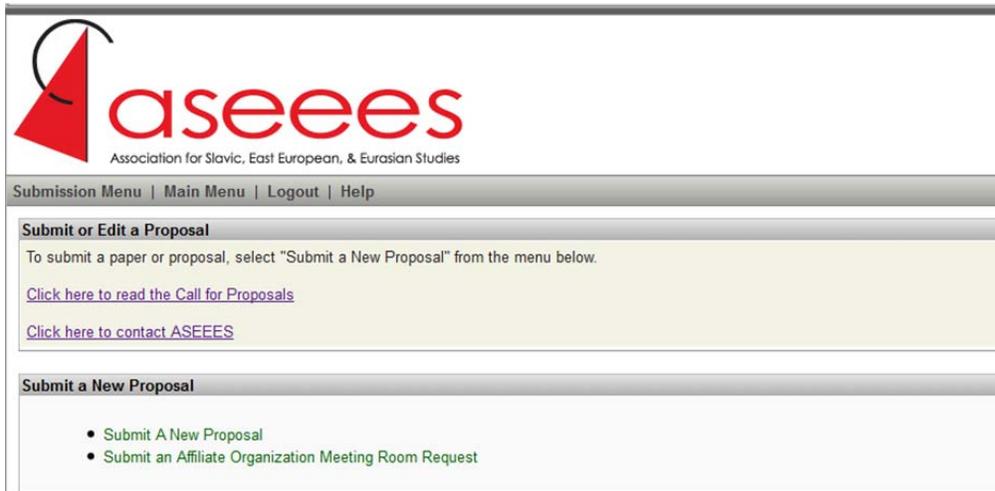


## How to Submit an ASEEEES Convention Panel or Roundtable Proposal Online

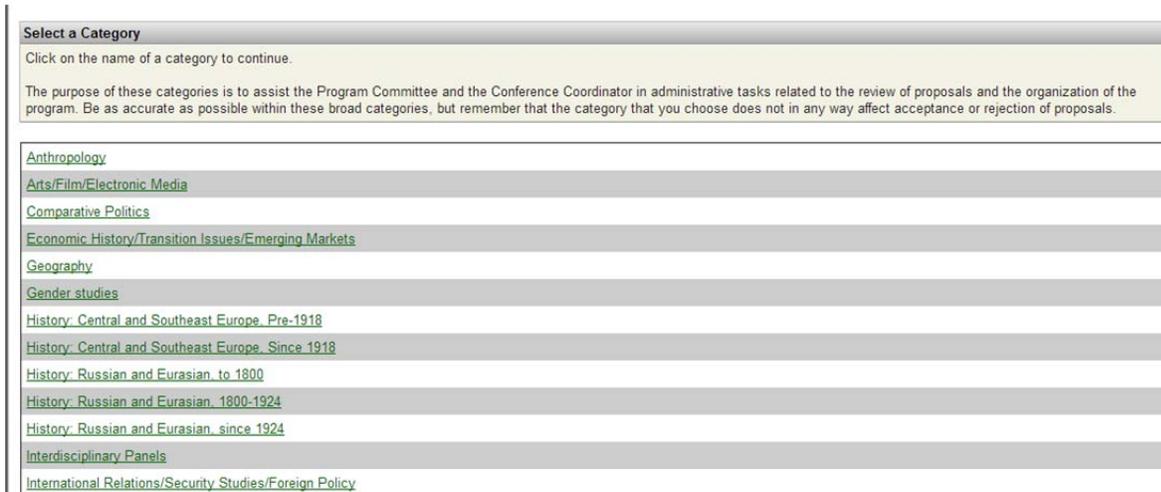
1. First read the [Call for Proposals](#) carefully. We strongly recommend that you gather all necessary information into the Word doc forms first. Click here for [Frequently Asked Questions](#) about proposal submissions.
2. Note that all session organizers in the US or abroad must be an ASEEEES member to submit. **Become a member first.**
3. Make sure that all your session participants have a profile and cv information under “My Information” in the ASEEEES [Members Site](#). You can also check by searching in the [ASEEEES Member Directory](#). If a session participant name does not show up in the submission process, you will not be able to complete your submission.
4. When ready to submit, log into the [ASEEEES Members Site](#)
5. Go to **Convention -> Submit Proposal** in the left navigation bar.
6. Click on “**Submit Proposal Online**”. That will take you to the proposal 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.**”



