

## How to Submit an ASEEEES Convention Panel or Roundtable Proposal Online

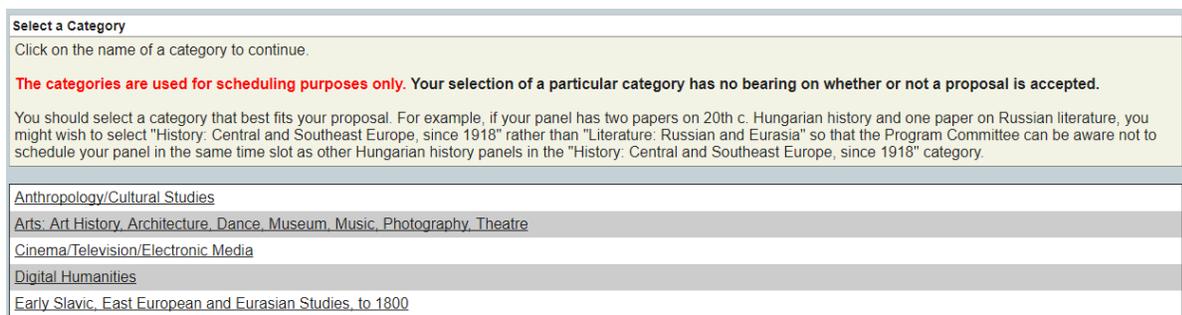
1. First read the [Request for Proposals](#) carefully. We strongly recommend that you gather all necessary information into Word doc form first. Click here for [Frequently Asked Questions](#) about proposal submissions.
2. When ready to submit, log into the ASEEEES [Members Site](#)
3. Click on “**Convention**” -> “**Submit Proposal**” in the left navigation bar.
4. On the Convention page, click “**Submit Online Proposal Here**” link. That will take you to the new Convention submission site.

1. When you are on the **Main Menu**, Click on “**Submit or Edit a Proposal.**”
2. Then, Click on “**Submit a New Proposal.**”



The screenshot shows the ASEEEES website's submission menu. At the top is the ASEEEES logo and name, with the tagline "Association for Slavic, East European, & Eurasian Studies". Below the logo is a navigation bar with links for "SUBMISSION MENU", "MAIN MENU", "LOGOUT", and "HELP". The "SUBMISSION MENU" is expanded, showing three sections: "Submit or Edit a Proposal", "Submit a New Proposal", and "Edit or Track Submitted Proposals". The "Submit or Edit a Proposal" section contains instructions and links to "read the Call for Proposals" and "contact ASEEEES". The "Submit a New Proposal" section has two options: "Submit A New Proposal" (highlighted in green) and "Submit an Affiliate Organization Meeting Room Request". The "Edit or Track Submitted Proposals" section contains instructions on how to edit or delete a proposal.

3. Click on a category that applies to your proposal.



The screenshot shows the ASEEEES website's category selection page. At the top is the heading "Select a Category" and instructions to "Click on the name of a category to continue." Below this is a red warning: "The categories are used for scheduling purposes only. Your selection of a particular category has no bearing on whether or not a proposal is accepted." A paragraph explains that users should select a category that best fits their proposal, using the example of "History: Central and Southeast Europe, since 1918" over "Literature: Russian and Eurasia". Below the text is a list of categories: "Anthropology/Cultural Studies", "Arts: Art History, Architecture, Dance, Museum, Music, Photography, Theatre", "Cinema/Television/Electronic Media", "Digital Humanities", and "Early Slavic, East European and Eurasian Studies, to 1800".

