

How to Submit an ASEES 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 [ASEES Members Site](#).
2. Click on "Convention" on the Left Navigation Bar.
3. On the Convention page, click on "Submit Proposal."
4. Click "Submit Online Proposal Here."
5. When you reach the Main Menu, click "Submit or Edit a Proposal."
6. Click "Submit a New Proposal."

ASEES Convention Session Coordinator



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Submit or Edit a Proposal

To submit a paper or proposal, select "Submit a New Proposal" from the menu below.

[Click here to read the Call for Proposals](#)

[Click here to contact ASEES](#)

Submit a New Proposal

- ▶ **Submit A New Proposal**
- ▶ **Submit an Affiliate Organization Meeting Room Request**

7. Select a category.
8. Click on Panel, Roundtable, or Lightning Round under "Session Type."
9. 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."

aseees
Association for Slavic, East European, and Eurasian Studies

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Unit Sub Unit Session Submission Type Session Submission Presenter Individual Submission Type Paper

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.

Suppress Validation: Yes: No: **Accept and Continue**

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.

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 ASEEES 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.

Suppress Validation: Yes: No: **Accept and Continue**

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
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 up to 5 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.

# 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	*Organizer Chair Roundtable Member	Editor Access *No Access 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

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. Individual Lightning Round Proposal ▾ | 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

Step 4. 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	Add Organizer
				Organizer	Accepted:0 Rejected:0 Total:2	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.