LASA2024 Submission Instructions for Receptions

Online Submission Deadline: September 15, 2023

What is a Reception?

Receptions are social events organized during the annual LASA Congress that allow interaction between members in a relaxed atmosphere. Proposals of receptions sent through the online submissions system are scheduled in the evenings after all the sessions.

Before you begin, please note:

• To submit a reception, the LASA membership or *All Access* subscription of all the requesters must expire after **September 15**, **2023**. For other key dates, please visit: https://lasaweb.org/en/lasa2024/important-dates/

• If someone is not appearing in the proposal system, it is because his/her membership or *All Access* expires on or before **September 15**, **2023**. Please ask him/her to join or renew his/her LASA membership or *All Access* using the following link: https://members.lasaweb.org/jru/

• 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 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 the proposal until the deadline of **September 15**, **2023**, **17:00 hrs**, **ET**.

Steps for Submitting a Reception Proposal

Step 1: Click on the link https://lasaweb.org/en/lasa2024/proposals/. Select **Submit a proposal** 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 **Special Events** from the program track list.

Step 5: Select **Reception** in the track subsection.

Step 6: Enter the information for the special event such as the name, number of attendants, description of the event, etc. The reception 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: You should automatically be the selected *Contact Person* for the event. If you want to remove yourself as the contact, click on *Remove* next to your name and under the column *Action*.

Step 8: Enter any additional contact person or organizers for the event by writing their last name (or part of it) on the box and click on *Search by Last Name* and selecting their role *Add Contact Person*. Continue until all the contact persons are added to reception.

• If someone is not appearing in the proposal system, it is because his/her membership or *All Access* expires on or before **September 15, 2023**. Please ask him/her to join or renew his/her LASA membership or *All Access* using the following link: https://members.lasaweb.org/jru/. You will then need to edit your proposal to include them before the deadline **September 15**, **2023**, **17:00 hrs**, **ET**.

Step 9: When finished adding all the contacts/organizers for the event, 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 reception proposal for LASA2024. You will receive a confirmation message on your screen and a confirmation email. If you do not receive an email, please contact us by sending and email lasa@lasaweb.org to verify the submission before **September 15**, **2023**, **17:00 hrs**, **ET**.

Thank you for your interest in LASA2024!