4. Select from the choices “Panel”, “Roundtable”, “Individual Paper”, or “Lightning Round Presentation”

Select Proposal Type	
Please click on one of the links below to select the type of proposal you wish to submit.	
A conference participant may appear on the program no more than twice, and may present only one paper during the convention. There can be no exceptions to this rule. Please Note: if you submit an Individual Paper proposal, it constitutes your one presentation.	
Submit Submission for Review	
Session Type	Description
Panel	<p>Panels entail presentation of prepared papers (distributed in advance to a Discussant) on a related topic or theme, followed by structured discussion of those papers. A panel must have a Chair, three paper presentations (no more than 3), and at least one Discussant (maximum two Discussants). No Exceptions. While one role per participant is strongly preferred, the chair may serve also as a discussant or a paper presenter, if necessary. However, a paper presenter cannot be a discussant on the same panel.</p> <p>IMPORTANT: Before you start the submission process, please read the <a href="#">general rules for convention participation</a> and make sure that your proposal is in line with the rules. Be sure that your panelists have created their profile and updated their information on the <a href="#">ASEEES Member Site</a>. They must enter their brief cv information in the "CV Information" text box under "My Information."</p> <p>A complete panel proposal must include the following:</p> <ul style="list-style-type: none"> <li>• panel title; one paragraph description of panel's theme/topic; panel keywords for scheduling purposes, estimated attendance;</li> <li>• 3 paper presenter's names; 3 paper titles; 2-3 sentence description of each paper;</li> <li>• names of organizer, a panel chair, discussant(s).</li> </ul>
Roundtable	<p>Roundtables entail structured discussion of a topic/theme, without the presentation of papers. Proposals for roundtables should be submitted only when the topic clearly justifies this format. A roundtable must have a Chair and three to five speakers. No Exceptions. While one role per participant is strongly preferred, the chair may serve also as a roundtable speaker, if necessary, but in such a situation, there must be at least 4 roundtable speakers.</p> <p><b>Book Discussion Roundtable: NEW</b> since 2017, a book discussion roundtable entails a slightly less formal discussion of a recently published book of importance to the field. Use the Roundtable submission form. In the session title, please add "Book Discussion" followed by the title of the book and author.</p> <p>IMPORTANT: Before you start the submission process, please read the <a href="#">general rules for convention participation</a> and make sure that your proposal is in line with the rules. Be sure that your roundtable participants have created their profile and updated their information on the <a href="#">ASEEES Member Site</a>. They must enter their brief cv information in the "CV Information" text box under "My Information."</p> <p>A complete roundtable proposal must include the following:</p> <ul style="list-style-type: none"> <li>• roundtable title; one paragraph description of the roundtable's theme/topic, which justifies the use of the roundtable format; estimated attendance; roundtable keywords for scheduling purposes;</li> <li>• names of organizer, roundtable chair, 3-5 speakers.</li> </ul>

5. Enter all necessary information for Panel or Roundtable – Panel/Roundtable Title\*; Brief Description\*; Estimated Attendance\*; Affiliate Organization, if any; Keywords for Scheduling\*; Scheduling Request;

**Red \*** are required fields.

<p><b>*Title</b> Type title as it should appear in the Program (limit to twenty words). Your title should NOT be all capitals or all lower-case.</p> <input type="text"/>
<p><b>*Brief Description</b> Please provide a brief description or abstract. You may copy and paste from your word processing program.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p><b>*Estimated Attendance</b> Please provide the estimated attendance.</p> <input type="text"/>
<p><b>Affiliate Organization</b> Each affiliate may sponsor only ONE panel or roundtable, which will be subject to regular screening by the Program Committee. If this panel is sponsored by a ASEEEES affiliate, indicate the name of the sponsoring affiliate organization.</p> <input type="text"/>
<p><b>*Keywords for Scheduling</b> Please enter up to 5 keywords for the session that can be used by the program committee to avoid scheduling similar sessions in the same time slot.</p> <p>Examples and types of useful keywords: Tolstoy, Pushkin, poetry, science fiction, Hungary, Romania, Central Asia, Balkans, Roma, Warsaw, St. Petersburg, Stalin, Putin, WWI, WWII, 18th century, post-socialist, nationalism, migration, digital humanities</p> <input type="text"/>
<p><b>Scheduling Requests</b> Please list any special requests regarding potential scheduling conflicts such as religious observances, multiple presentations, and other obligations during the meeting. We will attempt, but do not guarantee, to fill all of these requests. We will make every effort to honor scheduling requests for conference participants with accessibility needs.</p> <input type="text"/>

**6. HOW TO GO BACK TO A PREVIOUS PAGE :** After you have hit “Accept and Continue”, you are taken to the next page in the system. To go back to a previous page in the proposal, click on the correct section of the arrow line that lists the pages that you had already completed (see the circled area in the screenshot below). You **CANNOT** use the **"Back" button in the browser** to go back to the previous page of the proposal.

