How to Submit an ASEEES 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 document form first. Click here for Frequently Asked Questions about proposal submissions.
2. When ready to submit, log into the ASEEES 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.”

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

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.
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.

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

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.”

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

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 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.
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.