



Before you begin please note: ...

- All Workshop and Roundtable 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 it 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 then need to edit your proposal to include him/her by the deadline of September 6, 2018 (17:00 hrs. EDT).
- 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’:

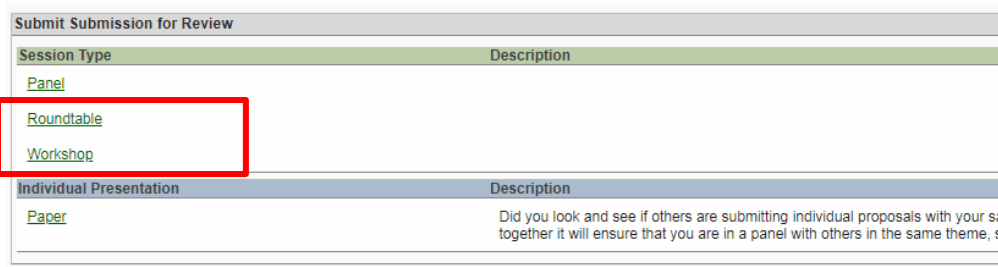


Step 3: Select ‘Submit a Paper, Panel, or Special Event’



Step 4: Select the program track for your Workshop or Roundtable

Step 5: Under Session Type select ‘Workshop’ or ‘Roundtable’



Step 6: Enter the title of the Workshop/Roundtable and a short abstract about the Workshop/Roundtable. Then click ‘Accept and Continue’ when finished.



Nuestra América: Justice and Inclusion

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

Step 7: Enter the Workshop/Roundtable participants: at least three presenters, 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 presenters, chairs, session organizers and discussant are added to the session.

#	Person/Individual Submission	Role/Individual Submission Type	Action	
No Participants Listed				
<p>Step 1. Add Papers. To add a paper title and author(s) to the session listing above click the "Add a Paper" button. Papers cannot be added to this type of session.</p> <p>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.</p> <p>Step 3. Accept and continue. When your session is fully populated click "Accept and Continue."</p>				
<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.</p>				
#	Personal Profile	Email	Employment	Action
3	Pereyra-Rojas, Milagros - Latin American Studies Association	milagros@pitt.edu	Latin American Studies	Add Session Organizer Add Chair Add Discussant Add Presenter

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: When finished adding all the Workshop/Roundtable 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 Workshop/Roundtable proposal 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!