

# LASA2025 Submission Instructions for Workshop and Roundtable

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

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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.

## Before you begin, please note:

- To be included in the workshop or roundtable proposal, the LASA membership or *All Access* subscription of all participants must expire after **September 9, 2024, 17:00 hrs, ET**. For other key dates, please visit: <https://lasaweb.org/en/lasa2025/important-dates/>
- If someone is not appearing in the proposal system, it is because their membership or *All Access* subscription expires on or before **September 9, 2024**. Please ask them to join or renew their LASA membership or *All Access* subscription using the following link: <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 Workshop or Roundtable

**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 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 abstract must be under 250 words.

**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 entering their last names (or part of it) in the box and click on **Search by Last Name** and selecting their role **Add Session Organizer, Add Chair, Add Discussant** or **Add Presenter**. Continue until all participants are added.

**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 LASA2025. 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 was received before **September 9, 2024, 17:00 hrs, ET**.

Thank you for your interest in LASA2025!

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