CONGRESS

LASA2021 Submission Proposal Instructions for Sections

Online Submission Deadline: September 7, 2020, 17:00 hrs EDT.

Before you begin, please note:

- **ALL Section sessions proposals must be entered into the system by the Section chair or co-chair ONLY**. If you are not a Section chair, you will not have access to submit a Section session.

- All panel participants MUST be current LASA and Section members. Memberships must be renewed by the deadline **September 7, 2020, 17:00 hrs EDT**. For other key dates please visit: https://lasaweb. org/en/lasa2021/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 and Section membership: https:// lasaweb.org/en/join/.

- You must first submit the proposal in the system, in order to be able to edit it afterward. 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 **September 7, 2020, 17:00 hrs EDT**.

What is a Section Panel Proposal?

A **Section panel proposal** consists of a group of current members of a Section who want to send their proposals together as a preorganized panel. A Section panel proposal is approved and submitted by the Section chairs to represent that Section. That is to say, it does not need to be considered by a track chair. Each LASA Section has a specific number of panels.

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. Additionally, please make sure they are both submitted by the Section Chair within the Section Panels, and not as regular panels. 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.

Instructions for submitting a Section Panel Proposal for LASA2021

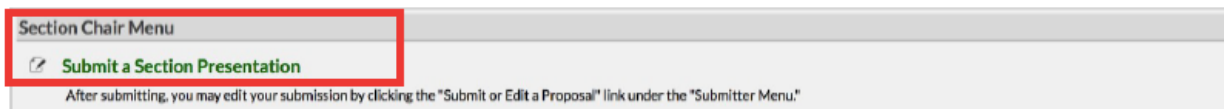Section panel proposals must be submitted by the Section's chair or co-chair only.

Step 1: Click on the link https://lasaweb.org/en/lasa2021/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: Under **"Section Chair Menu"** select **"Submit a Section Presentation"**.

Section Chair Menu
☑ **Submit a Section Presentation**
After submitting, you may edit your submission by clicking the "Submit or Edit a Proposal" link under the "Submitter Menu."

Step 3: Under **"Session Type"** select **"LASA Section Panel"**.

Submit Submission for Review	
Session Type	**Description**
LASA Intersection Panel	
LASA Section Panel	
LASA Section Roundtable	
LASA Section Workshops	

Step 4: Enter the panel title, the Section, the abstract information, the estimated attendance and then 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 5: Click **"Add a Paper"** to start adding the papers information. Remember you must include at least three papers per panel and a maximum of five.

Step 6: 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.
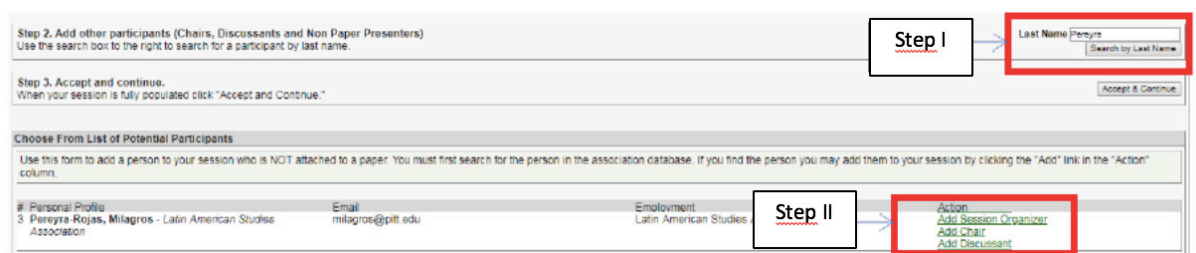
Step 7: Include the co-authors for each paper, write their last names (or part of it) on the box and click on *"Search for Author"* (Step I), look for the co-author under his/her last name and select *"Add Author"* close to the name (Step II). When completed, click on *"Accept and Continue"*. To search for the participants when being added to the sessions, please search their last names exactly as they appear in the online *"Member list"*.

Note: If the participant is not found, he/she 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 7, 2020, 17:00 hrs, EDT**.

Repeat steps 5 to 7, according to the number of papers in the panel.

Step 8: Add discussant (not mandatory, but highly recommended), chair(s) and organizer(s) by writing their last name (or part of it) on the box and click on *"Search by Last Name"* (Step I) and select their role: *"Add Session Organizer"*, *"Add Chair"* or *"Add Discussant"* (Step II). Continue until all the participants are added to the session.

Step 9: When you have finished adding all the session participants, click on *"Accept and Continue"*.

Step 10: Review the information, edit as necessary, and then click on *"Accept and Continue"*.

You have now submitted a Section panel proposal for LASA2021. 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 to verify the submission before **September 7, 2020, 17:00 hrs, EDT**.

Instructions for Section Workshops and Roundtables for LASA2021

Step 1: Click on the link https://lasaweb.org/en/lasa2021/proposals/. Select *"Submit a proposal"* and enter your LASA member ID and password.

Step 2: Under *"Section Chair Menu"* select *"Submit a Section Presentation"*.

Step 3: Under *"Session Type"* select *"LASA Section Roundtable"* or *"LASA Section Workshop"*.

Step 4: Enter the title and abstract information of the workshop or roundtable, select the Section and then, click "Accept and Continue" when finished. The title of the workshop or roundtable must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250 words.

Step 5: Add the participants of the workshop or roundtable: presenters (minimum three), chairs (minimum one and maximum two), organizers of the session (minimum one and maximum two) and discussant (not mandatory but highly recommended). For this, write the last name (or part of it) in the indicated box and press *"Search by Last Name"* (Step I), look for the participant by his last name and after finding it in the list, you must add it by selecting his/her role: *"Add Session Organizer"*, *"Add Chair"*, *"Add Discussant"* or *"Add Presenter"* (Step II).

