Before you begin, please note:

- **ALL Section sessions proposals must be entered into the system by the Section chair or co-chair ONLY.** If you are not a Section chair, you will not have access to submit a Section session.

- All panel participants MUST be current LASA and Section members. Memberships must be renewed by the deadline **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 must first submit the proposal in the system, in order to be able to edit it afterward. 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 **September 5, 2019, 17:00 EDT.**

SECTION PANELS
What is a Section panel proposal?

A Section panel proposal consists of a group of current members of a Section who want to send their proposals together as a preorganized panel. A Section panel proposal is approved and submitted by the Section chairs to represent that Section. That is to say, it does not need to be considered by the track chair. Each LASA Section has a specific number of panels.

Below you will find the instructions for submitting a Section panel proposal for LASA2020. **Section panel proposals must be submitted by the Section's chair or co-chair only.**

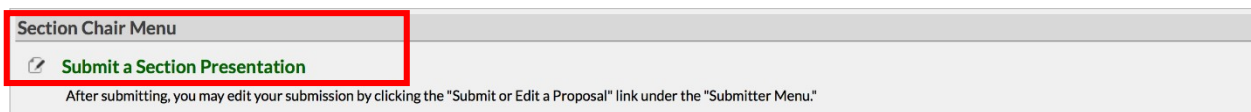**Step 1:** Click on the link https://lasaweb.org/en/lasa2020/proposals/. Select *"Submit a proposal"* and enter your LASA member ID and password.

Proposal Submission

Proposal Submission

- Call for papers
- Submission rules
- Submission instructions
- Paper Match
- Submit a proposal

Step 2: Under *"Section Chair Menu"* select *"Submit a Section Presentation"*.

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: Under *"Session Type"* select *"LASA Section 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, the Section, the abstract information, the estimated attendance 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.

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 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. | Add a Paper

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. | Search by Last Name

Step 3. Accept and continue.
When your session is fully populated click "Accept and Continue." | Accept & Continue

Step 6: 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 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"*. 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"*.

Note: If the participant is not found, he/she 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 5, 2019, 17:00 EDT.**

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

Step 8: Add discussant (not mandatory, but highly recommended), 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 select their role: *"Add Session Organizer"*, *"Add Chair"* or *"Add Discussant"* (Step II). Continue until all the participants are added to the session.

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 Section panel proposal for LASA2020. 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@lasaweb.org to verify the submission before **September 5, 2019, 17:00 EDT.**

WORKSHOPS AND ROUNDTABLES OF SECTIONS

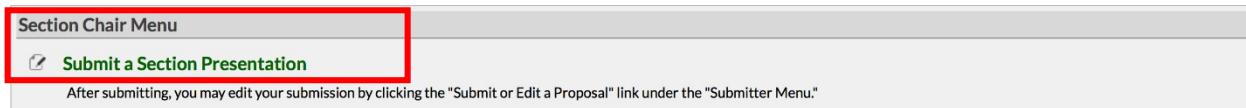Below you will find the instructions for submitting a workshop and a roundtable of a Section for LASA2020.

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

Step 2: Under *"Section Chair Menu"* select *"Submit a Section Presentation"*.

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: Under *"Session Type"* select *"LASA Section Roundtable"* or *"LASA Section Workshop"*.

Submit Submission for Review

Session Type	Description
LASA Intersection Panel	
LASA Section Panel	
LASA Section Roundtable	
LASA Section Workshops	

Step 4: Enter the title and abstract information of the workshop or roundtable, select the Section and then, click *"Accept and Continue"* when finished. The title of the workshop or roundtable must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250 words.

Step 5: Add the participants of the workshop or roundtable: presenters (minimum three), chairs (minimum one and maximum two), organizers of the session (minimum one and maximum two) and discussant (not mandatory but highly recommended). For this, write the last name (or part of it) in the indicated box and press "Search by Last Name" (Step I), look for the participant by his last name and after finding it in the list, you must add it by selecting his/her role: *"Add Session Organizer"*, *"Add Chair"*, *"Add Discussant"* or *"Add Presenter"* (Step II).

