



Before you begin, please note...

- All panel participants **MUST** be current LASA members. Membership must be renewed by the deadline of September 6, 2018 (17:00 hrs. EDT). (For other key dates, please visit: <http://lasa.international.pitt.edu/eng/congress/important-dates.asp>)
- If someone does not appear in the proposal system is because he/she is not a current LASA member (please ask him/her to pay membership dues: <https://lasa.international.pitt.edu/auth/jru/>)
- You will not be able to save a proposal in the system. You must first submit the proposal then able to edit it. In order to prove 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 6, 2018 (17:00 hrs. EDT).

Below you will find the instructions for submitting a Panel Proposal for LASA2019

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':

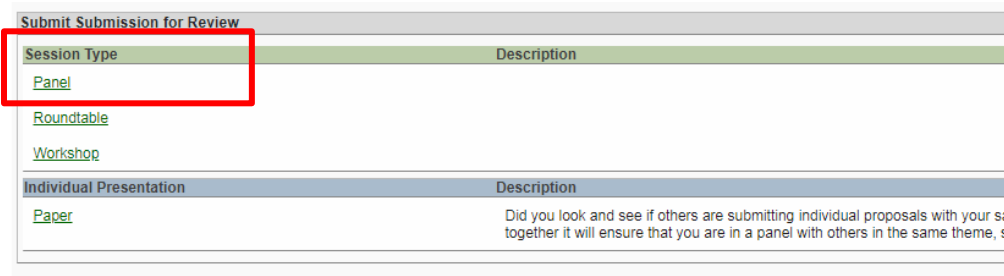


Step 3: Select 'Submit a Paper, Panel, or Special Event'



Step 4: Select the program track for your Panel

Step 5: Under Session Type select 'Panel'



Step 6: Enter the panel title and abstract information and then, click 'Accept and Continue' when finished.

Note: The panel title must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250.



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

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."

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 the September 6th deadline.

Step 8: Add the title and abstract of each paper and press "Accept and continue".

Note: The paper title must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250.

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" (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' (Step III).

Add/Search for Author by Last Name **Continue**

To add a co-author, you must search the conference database by entering his/her last name in the search box. Matches will appear in the table below. You may then add him/her from that table. Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

Last Name

Step I

Step III

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, they need to become LASA members for 2018. They will then need to follow the steps described in the submission guidelines on the LASA webpage. Please review.

#	Person	Email Address	Affiliation	Action
1			Instituto Gino Germani	Add Author
2			IADC	Add Author
3	Pereyra-Rojas, Milagros	milagros@pitt.edu	Latin American Studies Association	Add Author

Step II

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

Step 10: 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) and selecting 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.



Nuestra América: Justice and Inclusion

Step 2. Add other participants (Chairs, Discussants and Non Paper Presenters)
Use the search box to the right to search for a participant by last name.

Step I →

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.

#	Personal Profile	Email	Emolvment	Action
3	Pereyra-Rojas, Milagros - Latin American Studies Association	milagros@pitt.edu	Latin American Studies Asso	Add Session Organizer Add Chair Add Discussant

Step II →

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 the September 6th deadline.

Step 10: When you have finished adding all the session participants, click on 'Accept and Continue'

Step 11: Review the information, edit as necessary, and then click on 'Accept and Continue'.

You have now submitted a panel proposal for LASA2019. You will receive a confirmation message on your screen and an confirmation email on your submission. If you do not receive an email, please contact lasa@pitt.edu to verify the submission went through before September 6, 2018 at 17:00 hrs. EDT.

Thank you for your interest in LASA2019!