

LASA2025 Submission Instructions for Receptions

Online Submission Deadline: September 9, 2024, 17:00 hrs, ET.

What is a Reception?

Receptions are social events organized during the annual LASA Congress that allows members to interact in a relaxed atmosphere. Reception proposals sent through the online submissions system are scheduled in the evening following all sessions. Reception proposals will be accepted subject to space availability at the official Congress venue.

Before you begin, please note:

- All reception requesters must be current LASA members. Membership or *All Access* Subscription must be renewed by the deadline of **September 9, 2024, 17:00 hrs, ET**. For other key dates, please visit: <https://lasaweb.org/en/lasa2025/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 them to join or renew their LASA membership or *All Access* subscription: <https://members.lasaweb.org/jru/>.
- You will not be able to save a proposal in the system to continue working on it later. You must first submit the proposal before you can edit it. Once successfully submitted, you will see a confirmation message on your screen and receive an email. You will be able to edit the proposal until the deadline of **September 9, 2024, 17:00 hrs, ET**.

Steps for Submitting a Reception Proposal

Step 1: Click on the link <https://lasaweb.org/en/lasa2025/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.

Note: If the participant is not found, this is because they are not a current LASA member. Please ask them to pay their membership or *All Access* dues. You will then need to edit your proposal to include them before the deadline **September 9, 2024, 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 LASA2025. 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 that the submission was received before **September 9, 2024, 17:00 hrs, ET**.

Thank you for your interest in LASA2025!

LATIN AMERICAN STUDIES ASSOCIATION

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