LASA2026 Submission Instructions for Panel Proposals

Online Submission Deadline: September 9, 2025, 17:00 hrs, ET.

What is a Panel Proposal?

A panel proposal is a group of individuals who want to submit all of their paper proposals together for consideration by the track chair as a prearranged session. Panel proposals must have a minimum of three and a maximum of five papers presenters.

Panels should have at least one session organizer (maximum two) and one chair (maximum two). The role of discussant is not mandatory but is highly recommended. If desired, the discussant must be submitted at the time of the proposal. Only one discussant is allowed. Individuals interested in organizing a panel can do so by contacting colleagues in their area of interest.

Before you begin, please note:

• To be included in the proposal, the LASA membership or *All Access* subscription (membership + congress registration with discount) of all participants in the panel must expire after **September 9, 2025**. For other key dates, please visit: https://lasaweb.org/en/lasa2026/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, 2025**. Please ask them to join or renew their 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 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**, **2025**, **17:00 hrs**, **ET**.

• If you would like to submit two panels whose themes have continuity, meaning the second panel is a continuation of the first one, please submit them as two separate panel proposals on the same track. The titles should be the same for both panels indicating the order (Part 1 and Part 2). Labeling the panels as mentioned above is important for both panels to be evaluated jointly, and not as separate sessions. Hence, if they are accepted into the Congress program, both panels will be scheduled in chronological order: Part 1, and then Part 2. Please keep in mind that we cannot guarantee that the panels will be held one immediately after the other or in the same room. However, we will ensure that Part 1 is held before Part 2.

Steps for Submitting a Panel Proposal

Step 1: Click on the link https://lasaweb.org/en/lasa2026/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 Panel.

Step 5: Under **Session Type** select **Panel**.

Step 6: Enter the panel title and abstract information, then click **Accept and Continue** when finished. The panel title must be in mixed case (not all caps) and must be under 25 words. The abstract must be under 250 words.

Step 7: Click **Add a Paper** to start adding the paper information. Remember you must include at least three papers per panel and a maximum of five.

Step 8: 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 9: Include the co-authors for each paper by typing their last name (or part of it) in the box and click on **Search for Author**. Find the co-author under their last name and select **Add Autho**r next to their name. When completed, click on **Accept and Continue**.

Note: If you do not find your co-author(s) in the list, it is because their membership or *All Access* subscription expires before september 9, 2025. Please ask them to join or renew their LASA membership using the following link: https://members.lasaweb.org/jru/. After they have renewed, you will need to edit your proposal to include them before the deadline on **September 9**, **2025**, **17:00 hrs**, **ET**.

Repeat steps 7 to 9, according to the number of papers.

Step 10: Add the discussant (not mandatory, but highly recommended), the chair(s) and organizer(s) by entering their last names (or part of it) in the box and click on **Search by Last Name** and select their role: **Add Session Organizer**, **Add Chair** or **Add Discussant**. Continue until you have all the participants with their roles properly assigned.

Step 11: When you have finished adding all the panel participants, click on **Accept and Continue**.

Step 12: Review the information, edit as necessary, and then click on *Accept and Continue*.

You have now submitted a panel proposal for LASA2026. 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 that your submission was received before **September 9**, **2025**, **17:00 hrs**, **ET**.

Thank you for you interest in LASA2026!

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