Note: If the participant is not found, he/she is 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 **September 7, 2020, 17:00 EDT.**

Step 6: When you have finished adding all the participants of the workshop or roundtable, select *"Accept and Continue"*.

Step 7: Review the information, make any necessary changes before submitting the proposal, and at the end select *"Accept and Continue"*.

You have now submitted a workshop or roundtable Section proposal for LASA2021. 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 verify the submission went through before **September 7, 2020, 17:00 hrs, EDT.**

Instructions for submitting an Intersectional Panel for LASA2021

Only panels are admitted, workshops or roundtables are not allowed. These proposals must be submitted by Section's chair or co-chair only.

Each LASA Section can only participate in one intersectional panel per Congress.

These panels must have:

· A theme related to the name of the Congress
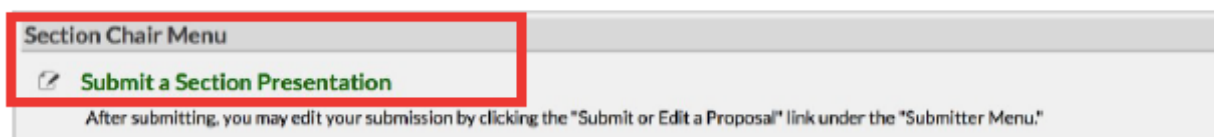· At least two sections involved
· Minimum three and maximum five papers

Step 1: Click on the link https://lasaweb.org/en/lasa2021/proposals/. Select **"Submit a proposal"** and enter your LASA member ID and password.

Step 2: Under **"Section Chair Menu"** select **"Submit a Section Presentation"**.

Step 3: Under **"Session Type"** select **"LASA Intersectional Panel"**.
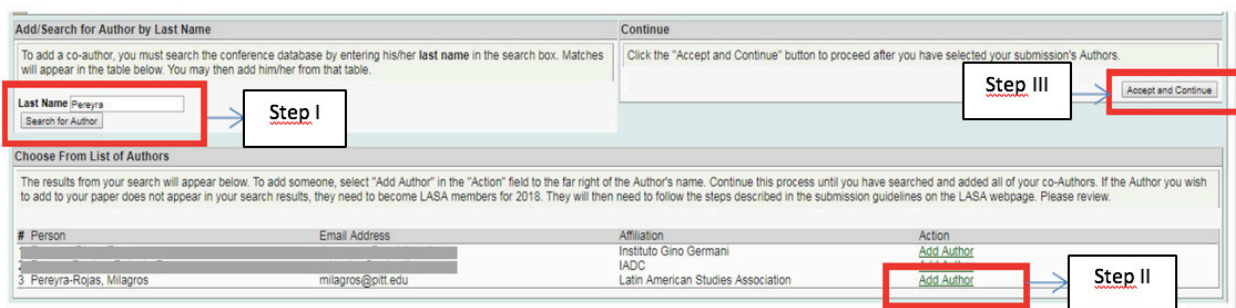
Step 4: Enter the intersectional panel title and abstract information. Select all the Sections that will participate in the intersectional panel. When finished, select **"Accept and Continue"** to continue. The panel title must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250 words.

Step 5: Click **"Add a Paper"** to start adding the papers information. Remember you must include at least three papers per panel and maximum five.

Step 6: 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.
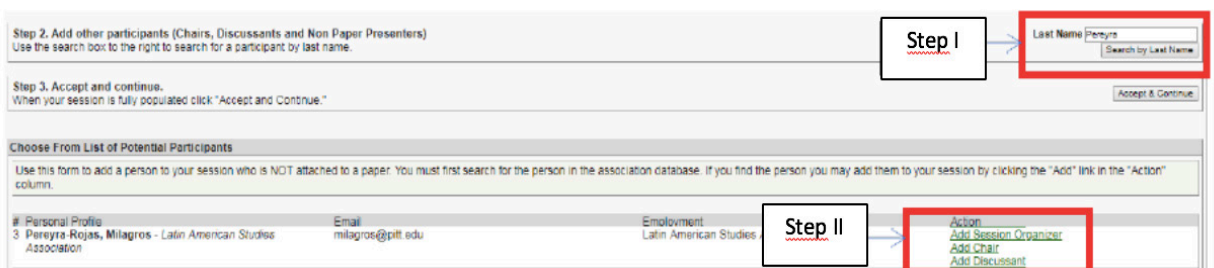
Step 7: Include the co-authors for each paper: write their last names (or part of it) on the box and click on "Search for Author" (Step I), look for the co-author under his/her last name and select *"Add Author"* (Step II). When completed, click on *"Accept and Continue"* (Step III).

Note: If the participant is not found, he or she is 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 7, 2020, 17:00 hrs, EDT.**

Repeat steps 5 to 7, according to the number of papers in the intersectional panel.

Step 8: Add discussant, chair(s) and organizer(s) by writing their last name (or part of it) on the box and click on "Search by Last Name" (Step I). After that, select their role: *"Add Session Organizer"*, *"Add Chair"* or *"Add Discussant"* (Step II). Continue until all the discussants, chairs and organizers are added to the session.

Step 9: When you have finished adding all the session participants, click on *"Accept and Continue"*.

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 7, 2020 at 17:00 hrs, EDT.**

Step 10: Review the information, edit as necessary, and then click on *"Accept and Continue"*.

You have now submitted an Intersectional Panel proposal for LASA2021. 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 to verify the submission went through before **September 7, 2020, 17:00 hrs, EDT.**