How to Submit an ASEEES 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 **ASEEES 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."

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."

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.

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.

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.

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 convention
Search by Last Name

Step 4. Accept and continue.
When your session is fully populated click "Accept and Continue."

Suppress Validation: Yes: ○ No: ●
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 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

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.