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

Read the <u>Call for Proposals</u> 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.
- 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."



## 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

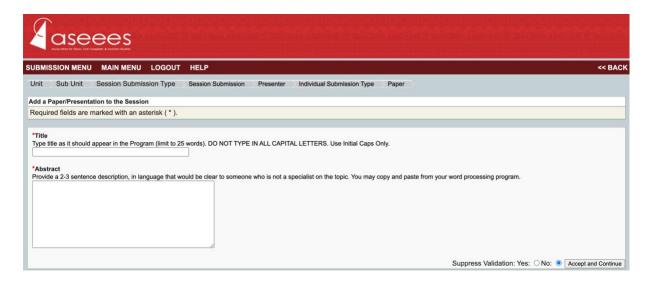
#### Submit a New Proposal

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

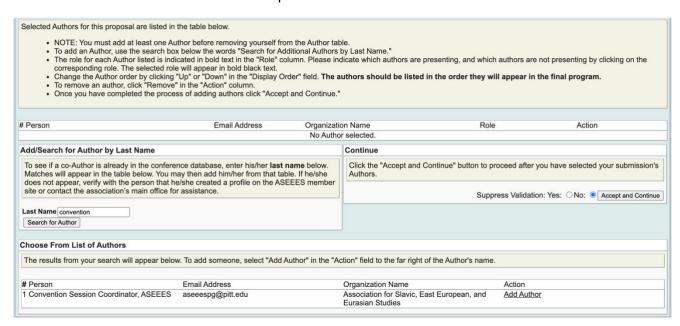
- 7. Select a category.
- 8. Click on Panel, Roundtable, or Lightning Round under "Session Type."
- 9. Enter all necessary information for submission.

#### For Panels:

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



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.



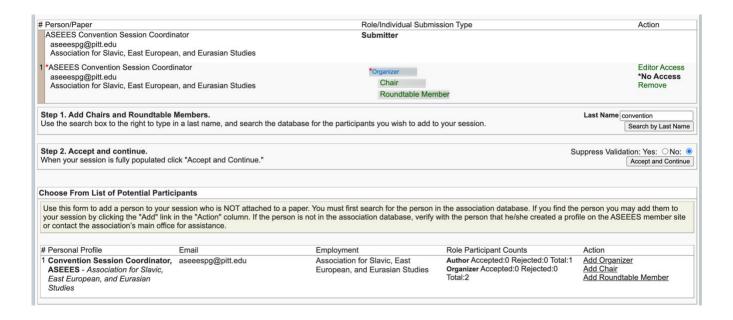
Repeat for 3-4 more papers. Then add a chair and discussant(s). You are automatically listed as Organizer, but if you are part of the panel as a chair or discussant, add yourself again and mark as chair or discussant.

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.

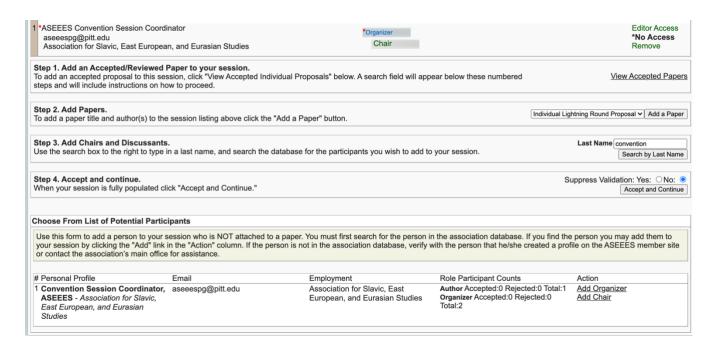


You are automatically listed as Organizer, but if you are part of the roundtable as a chair or roundtable member, add yourself again.

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.



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.