



Before you begin, please note...

- All reception 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 is not appearing 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).

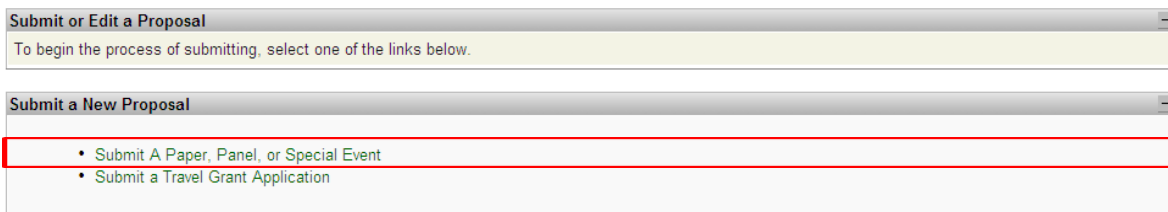
Below you will find the instructions for submitting a Special Event Proposal - Reception for LASA2019:

Step 1: Click on the link: <https://lasa.international.pitt.edu/Proposals/> and enter your LASA member ID and password.

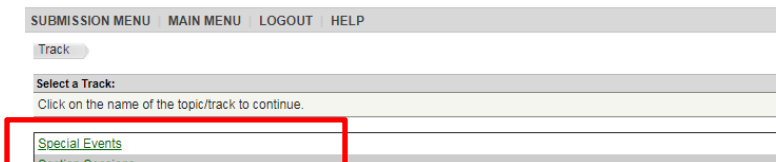
Step 2: Select 'Submit or Edit a Proposal'.



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



Step 4: Select 'Special Events' from the program track list.





Step 5: Select 'Reception' in the Sub Track section.

Sub Track

Non-LASA events must be funded by the sponsoring group, and all arrangements must be made directly with the convention services of the hotel. All charges for such events, including catering, audiovisual equipment and any other services or products required will be charged directly to the sponsoring group by the hotel. This form may be submitted in English, Spanish or Portuguese. The event will be announced in the language of the proposal.

Click on the type of special event you wish to submit to continue.

[Meeting](#)

[Reception](#)

Step 6: Enter the information for the Special Event such as the name, number of attendants, description of the event, etc.

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

Step 7: You should automatically be the selected 'Contact Person' for the Event. If you want to remove yourself as the contact, click on 'Remove' next to your name and under the column 'Action'.

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Institutional2012 Member2012	<*Contact Person	Remove

Step 8: Enter any additional contact person or organizers for the event 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 Contact Person' (Step II). Continue until all the Contact Person are added to the meeting.

#	Person/Individual Submission	Role/Individual Submission Type	Action
No Participants Listed			
<p>Step 1. Add a contact person/organizer Use the search box to the right to search for a contact person/organizer by last name. You must add another organizer in order to remove yourself from the listing.</p>			<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <p>Step I →</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <input type="text" value="Last Name: Pereyra"/> <input type="button" value="Search by Last Name"/> </div> </div>
<p>Step 2. Accept and continue. When your session is fully populated click "Accept and Continue."</p>			<input type="button" value="Accept & 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	Employment
3	Pereyra-Rojas, Milagros - Latin American Studies Association	milagros@pitt.edu	Latin American Studies Association
			<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <p>Step II →</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> Add Contact Person </div> </div>

Note: If the participant is not found, this is due to their not being a current LASA member. Please ask them to pay their membership dues. You will then need to edit your proposal before the deadline to include them.

Step 9: When finished adding all the contacts/organizers for the Event, click on 'Accept and Continue'.



Nuestra América: Justice and Inclusion

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Institutional2012 Member2012	*Contact Person Up 1 Down	Remove
2	*Milagros Pereyra-Rojas milagros@pitt.edu University of Pittsburgh	*Contact Person Up 2 Down	Remove

Step 1. Add a contact person/organizer
Use the search box to the right to search for a contact person/organizer by last name. You must add another organizer in order to remove yourself from the listing.

Step 2. Accept and continue.
When your session is fully populated click "Accept and Continue."

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

You have now submitted a special event for LASA2019. 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@pitt.edu to verify the submission went through before September 6, 2018 at 17:00 hrs. EDT.

Thank you for your interest in LASA2019!