

# LASA2021 Submission Instructions for Panel Proposals

Online Submission Deadline: September 7, 2020, 17:00 hrs, EDT.

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## 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:

- All panel participants must be current LASA members. Membership must be renewed by the deadline of **September 7, 2020, 17:00 hrs, EDT**. For other key dates, please visit: <https://lasaweb.org/en/lasa2021/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 at another time. You must first submit the proposal 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 7, 2020 at 17:00 hrs, EDT**.

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.

# Instructions for Submitting a Panel Proposal for LASA2021

**Step 1:** Click on the link <https://lasaweb.org/en/lasa2021/proposals/>. Select “Submit a proposal” and enter your LASA member ID and password.

## Proposals

### Proposal Submission

- [Call for Papers \[PDF\]](#)
- [Submission Rules](#)
- [Submission Instructions](#)
- [Paper Match](#)
- [Submit a Proposal](#)

**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".

Submit Submission for Review	
Session Type	Description
<a href="#">Panel</a>	A panel proposal is a group of individuals who want to submit all of their paper proposals to a chair as a pre-arranged session. Panel proposals must have a minimum of three and a maximum of five papers. During the panels, the papers presentations should be summarized to provide the opportunity for the public.
<a href="#">Roundtable</a>	A roundtable includes a space for groups or research teams already formed or formed in progress or results on research or on topics of concern. Roundtable proposals must have a minimum of three and a maximum of five participants. A roundtable participant is not considered a paper presenter. Roundtable participation does count as an active session.
<a href="#">Workshop</a>	A workshop proposal is a group of individuals who want to hold a workspace (without a chair) as a pre-arranged session. Workshop proposals must have a minimum of three and a maximum of five participants. Workshops provide an opportunity for the exchange of information and ideas. If a workshop is organized to address a theme, the discussion is informal and does not include formal presentations. A workshop participant is not considered a paper presenter since these sessions do not have formal presentations.

**Step 6:** Enter the panel title and abstract and then click **“Accept and Continue”** when finished. The panel 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:** 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.

**Session Participants:**

Selected "Roles" are preceded by a red asterisk \*

#	Person/Individual Submission	Role/Individual Submission Type	Action
No Participants Listed			

**Step 1. Add Papers.** To add a paper title and author(s) to the session listing above click the "Add a Paper" button.

**Step 2. Add other participants (Chairs, Discussants).** 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.

**Step 3. Accept and continue.** When your session is fully populated click "Accept and Continue."

**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, write their last names (or part of it) on the box and click on **“Search for Author”** (Step I), look for the co-author under his/her last name and select **“Add Author”** close to the name (Step II). When completed, click on **“Accept and Continue”** (Step III).

**Note:** If the participant is not found, they are not a 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 **September 7, 2020 at 17:00 hrs, EDT**, deadline.

**Add/Search for Author by Last Name**

To add a co-author, you must search the conference database by entering his/her last name in the search box. Matches will appear in the table below. You may then add him/her from that table.

Last Name:   **Step I**

**Continue** Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.  **Step III**

**Choose From List of Authors**

The results from your search will appear below. To add someone, select "Add Author" in the "Action" field to the far right of the Author's name. Continue this process until you have searched and added all of your co-Authors. If the Author you wish to add to your paper does not appear in your search results, they need to become LASA members for 2018. They will then need to follow the steps described in the submission guidelines on the LASA webpage. Please review.

#	Person	Email Address	Affiliation	Action
1			Instituto Gino Germani	<input type="button" value="Add Author"/>
2			IADC	<input type="button" value="Add Author"/>
3	Pereyra-Rojas, Milagros	milagros@pitt.edu	Latin American Studies Association	<input type="button" value="Add Author"/> <b>Step II</b>

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 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”** or **“Add Discussant”** (Step II). Continue until you have all the participants with their roles properly assigned.

**Step 2. Add other participants (Chairs, Discussants and Non Paper Presenters)**  
Use the search box to the right to search for a participant by last name.

**Step 3. Accept and continue.**  
When your session is fully populated click "Accept and Continue."

**Choose From List of Potential Participants**  
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	Emolvment	Action
3	Pereyra-Rojas, Milagros - Latin American Studies Association	milagros@pitt.edu	Latin American Studies As	<a href="#">Add Session Organizer</a> <a href="#">Add Chair</a> <a href="#">Add Discussant</a>

**Nota:** If the participant is not found, they are not a 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 7, 2020 at 17:00 hrs, EDT.**

**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 LASA2021.** 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 7, 2020, 17:00 hrs, EDT.**

Thank you for you interest in LASA2021!

## LATIN AMERICAN STUDIES ASSOCIATION

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# LASA2021