

# LASA2023 Submission Instructions for Panel Proposals

Online Submission Deadline: September 8, 2022, 17:00 hrs, EDT.

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## What is a Panel Proposal?

A panel proposal is a group of individuals who want to submit all of their paper proposals together for consideration by the track chair as a prearranged session. Panel proposals must have a minimum of three and a maximum of five papers presenters.

Panels should have at least one session organizer (maximum two) and one chair (maximum two). The role of discussant is not mandatory but is highly recommended. If desired, the discussant must be submitted at the time of the proposal. Only one discussant is allowed. Individuals interested in organizing a panel can do so by contacting colleagues in their area of interest.

## Before you begin, please note:

- All panel participants (including co-authors) must be current LASA members. Membership must be renewed by the deadline of **September 8, 2022, 17:00 hrs, EDT**. For other key dates, please visit: <https://lasaweb.org/en/lasa2023/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 the proposal until the deadline of **September 8, 2022, 17:00 hrs, EDT**.
- If you would like to submit two panels whose themes have continuity, meaning the second panel is a continuation of the first one, please submit them as two separate panel proposals on the same track. The titles should be the same for both panels indicating the order (Part 1 and Part 2). Labeling the panels as mentioned above is important for both panels to be evaluated jointly, and not as separate sessions. Hence, if they are accepted into the Congress program, both panels will be scheduled in chronological order: Part 1, and then Part 2. Please keep in mind that we cannot guarantee that the panels will be held one immediately after the other or in the same room. However, we will ensure that Part 1 is held before Part 2.

## Steps for Submitting a Panel Proposal

**Step 1:** Click on the link <https://lasaweb.org/en/lasa2023/proposals/>. Select **Submit a proposal** 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 panel title and abstract information and click **Accept and Continue** when finished. The panel title must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250 words.

**Step 7:** Click **Add a Paper** to start adding the paper information. Remember you must include at least three papers per panel and a maximum of five.

**Step 8:** Add the title and abstract of each paper and press **Accept and Continue**. The paper title must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250 words.

**Step 9:** Include the co-authors for each paper, write their last names (or part of it) on the box and click on **Search for Author**, look for the co-author under his/her last name and select **Add Author** close to the name. When completed, click on **Accept and Continue**.

Note: If the participant is not found, they are not a 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 the **September 8, 2022, 17:00 hrs, EDT**, deadline.

Repeat steps 7 to 9, according to the number of papers.

**Step 10:** Add the discussant (not mandatory, but highly recommended), the chair(s) and organizer(s) by writing their last name (or part of it) on the box and click on **Search by Last Name** and selecting their role: **Add Session Organizer**, **Add Chair** or **Add Discussant**. Continue until you have all the participants with their roles properly assigned.

**Step 11:** When you have finished adding all the panel participants, click on **Accept and Continue**.

**Step 12:** Review the information, edit as necessary, and then click on **Accept and Continue**.

You have now submitted a panel proposal for LASA2023. You will receive a confirmation message on your screen and a confirmation email. If you do not receive an email, please contact [lasa@lasaweb.org](mailto:lasa@lasaweb.org) to verify the submission before **September 8, 2022, 17:00 hrs, EDT**.

Thank you for your interest in LASA2023!

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