



Submission Instructions for Panel Proposal
Online Submission Deadline
September 5, 2019, 17:00 EDT.

What is a panel proposal?

A panel proposal is a group of individuals who want to submit all of their paper proposals together for consideration by the track chair as a prearranged session. Panel proposals must have a minimum of three and a maximum of five papers presenters.

Panels should have at least one session organizer (maximum two) and one chair (maximum two). The role of discussant is not mandatory but is highly recommended. If desired, the discussant must be submitted at the time of the proposal. Only one discussant is allowed. Individuals interested in organizing a panel can do so by contacting colleagues in their area of interest.

Before you begin, please note:

- All panel participants **MUST** be current LASA members. Membership must be renewed by the deadline of **September 5, 2019, 17:00 EDT**. For other key dates, please visit: <https://lasaweb.org/en/lasa2020/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 membership: <https://lasaweb.org/en/join/>
- You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal then you will be able to edit it. 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 of **September 5, 2019 at 17:00 hrs, EDT**.

Below you will find the instructions for submitting a panel proposal for LASA2020.

Step 1: Click on the link <https://lasaweb.org/en/lasa2020/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](#)



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Step 2: Select *“Submit or Edit a Proposal”*:

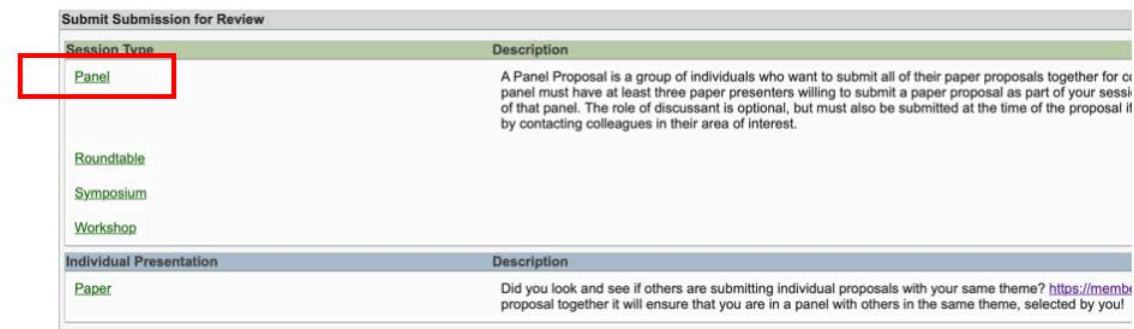


Step 3: Select *“Submit A Paper, Panel, or Special Event”*.



Step 4: Select the program track for your Panel.

Step 5: Under Session Type select *“Panel”*.



Step 6: Enter the panel title and abstract 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.



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Step 7: Click “Add a Paper” to start adding the paper information. Remember you must include at least three papers per panel and a maximum of 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."

Step 8: 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 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).

Note: If the participant is not found, they are 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 the **September 5, 2019, deadline.**

Add/Search for Author by Last Name

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.

Last Name → **Step I**

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors. → **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 steps 7 to 9, according to the number of papers.



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Step 10: Add the discussant (not mandatory, but highly recommended), the 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 you have all the participants with their roles properly assigned.

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 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	Employment	Action
3	Pereyra-Rojas, Milagros - Latin American Studies Association	milagros@pitt.edu	Latin American Studies Association	Add Session Organizer Add Chair Add Discussant

Note: If the participant is not found, they are 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 the deadline of **September 5, 2019**.

Step 11: When you have finished adding all the panel participants, click on “Accept and Continue”.

Step 12: Review the information, edit as necessary, and then click on “Accept and Continue”.

You have now submitted a panel proposal for LASA2020. You will receive a confirmation message on your screen and a confirmation email. If you do not receive an email, please contact lasa@lasaweb.org to verify the submission before **September 5, 2019, 17:00 EDT**.

Thank you for your interest in LASA2020!