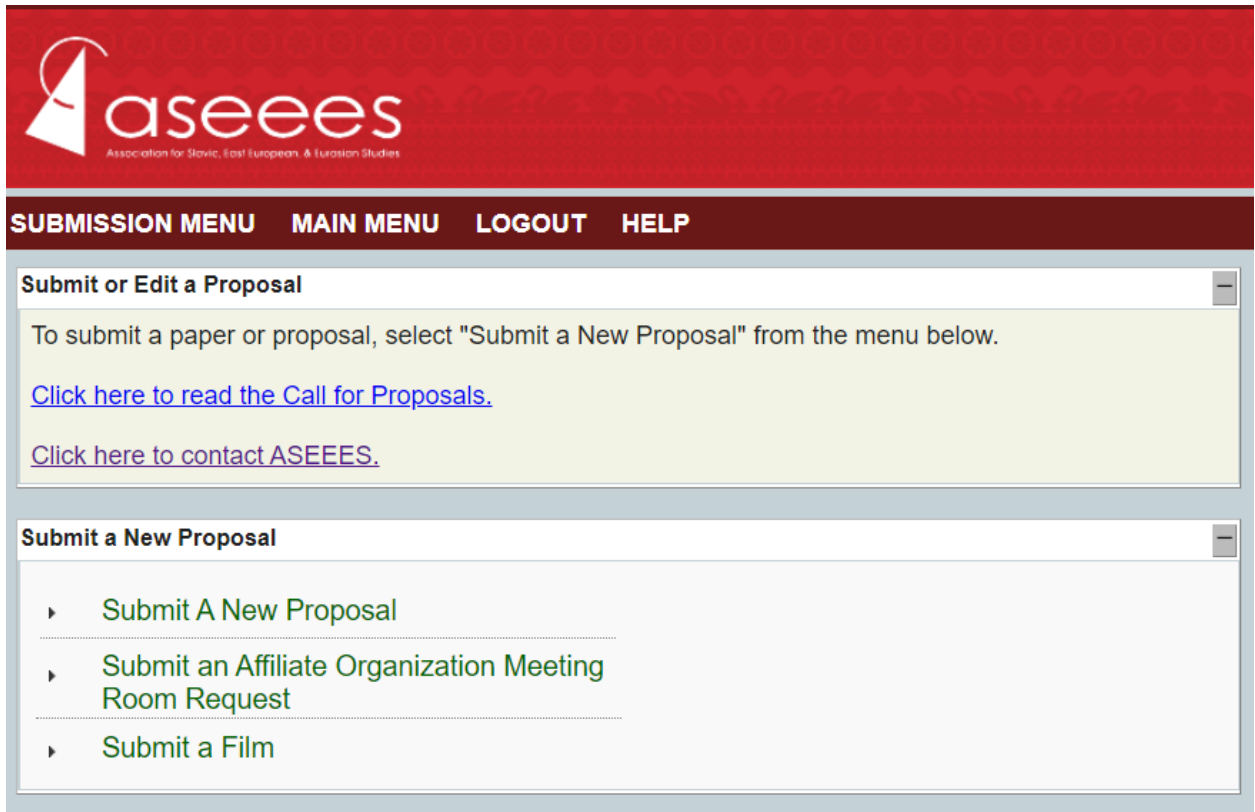


How to Submit an ASEEEES Convention Panel, Roundtable, or Lightning Round Proposal Online

Read the [Call for Proposals](#) carefully. We strongly recommend that you gather submission information in a Word document before entering it into the online system. You may copy and paste from Word. Click [here](#) for general rules for convention participants.

1. When ready to submit, log into the [2023 ASEEEES Convention Online Submission Site](#), using the same username and password as the new ASEEEES Member Site.
2. Click on “Submit or Edit a Proposal.”
3. Click “Submit a New Proposal.”



The screenshot shows the ASEEEES website interface. At the top is a red header with the ASEEEES logo and the text "Association for Slavic, East European, & Eurasian Studies". Below the header is a dark red navigation bar with the following links: SUBMISSION MENU, MAIN MENU, LOGOUT, and HELP. The main content area is divided into two sections. The first section is titled "Submit or Edit a Proposal" and contains the following text: "To submit a paper or proposal, select 'Submit a New Proposal' from the menu below." Below this text are two blue hyperlinks: "Click here to read the Call for Proposals." and "Click here to contact ASEEEES." The second section is titled "Submit a New Proposal" and contains a list of three options, each preceded by a right-pointing triangle icon: "Submit A New Proposal", "Submit an Affiliate Organization Meeting Room Request", and "Submit a Film".

4. Select a category.
5. Click on Panel, Roundtable, or Lightning Round under “Session Type.”
6. Enter all necessary information for submission.

For Panels:

Add 3-4 papers, a chair, and 1 or 2 discussant(s). To add each paper, click “Add a Paper.”

The screenshot shows the ASEEES submission interface. At the top is the ASEEES logo and navigation menu (SUBMISSION MENU, MAIN MENU, LOGOUT, HELP). Below is a breadcrumb trail: Unit > Sub Unit > Session Submission Type > Session Submission > Presenter > Individual Submission Type > Paper. The main heading is "Add a Paper/Presentation to the Session". A note states: "Required fields are marked with an asterisk (*)." There are two main input areas:

- *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." Below this is a text input field.
- *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." Below this is a larger text area.

