues in their area of interest.
<a href="#">Roundtable</a>	
<a href="#">Symposium</a>	
<a href="#">Workshop</a>	
Individual Presentation	
Session Type	Description
<a href="#">Paper</a>	Did you look and see if others are submitting individual proposals with your same theme? <a href="https://membercenter.lasa2020.org/">https://membercenter.lasa2020.org/</a> proposal together it will ensure that you are in a panel with others in the same theme, selected by you!

**Step 6:** Enter the title of the symposium and a short abstract about it. Then click “Accept and Continue” when finished. The title must be in mixed case (not all caps) and must be under 25 words, the description must be under 250 words.

**Step 7:** Enter the symposium participants: at least seven paper presenters (maximum twelve), one session organizer (maximum two), one chair (maximum two), and one discussant (not mandatory but highly recommended) by writing their last name (or part of it) on the box and click on “Search by Last Name” (Step I) and selecting their role “Add Session Organizer”, “Add Chair”, “Add Discussant” or “Add Presenter” (Step II). Continue until all the participants are added to the symposium.

#	Person/Individual Submission	Role/Individual Submission Type	Action
		No Participants Listed	
<p><b>Step 1. Add Papers.</b> To add a paper title and author(s) to the session listing above click the “Add a Paper” button.</p> <p>Papers cannot be added to this type of session.</p>			
<p><b>Step 2. Add other participants (Chairs, Discussants).</b> 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.</p>			<p>Step → <input type="text" value="Pereyra"/> <input type="button" value="Search by Last Name"/></p>
<p><b>Step 3. Accept and continue.</b> When your session is fully populated click “Accept and Continue.”</p> <p style="text-align: right;"><input type="button" value="Accept &amp; Continue"/></p>			
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.			
#	Personal Profile	Email	Employment
3	Pereyra-Rojas, Milagros - Latin American Studies Association	milagros@pitt.edu	Latin American Studies
			<p>Step → <input type="button" value="Add Session Organizer"/>  <input type="button" value="Add Chair"/>  <input type="button" value="Add Discussant"/>  <input type="button" value="Add Presenter"/></p>



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**Note:** If the participant is not found, they are not current LASA member. Please ask them to pay their membership dues. You will then need to edit your proposal to include them. This must be done before **September 5, 2019, 17:00 EDT.**

**Step 8:** When finished adding all the symposium participants, click on *"Accept and Continue"*.

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

You have now submitted a symposium proposal for LASA2020. You will receive a confirmation message on your screen and a confirmation email on your submission. If you do not receive an email, please contact [lasa@lasaweb.org](mailto:lasa@lasaweb.org) to verify the submission before **September 5, 2019, 17:00 EDT.**

**Thank you for your interest in LASA2020!**