Before you begin, please note...

- All panel participants MUST be current LASA and section members. Membership must be renewed by the deadline: 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 it's because he/she is not a current LASA member. Please ask him/her to pay their membership dues at the following link:

https://lasa.international.pitt.edu/auth/jru/

- You must first submit the proposal in the system, in order to be able to edit it afterwards. 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 September 6, 2018 (17:00 hrs. EDT).

1. ***Below you will find the instructions for submitting a Section Presentation Panel Proposal for LASA2019***
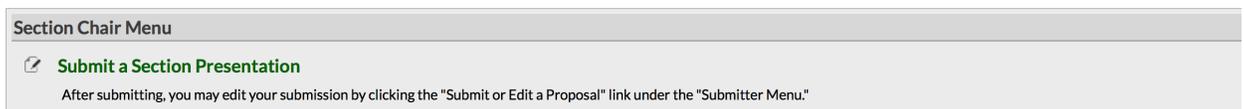
   Note: They must submitted by Section's chair o co-chair only.

   Step 1: Click on the link:

   https://lasa.international.pitt.edu/Proposals/

   and enter your LASA member ID and password

   Step 2: Select '*Submit a Section Presentation Panel*':

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: Choose between:

   - LASA Section Panel
   - LASA Section Roundtable or
   - LASA Section Workshops

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 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.

Enter information about your Session.

Required fields are marked with an asterisk (*).

*Title
Type title as it should appear in the Program (limit to 25 words). Your title should NOT be all capitals or all lower-case.

* Section
Please select the name of your Section.

*Abstract
Please provide a brief description or abstract (must not exceed 250 words). You may copy and paste from your word processing program.

*Estimated Attendance
Please provide the estimated attendance.

Sponsored by
Please enter if the panel has an institutional sponsor. [No individuals please] (Optional)

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.

Notes: 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 6th, 2018.

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".

Step 6: 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 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'.

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

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) 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.
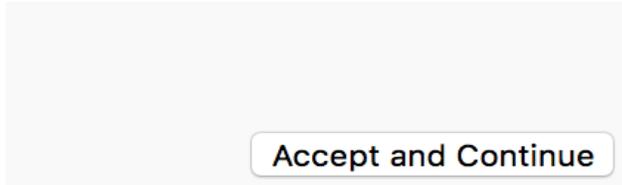

Note: If the participant is not found, he or she is not current LASA member. Please ask them to pay their membership dues. You will then need to edit your proposal to include them. This must be done before September 6th,2018.

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 panel 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.

2. ***Below you will find the instructions for submitting an Intersectional Panel Proposal for LASA2019***

   Notes: ONLY PANELS ARE ADMITTED; WORKSHOPS OR ROUNDTABLES ARE NOT ALLOWED

   **These proposals must submitted by Section's chair o co-chair only.**

   These panels must have: a theme related to the name of the congress, at least two sections, and three to five papers. Each section can only participate in one of these panels per congress.

   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':
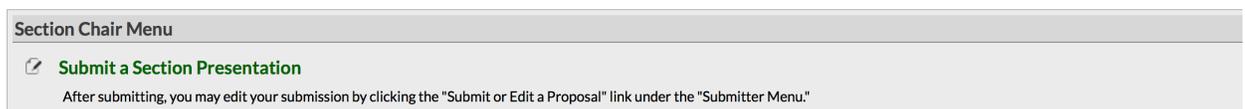
Step 3: Choose:

- LASA Intersectional 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 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.

Enter information about your Session.

Required fields are marked with an asterisk (*).

*Title
Type title as it should appear in the Program (limit to 25 words). Your title should NOT be all capitals or all lower-case.

* Section

Please select the name of your Section.

*Abstract
Please provide a brief description or abstract (must not exceed 250 words). You may copy and paste from your word processing program.

*Estimated Attendance
Please provide the estimated attendance.

Sponsored by
Please enter if the panel has an institutional sponsor. [No individuals please] (Optional)

Note: Include all the sections in the 'Sponsored by' part, separating them with ','
(commas). Please Don't use 'SECTION' (as shown below):

* Section

Please select the name of your Section.

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.

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 6th, 2018.

Step 6: 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 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' (Step III).
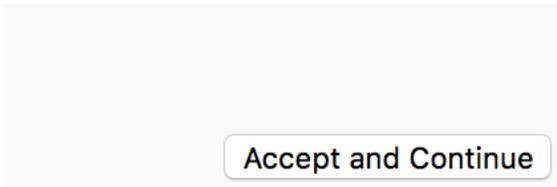
Repeat the steps 5 to 7, according to the number of papers.

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.
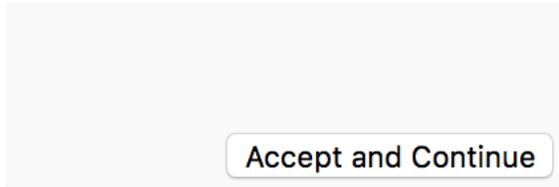

Note: If the participant is not found, they are not current LASA member. Please ask them to pay their membership dues. You will then need to edit your proposal to include them. This must be done before September 6th,2018

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 panel 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.

3. ***Below you will find the instructions for submitting a Section Reception in the official venue of the Congress 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'

Submit a New Proposal

- Submit A Paper, Panel, or Special Event
- Submit a Travel Grant Application

Step 4: Select: 'Special Events'

Select a Track:

Click on the name of the topic/track to continue.

Special Events

Step 5: Select 'Receptions'

Sub Track

Non-LASA events must be funded by the sponsoring group, and
services or products required will be charged directly to the spo

Click on the type of special event you wish to submit to continu

Meetings

Receptions

Step 6: Fill the information and then, click 'Accept and Continue' when finished.

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

Nuestra América: Justice and Inclusion

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*Title
Type title as it should appear in the Program (limit to 25 words). Your title should NOT be all capitals or all lower-case.

*Abstract
Please provide a brief description or abstract (must not exceed 250 words). You may copy and paste from your word processing program.

*Estimated Attendance
Please provide the estimated attendance.

Sponsored by
Please enter if the panel has an institutional sponsor. [No individuals please] (Optional)

Accept and Continue

Step 7: When completed, click on 'Accept and Continue'.

Accept and Continue
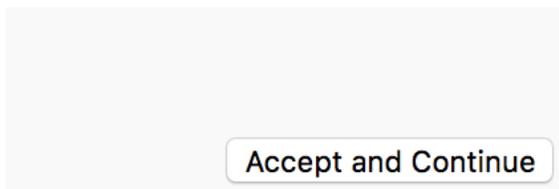
4. *IT IS NOT NECESSARY TO REQUEST SECTION BUSINESS MEETINGS. THIS WILL BE AUTOMATICALLY ADDED TO THE SCHEDULE.*

Thank you for your interest in LASA2019!