 At the bottom right, there is a "Suppress Validation" section with radio buttons for "Yes" and "No" (selected), and an "Accept and Continue" button.

Add a paper title and a short 2-3 sentence description. Accept and Continue.
 Select the paper author(s). Search by last name. Then choose the participant from a list of members with that last name. Accept and Continue.

This screenshot shows the "Selected Authors for this proposal" section. It includes a list of instructions:

- 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."

 Below the instructions is a table with columns: # Person, Email Address, Organization Name, Role, and Action. The table currently shows "No Author selected."

 There are two side-by-side panels:

- Add/Search for Author by Last Name:** Contains a text input field for "Last Name" (with "convention" entered) and a "Search for Author" button. Below it is a note: "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 ASEEES member site or contact the association's main office for assistance."
- Continue:** Contains the instruction: "Click the 'Accept and Continue' button to proceed after you have selected your submission's Authors." Below this is another "Suppress Validation" section with "Yes" and "No" (selected) radio buttons, and an "Accept and Continue" button.

 At the bottom, there is a "Choose From List of Authors" section with a note: "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." Below this is a table:

# Person	Email Address	Organization Name	Action
1	Convention Session Coordinator, ASEEES	aseeespg@pitt.edu	Association for Slavic, East European, and Eurasian Studies Add Author

Repeat for 3-4 more papers. Then add a chair and discussant(s). You are automatically listed as Organizer, but if you are part of the panel as a chair or discussant, add yourself again and mark as chair or discussant.

Click “Accept and Continue” to finish the submission process.

For Roundtables:

Add a chair and 3 - 5 roundtable participants.

Add a chair and roundtable members by searching participant last names. Enter a last name in the text box above the "Search by Last Name" button. Choose the participant from the list that pops up. Add the participant as a chair or roundtable member. If the chair is also a roundtable speaker, that person must be added twice – once as chair and once as a roundtable member.

#	Person/Paper	Role/Individual Submission Type	Action
	ASEEES Convention Session Coordinator aseeespg@pitt.edu Association for Slavic, East European, and Eurasian Studies	Submitter	
1 *	ASEEES Convention Session Coordinator aseeespg@pitt.edu Association for Slavic, East European, and Eurasian Studies	<input type="checkbox"/> Organizer <input type="checkbox"/> Chair <input type="checkbox"/> Roundtable Member	<input type="checkbox"/> Editor Access <input checked="" type="checkbox"/> No Access <input type="checkbox"/> Remove

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.

Last Name:

Step 2. Accept and continue.
When your session is fully populated click "Accept and Continue."

Suppress Validation: Yes: No:

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 ASEEES member site or contact the association's main office for assistance.

#	Personal Profile	Email	Employment	Role Participant Counts	Action
1	Convention Session Coordinator, ASEEES - Association for Slavic, East European, and Eurasian Studies	aseeespg@pitt.edu	Association for Slavic, East European, and Eurasian Studies	Author Accepted:0 Rejected:0 Total:1 Organizer Accepted:0 Rejected:0 Total:2	Add Organizer Add Chair Add Roundtable Member

You are automatically listed as Organizer, but if you are part of the roundtable as a chair or roundtable member, add yourself again.

Click "Accept and Continue" to finish the submission process.

For Lightning Rounds:

Add 6-8 participants and a chair. To add each lightning round presenter, click "Add a Paper." Enter the title, abstract, and select the presentation type. Click "Accept and Continue." Select the paper author(s). Search by last name. Then choose the participant from a list of members with that last name.

1	*ASEEES Convention Session Coordinator aseeespg@pitt.edu Association for Slavic, East European, and Eurasian Studies	*Organizer Chair	Editor Access *No Access Remove		
Step 1. Add an Accepted/Reviewed Paper to your session. To add an accepted proposal to this session, click "View Accepted Individual Proposals" below. A search field will appear below these numbered steps and will include instructions on how to proceed. View Accepted Papers					
Step 2. Add Papers. To add a paper title and author(s) to the session listing above click the "Add a Paper" button. <input type="text" value="Individual Lightning Round Proposal"/> <input type="button" value="Add a Paper"/> 					
Step 3. 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. Last Name <input type="text" value="convention"/> <input type="button" value="Search by Last Name"/> 					
Step 4. Accept and continue. When your session is fully populated click "Accept and Continue." Suppress Validation: Yes: <input type="radio"/> No: <input checked="" type="radio"/> <input type="button" value="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. 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	Role Participant Counts	Action
1	Convention Session Coordinator, ASEES - Association for Slavic, East European, and Eurasian Studies	aseeespg@pitt.edu	Association for Slavic, East European, and Eurasian Studies	Author Accepted:0 Rejected:0 Total:1 Organizer Accepted:0 Rejected:0 Total:2	Add Organizer Add Chair

You are automatically listed as Organizer, but if you are part of the lightning round as a chair or presenter, add yourself again.

Click "Accept and Continue" to finish the submission process.