Note: If the participant is not found, he/she 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 5, 2019.**

Step 6: When you have finished adding all the participants of the workshop or roundtable, select *"Accept and Continue".*

Step 7: Review the information, make any necessary changes before submitting the proposal, and at the end select *"Accept and Continue".*

You have now submitted a workshop or roundtable Section proposal for LASA2020. 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@lasaweb.org verify the submission went through before **September 5, 2019, 17:00 EDT.**

INTERSECTIONAL PANELS

Below you will find the instructions for submitting an intersectional panel proposal for LASA2020. **ONLY PANELS ARE ADMITTED; WORKSHOPS OR ROUNDTABLES ARE NOT ALLOWED.** These proposals must be submitted by Section's chair or co-chair only.

Each LASA Section can only participate in one intersectional panel per Congress.

These panels must have:
- A theme related to the name of the Congress
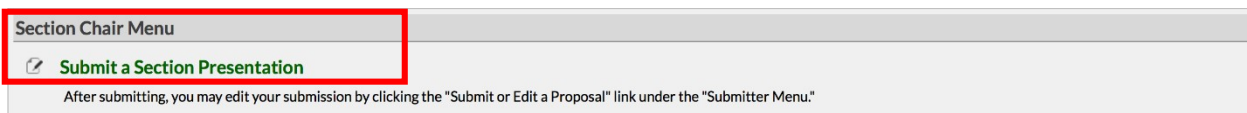- At least two sections involved
- Minimum three and maximum five papers

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

Step 2: Under *"Section Chair Menu"* select *"Submit a Section Presentation"*.

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: Under *"Session Type"* select *"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 intersectional panel title and abstract information. Select all the Sections that will participate in the intersectional panel. When finished, select *"Accept and Continue"* to continue. 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.

*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.

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.

Step 6: 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 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"* (Step II). When completed, click on *"Accept and Continue"* (Step III).

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 5, 2019, 17:00 EDT.**

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

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.

Step 9: When you have finished adding all the session participants, click on *"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 **September 5, 2019 at 17:00 hrs. EDT.**

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

You have now submitted an Intersectional Panel proposal for LASA2020. 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@lasaweb.org to verify the submission went through before **September 5, 2019, 17:00 EDT.**

SECTION RECEPTIONS

Below you will find the instructions for submitting a Section reception in the official venue of the Congress 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

Step 2: Select *"Submit or Edit a Proposal"*.

Submitter Menu

✎ **Submit or Edit a Proposal**
Submit or edit proposals for this conference.

✉ **Message Center**
Read messages sent from this site.

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"* from the tracks menu.

SUBMISSION MENU | MAIN MENU | LOGOUT | HELP

Track

Select a Track:
Click on the name of the topic/track to continue.

Special Events
Section Sessions

Step 5: Select *"Reception"*.

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: Write the information of the reception such as the title, number of participants, and the abstract. Then, click *"Accept and Continue"* when finished. The title of the reception must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250 words.

*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

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Step 7: You will automatically appear as the contact person for the event. If you do not want to be the event contact, select the *"Remove"* option next to your name in the column titled *"Action"*.

Step 8: Add as many additional contacts for the event as you need. For this purpose, write the last name(or part of it) in the box indicated and press *"Search by Last Name"* (Step I), search for the participant by his last name and after finding it in the list, add it by selecting *"Add Contact Person"* (Step II).

Note: If you do not find any of the participants in the list, it is because they are not current members of LASA. Please contact the participant to pay for their membership. After this, you can enter it as a reception participant.

Step 9: When you have finished adding all the contacts/organizers for the event, select *"Accept and Continue".*

Step 10: Review the information, make any necessary changes before submitting the proposal, and at the end select *"Accept and Continue".*

You have now submitted a Section reception 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.**

IT IS NOT NECESSARY TO REQUEST SECTION BUSINESS MEETINGS. THESE WILL BE AUTOMATICALLY ADDED TO THE SCHEDULE.

Thank you for your interest in LASA2020!