The screenshot shows a navigation bar with 'SUBMISSION MENU', 'MAIN MENU', 'LOGOUT', and 'HELP'. Below it, a breadcrumb trail includes 'Unit', 'Session Submission Type', 'Session Submission', and 'Presenter', with 'Session Submission' circled in red. The main content area is titled 'Select Session Participants or Meeting Organizer(s) Test title' and contains instructions for panel and roundtable requirements. Below the instructions is a table with columns for '# Person/Paper', 'Role/Individual Submission Type', and 'Action'. One entry for Jacob Boehmer is shown with roles 'Organizer', 'Chair', and 'Discussant'. At the bottom, there are three steps: 'Step 1. Add Papers.', 'Step 2. Add Chairs and Discussants.', and 'Step 3. Accept and continue.', each with a corresponding button.

**7. For Panels, add 3 papers, a chair, and 1 or 2 discussant(s).**

Step 1: To add each paper, click on “Add a Paper” button.

This screenshot is identical to the one above, showing the same navigation and session details. It highlights the 'Add a Paper' button in Step 1, which is used to add new papers to the session.

Step 2: Add a paper title and short 2-3 sentence description. Click **“Accept and Continue.”**

**Add a Paper/Presentation to the Session**

Required fields are marked with an asterisk (\*).

**\*Title**  
Type title as it should appear in the Program (limit to 25 words). DO NOT TYPE IN ALL CAPITAL LETTERS. Use Initial Caps Only.

**\*Abstract**  
Provide a 2-3 sentence description, in language that would be clear to someone who is not a specialist on the topic. You may copy and paste from your word processing program.

Step 3: Select the paper author(s). Search by last name of Author. Then choose the right person from a list of members with that last name. Then click **“Accept and Continue.”**

Unit > Session Submission Type > Session Submission > Presenter > Individual Submission Type > Paper > **Select Author**

**Select Author(s) For: Test paper**

Selected Authors for this proposal are listed in the table below.

- NOTE: You must add at least one Author before removing yourself from the Author table.
- To add an Author, use the search box below the words "Search for Additional Authors by Last Name."
- The role for each Author listed is indicated in bold text in the "Role" column. Please indicate which authors are presenting, and which authors are not presenting by clicking on the corresponding role. The selected role will appear in bold black text.
- Change the Author order by clicking "Up" or "Down" in the "Display Order" field. **The authors should be listed in the order they will appear in the final program.**
- To remove an author, click "Remove" in the "Action" column.
- Once you have completed the process of adding authors click "Accept and Continue."

# Person	Email Address	Organization Name	Role	Action
No Author selected.				

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

To see if a co-Author is already in the conference database, enter his/her **last name** below. Matches will appear in the table below. You may then add him/her from that table. If he/she does not appear, verify with the person that he/she created a profile on the ASEES member site or contact the association's main office for assistance.

Last Name:

**Continue**

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

**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.

Person	Email Address	Organization Name	Action
Boehmer, Jacob	jboehmer17@gmail.com	Association for Slavic, East European, and Eurasian Studies	<a href="#">Add Author</a>

**\*NOTE:** Panel participants MUST have registered on the ASEES member site and created a profile to show up in this search. This does not mean they must have current ASEES membership.

Step 5: Repeat for two more papers (for a minimum of 3 panel papers). Then **add a chair and discussant(s)** again by searching by last name. You are automatically listed as the Organizer, but if you are part of the panel as a chair or discussant, be sure to add yourself again and mark as chair or discussant. Then **Accept and Continue**.

# Person/Paper	Role/Individual Submission Type	Action
1* Jacob Boehmer jboehmer17@gmail.com Association for Slavic, East European, and Eurasian Studies	<a href="#">*Organizer</a> <a href="#">Chair</a> <a href="#">Discussant</a>	<a href="#">Up 1 Down</a> <a href="#">Remove</a>
2 Test paper Session Paper Jacob Boehmer, Association for Slavic, East European, and Eurasian Studies	<a href="#">*Panel Paper</a>	<a href="#">Up 2 Down</a> <a href="#">Delete Permanently</a> <a href="#">Move To Trash</a>

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

**Step 2. Add Chairs and 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.  [Search by Last Name](#)

**Step 3. Accept and continue.**  
When your session is fully populated click "Accept and Continue." [Accept & 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. If the person is not in the association database, verify with the person that he/she created a profile on the ASEES member site or contact the association's main office for assistance.

