



Submission Instructions  
Workshop and Roundtable  
Online Submission Deadline:  
**September 5, 2019, 17:00 EDT.**

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## What is a workshop?

A workshop proposal is a group of individuals who want to hold a workspace (without papers) and submit it for consideration by the track chair as a [prearranged session](#).

Workshops provide an opportunity for the exchange of information and ideas among several individuals. They are organized to address a theme; the discussion is informal and does not include formal paper presentations.

A workshop participant is not considered a paper presenter since these sessions do not have formal paper presentations. Workshop participation counts as an active role.

Workshop proposals must have a minimum of three presenters (without paper) and there is no maximum. Workshops should have at least one session organizer (maximum two) and one chair (maximum two). The discussant is not mandatory but highly recommended. Only one discussant is allowed.

## What is a roundtable?

A roundtable includes a space for groups or research teams already formed or formed ad hoc to debate and present their progress or results on research or on topics of concern.

A roundtable participant is not considered a paper presenter since these sessions do not have formal paper presentations. Roundtable participation counts as an active role.

Roundtable proposals must have a minimum of three presenters (without paper) and there is no maximum. Roundtables should have at least one session organizer (maximum two) and one chair (maximum two). The discussant is not mandatory, but highly recommended. Only one discussant is allowed.



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Before you begin please note:

- All workshop and roundtable 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 in another moment. You must first submit the proposal and 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, 17:00 EDT**.

Below you will find the instructions for submitting a workshop or roundtable 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”*.

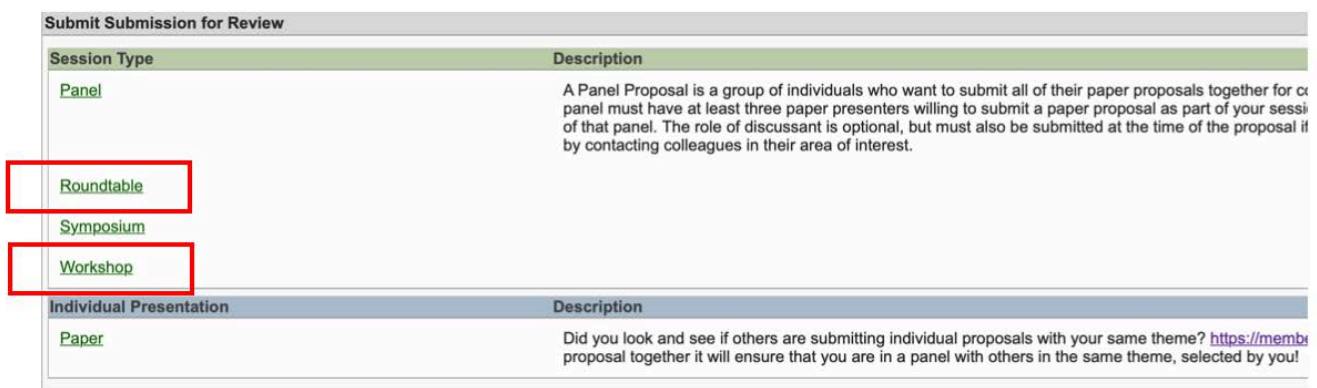


**Step 3:** Select *“Submit A Paper, Panel, or Special Event”*.



**Step 4:** Select the program track for your workshop or roundtable.

**Step 5:** Under Session Type select *“Workshop”* or *“Roundtable”*.



**Step 6:** Enter the title of the workshop or roundtable and a short abstract about it. Then, click *“Accept and Continue”* when finished. The session title must be in mixed case (not all caps) and must be under 25 words, the description must be under 250 words.



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**Step 7:** Enter the workshop or 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 participants are added.

#	Person/Individual Submission	Role/Individual Submission Type	Action	
No Participants Listed				
<b>Step 1. Add Papers.</b> 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.		
<b>Step 2. Add other participants (Chairs, Discussants).</b> 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.			<div style="border: 1px solid black; padding: 5px; display: inline-block;">Step I</div> → <div style="border: 2px solid red; padding: 5px; display: inline-block;">             Last Name: <input type="text" value="Pereyra"/>  <input type="button" value="Search by Last Name"/> </div>	
<b>Step 3. Accept and continue.</b> When your session is fully populated click “Accept and Continue.”			<input type="button" value="Accept &amp; Continue"/>	
<b>Choose From List of Potential Participants</b>				
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	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Step II</div> → <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <a href="#">Add Session Organizer</a>  <a href="#">Add Chair</a>  <a href="#">Add Discussant</a>  <a href="#">Add Presenter</a> </div>

**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 deadline of **September 5, 2019, 17:00 EDT.**

**Step 8:** When finished adding all the workshop or 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 or roundtable 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](mailto:lasa@lasaweb.org) to verify the submission before **September 5, 2019, 17:00 EDT.**

**Thank you for your interest in LASA2020!**