The screenshot shows the ASEEEES website interface. At the top is the ASEEEES logo, which consists of a red triangle with a white circle inside it, followed by the text 'aseeees' in red and 'Association for Slavic, East European, & Eurasian Studies' in smaller black text below it. Below the logo is a navigation bar with links for 'Submission Menu | Main Menu | Logout | Help'. The main content area is divided into two sections. The first section is titled 'Submit or Edit a Proposal' and contains the text 'To submit a paper or proposal, select "Submit a New Proposal" from the menu below.' followed by two links: '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 bulleted list with two items: 'Submit A New Proposal' and 'Submit an Affiliate Organization Meeting Room Request'.

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



The screenshot shows the 'Select a Category' page on the ASEEEES website. At the top is the title 'Select a Category' and the instruction 'Click on the name of a category to continue.' Below this is a paragraph explaining the purpose of the categories: 'The purpose of these categories is to assist the Program Committee and the Conference Coordinator in administrative tasks related to the review of proposals and the organization of the program. Be as accurate as possible within these broad categories, but remember that the category that you choose does not in any way affect acceptance or rejection of proposals.' Below the text is a list of categories, each with a green underline: 'Anthropology', 'Arts/Film/Electronic Media', 'Comparative Politics', 'Economic History/Transition Issues/Emerging Markets', 'Geography', 'Gender studies', 'History: Central and Southeast Europe, Pre-1918', 'History: Central and Southeast Europe, Since 1918', 'History: Russian and Eurasian, to 1800', 'History: Russian and Eurasian, 1800-1924', 'History: Russian and Eurasian, since 1924', 'Interdisciplinary Panels', and 'International Relations/Security Studies/Foreign Policy'.

4. Click on "Panel" or "Roundtable".

**Submit Submission for Review**

**Session Type**

Panel

Panels entail presentation of prepared papers (distributed in advance to a discussant) on a related topic or theme, followed by structured discussion of those papers. A panel must have a Chair, three paper presentations, and at least one Discussant (maximum two Discussants). No Exceptions.

IMPORTANT: Before you start the submission process, be sure that your panelists have created their profile and updated their information on the [ASEEES Member Site](#). They must enter their cv information in the "Biographical Information" textbox under "My Information."

A complete panel proposal must include the following:

- panel title; panel category; the title of each presenter's paper; designation of a panel chair and discussant(s); affiliate organization request, if applicable;
- One paragraph explanation of panel's theme/topic; 2-3 sentence description of each paper to be presented;
- names of organizer and all panelists.

Roundtable

Roundtables entail structured discussion of a topic/theme, without the presentation of papers. Proposals for roundtables should be submitted only when the topic clearly justifies this format. A roundtable must have a Chair and three to five other participants (no exceptions).

IMPORTANT: Before you start the submission process, be sure that your roundtable participants have created their profile and updated their information on the [ASEEES Member Site](#). They must enter their cv information in the "Biographical Information" textbox under "My Information."

A complete roundtable proposal must include the following:

- roundtable title; roundtable category; one paragraph explanation of the session's theme/topic, which justifies use of the roundtable format; affiliate organization request (if applicable)
- names of organizer and all participants.

5. Enter all necessary information for Panel or Roundtable – Panel/Roundtable Title\*; Brief Description\*; Estimated Attendance\*; Affiliate Organization, if any; Scheduling Request. You can copy and paste from Word. **Red \*** are required fields.

