LASA2021 Submission Instructions for Workshop and Roundtable

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

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:

- All workshop and roundtable 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 in another moment. 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 it until the deadline of **September 7, 2020, 17:00 hrs, EDT**.

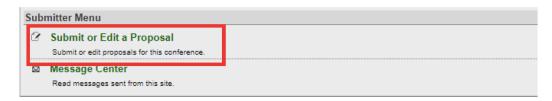# Instructions for Submitting a Workshop or Roundtable for LASA2021

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

Proposal Submission

Proposal Submission

- Call for papers
- Submission rules
- Submission instructions
- Paper Match
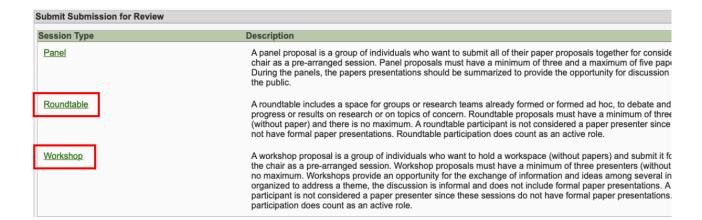- Submit a proposal

Step 2: Select *"Submit or Edit a Proposal"*.

Submitter Menu

✎ **Submit or Edit a Proposal**
Submit or edit proposals for this conference.

✉ **Message Center**
Read messages sent from this site.

Step 3: Select *"Submit A Paper, Panel, or Special Event"*.

Submit or Edit a Proposal
To begin the process of submitting, select one of the links below.

Submit a New Proposal

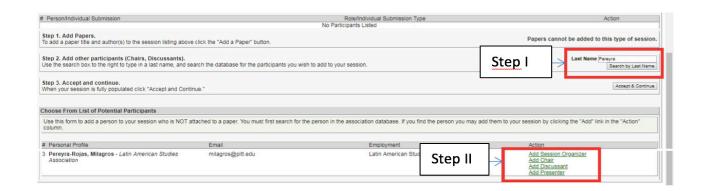- Submit A Paper, Panel, or Special Event
  Submit a Travel Grant Application

Step 4: Select the program track for your workshop or roundtable.

Step 5: Under *"Session Type"* select *"Workshop"* or *"Roundtable"*

Submit Submission for Review

Session Type	Description
Panel	A panel proposal is a group of individuals who want to submit all of their paper proposals together for conside chair as a pre-arranged session. Panel proposals must have a minimum of three and a maximum of five pap During the panels, the papers presentations should be summarized to provide the opportunity for discussion the public.
Roundtable	A roundtable includes a space for groups or research teams already formed or formed ad hoc, to debate and progress or results on research or on topics of concern. Roundtable proposals must have a minimum of three (without paper) and there is no maximum. A roundtable participant is not considered a paper presenter since not have formal paper presentations. Roundtable participation does count as an active role.
Workshop	A workshop proposal is a group of individuals who want to hold a workspace (without papers) and submit it fc the chair as a pre-arranged session. Workshop proposals must have a minimum of three presenters (without no maximum. Workshops provide an opportunity for the exchange of information and ideas among several in organized to address a theme, the discussion is informal and does not include formal paper presentations. A participant is not considered a paper presenter since these sessions do not have formal paper presentations. participation does count as an active role.

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 description 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 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"**, *"Add Discussant"* or *"Add Presenter"* (Step II). 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 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 to verify the submission before **September 7, 2020, 17:00 hrs, EDT**.

Thank you for your interest in LASA2021!

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