Personal Profile	Email	Employment	Action
<b>Boehmer, Jacob</b> - Association for Slavic, East European, and Eurasian Studies	jboehmer17@gmail.com	Association for Slavic, East European, and Eurasian Studies	<a href="#">Add Organizer</a> <a href="#">Add Chair</a> <a href="#">Add Discussant</a>

## 8. For Roundtables, add Chair and Participants.

Step 1. Add Chair and roundtable members by searching by their last names. Enter their last name in the text box next to **"Search by Last Name"** button and then click on the button; then choose the right person from a list of participants with that last name. Mark the person as Chair or Member.

Step 2. Repeat for each session participant. You are automatically listed as the Organizer, but if you are part of the panel/roundtable, be sure to add yourself again as chair or panel member.

**Select Session Participants or Meeting Organizer(s) Test title**

Selected "Roles" appear in blue text, and are preceded by an asterisk \*

A panel must have a Chair, three paper presentations (no more than 3), and at least one Discussant (maximum two Discussants). No Exceptions. **NEW:** While one role per participant is strongly preferred, the chair may serve also as a discussant or a paper presenter, if necessary. However, a paper presenter cannot be a discussant on the same panel.

A roundtable must have a Chair and three to five speakers. No Exceptions. **NEW:** While one role per participant is strongly preferred, the chair may serve also as a roundtable speaker, if necessary, but in such a situation, there must be at least 4 roundtable speakers.

Being an organizer does NOT count as a "participant". If you are an organizer and a session participant, you must enter your name twice in the two roles.

If you have a participant whose name has a diacritic mark, you can search for them by entering only part of their name, which should pull up a list of all names that include your partial search. If you still experience difficulty in locating an individual, please contact us at aseees@pitt.edu

# Person/Paper	Role/Individual Submission Type	Action
1* Jacob Boehmer jboehmer17@gmail.com Association for Slavic, East European, and Eurasian Studies	<a href="#">*Organizer</a> <a href="#">Chair</a> <a href="#">Roundtable Member</a>	<a href="#">Remove</a>

**Step 1. Add Chairs and Roundtable Members.**  
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.  [Search by Last Name](#)

**Step 2. Accept and continue.**  
When your session is fully populated click "Accept and Continue." [Accept & Continue](#)

10. Review the submission. Make any changes to the sections by clicking on the “Edit” buttons to the right. Once done, click “**Save this Submission**” button on the bottom. You have successfully submitted the proposal. You should receive a confirmation e-mail. The e-mail is also archived in the Message Center on the Main Menu page.

<b>Title</b> Test title	<a href="#">Edit Title</a>
<b>Brief Description</b> Test desc	<a href="#">Edit Brief Description</a>
<b>Estimated Attendance</b> 150	<a href="#">Edit Estimated Attendance</a>
<b>Affiliate Organization</b> None Selected	<a href="#">Edit Affiliate Organization</a>
<b>Keywords for Scheduling</b> testing test test123	<a href="#">Edit Keywords for Scheduling</a>
<b>Participants</b>	<a href="#">Edit Participants</a>
Jacob Boehmer, jboehmer17@gmail.com; Association for Slavic, East European, and Eurasian Studies ( <b>Organizer</b> ) Lynda Y Park, lyPark@pitt.edu; Association for Slavic, East European, and Eurasian Studies ( <b>Chair</b> ) Jacob Boehmer, jboehmer17@gmail.com; Association for Slavic, East European, and Eurasian Studies ( <b>Roundtable Member</b> ) Margaret Manges, aseeescn@pitt.edu; Association for Slavic, East European, and Eurasian Studies ( <b>Roundtable Member</b> ) Mary Arnstein, newsnet@pitt.edu; Association for Slavic, East European, and Eurasian Studies ( <b>Roundtable Member</b> )	
<input type="button" value="Save this Submission"/>	