**Enter information about your Session or Meeting**

There are three sections to the submissions process (three sections for meeting requests)

1. Fill out basic information about your submission (this page)
2. Enter your presenters' information. The list of meeting moderators will be used for scheduling purposes only - their names will not appear in the convention program (page 2)
3. Review and save your submission (final page)

You must complete all of these steps to save your submission.

Required fields are marked with an asterisk ( \* ).

**\*Title**  
Type title as it should appear in the Program (limit to fifteen words). Your title should NOT be all capitals or all lower-case.

**\*Brief Description**  
Provide a BRIEF explanation (no more than 1 paragraph) of the proposed panel's theme or topic, 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.

**\*Estimated Attendance**  
Please provide the estimated attendance.

**Scheduling Requests**  
If you agree to participate in the ASEEES Convention, you agree to be scheduled during any of the planned sessions. We will honor specific scheduling requests only for religious reasons. Please enter such request below.

- 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.

The screenshot shows the ASEES website interface. At the top, there is a navigation menu with 'Session Submission' and 'Presenter' tabs highlighted by a red circle. Below the menu, there is a section titled 'Select Session Participants or Meeting Organizer(s)'. This section contains instructions and a table for adding participants. The table has columns for '# Person/Individual Submission', 'Role/Individual Submission Type', and 'Action'. A participant named 'Lynda Y Park' is listed with roles for 'Organizer', 'Chair', and 'Discussant'. Below the table, there are three steps: 'Step 1. Add Papers.', 'Step 2. Add Chairs and Discussants.', and 'Step 3. Accept and continue.' Each step has a corresponding button: 'Add a Paper', 'Search by Last Name', and 'Accept & Continue'.

- 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.

This screenshot shows the 'Add a Paper/Presentation to the Session' form. It is divided into three steps. Step 1, 'Add Papers', includes an 'Add a Paper' button. Step 2, 'Add Chairs and Discussants', includes a search box and a 'Search by Last Name' button. Step 3, 'Accept and continue', includes an 'Accept & Continue' button. The form is titled 'Add a Paper/Presentation to the Session' and includes a note that required fields are marked with an asterisk (\*).

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

This screenshot shows the 'Add a Paper/Presentation to the Session' form, focusing on the 'Paper Title' and 'Abstract' fields. The 'Paper Title' field is a text input box with a note: 'Type title as it should appear in the Program (limit to 25 words). DO NOT TYPE IN ALL CAPITAL LETTERS. Use Initial Caps Only.' The 'Abstract' field is a larger text area with a note: '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.' An 'Accept and Continue' button is located at the bottom right of the form.

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.”**

**Select Author(s) For: 3rd Test Paper**

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 ASEES 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.

**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                     |
|----------------|------------------|---|----------------------------|
| Arnstein, Mary | newsnet@pitt.edu | Association for Slavic, East European, and Eurasian Studies | <a href="#">Add Author</a> |

Step 4: If your panel member’s name does not show up, verify with the person that s/he created a profile on the ASEES Member Site or contact the Association’s main office for assistance.

Step 5: Repeat for two more 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 Roundtable Members.

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 Roundtable Member.

**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.

**Step 2. Accept and continue.**

When your session is fully populated click “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.

| Person         | Email Address    | Organization Name   | Action  |
|----------------|------------------|---|---|
| Arnstein, Mary | newsnet@pitt.edu | Association for Slavic, East European, and Eurasian Studies | <a href="#">Add Organizer</a><br><a href="#">Add Chair</a><br><a href="#">Add Roundtable Member</a> |

Step 2. Repeat for each participant. You are automatically listed as the Organizer, but if you are part of the roundtable, be sure to add yourself AGAIN as Chair or Roundtable Member.

Step 3. If your roundtable member's name does not show up, verify with the person that s/he created a profile on the ASEES Member Site or contact the Association's main office for assistance.

9. 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.
10. You can see a list of your submissions under the Submission Menu. You can edit your session submissions until the online submission closes at 12:01am PST on January 16.