

Before you begin...

Did you look and see if others are submitting individual proposals with your same theme?

<http://lasa.international.pitt.edu/auth/prot/papermatch/>. You may be able to submit a panel proposal together instead.

This will help ensure that you are in a panel with others in the same theme, selected by you!

Please note:

- A) All Individual Paper submitters (including co-authors) MUST be LASA members for 2016. Membership must be renewed by the deadline of September 7, 2016 (17:00 hrs EDT). For key dates, please visit: <http://lasa.international.pitt.edu/eng/congress/important-dates.asp>

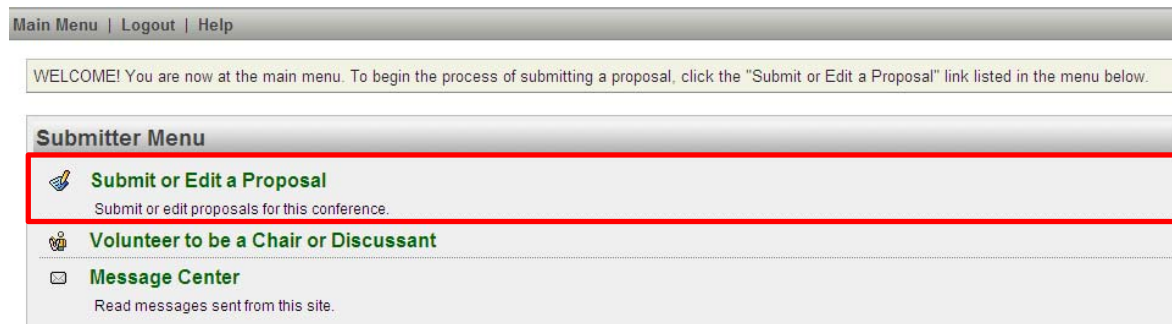
- B) If someone is not appearing in the proposal system, they: a) are not a LASA member for 2016 (please ask them to pay their membership dues: <https://lasa.international.pitt.edu/auth/jru/>) or b) they have not followed the steps below yet:
 1. Log in to the proposal system: <https://lasa.international.pitt.edu/Proposals/> with their LASA member ID/AAcode and password
 2. Click on the link provided until you see the LASA2017 banner. This will enable them to appear in the list of eligible participants.
 3. You will then need to edit your proposal to include them until the deadline of September 7, 2016 (17:00 hrs EDT).

- C) You will not be able to save a proposal in the system. You must first submit the proposal before you are then able to edit it. You can edit the proposal until the deadline of September 7th at 17 hrs. EDT.

Below are the instructions for submitting an Individual Paper Proposal for LASA2017

Step 1: Click on the link: <https://lasa.international.pitt.edu/Proposals/> and enter your LASA member ID and password

Step 2: Select 'Submit or Edit a Proposal':



Step 3: Select 'Submit a Paper, Panel, or Special Event

Step 4: Select the Program Track for your Paper

Step 5: Under Individual Submission select 'Paper'

Step 6: Enter Paper Title and Abstract Information and click 'Accept and Continue' when finished.
Note: The Paper Title must be in mixed case (not all caps) and the description must be under 250 words

Step 7: You should automatically be the selected author of your paper and should be a 'Presenter'. To find any other co-authors of the paper, search via their last name and select 'Add Presenter'. When completed, click on 'Accept and Continue'

Note: If you do not find your co-author/s in the list, this is due to them not being a LASA member for 2016. Please ask your co-author to pay their membership dues. After they have paid, they will need to log in to the proposal system: <https://lasa.international.pitt.edu/Proposals/> with their LASA member ID/AACode and password to appear in the list of eligible authors. You will then need to edit your proposal to include them.

Person	Email Address	Affiliation	Action
Pereyra-Rojas, Milagros	milagros@pitt.edu	University of Pittsburgh	Add Non-Presenter Add Presenter

Step 8: Review the information, edit as necessary, and then click on 'Accept and Continue'.

You have now submitted an Individual Paper proposal for LASA2017. You will receive an email confirmation on your submission. If you do not receive an email, please contact lasacong@pitt.edu to verify the submission went through before September 7, 2016 at 17:00 hrs EDT.

Thank you for your interest in LASA2017!