

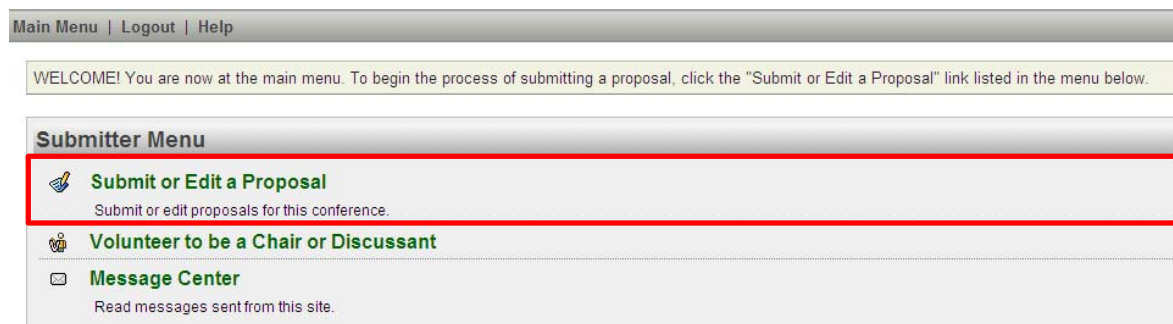
Before you begin, please note:

- A) Only LASA members for 2016 can submit receptions for LASA2017. 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 a Special Event Proposal - Reception for LASA2017: Diálogos de Saberes.

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 'Special Events' from the Program Track List:

Submission Menu | Main Menu | Logout | Help

Track

Select a Track:

Click on the name of the topic/track to continue.

Special Events

Afro-Latin and Indigenous Peoples

Agrarian and Rural Life

Biodiversity, Natural Resources and Environment

Children, Youth and Cultures

Cities, Planning and Social Services

Citizenship, Rights and Justice

Step 5: Select 'Reception' in the Sub Track section

Sub Track

Non-LASA events must be funded by the sponsoring group, and all arrangements must be made directly with the convention services of the hotel. All charges for such events, including catering, audiovisual equipment and any other services or products required will be charged directly to the sponsoring group by the hotel. This form may be submitted in English, Spanish or Portuguese. The event will be announced in the language of the proposal.

Click on the type of special event you wish to submit to continue.

Meeting

Reception

Step 6: Enter the information for the Special Event such as the name, number of attendants, etc.

Note: Event title must be in mixed case and the description must be under 250 words

Step 7: You should automatically be the selected Contact for the Event. If you want to remove yourself as the Contact, click on 'Remove' next to your name and under the column 'Action'.

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Institutional2012 Member2012	*Contact Person	Remove

Step 8: Enter any additional contacts or organizers for the event by searching for their Last Name in the 'Add a contact person/organizer' section.

Note: If the participant is not found, this is due to them not being a LASA member for 2016. Please ask them 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 contacts. You will then need to edit your proposal to include them.

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Institutional2012 Member2012	*Contact Person	Remove

Step 1. Add a contact person/organizer
Use the search box to the right to search for a contact person/organizer by last name. You must add another organizer in order to remove yourself from the listing.

Step 2. Accept and continue.
When your session is fully populated click "Accept and Continue."

Step 9: When finished adding all the contacts/organizers for the Event, click on 'Accept and Continue'

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Institutional2012 Member2012	*Contact Person Up 1 Down	Remove
2	*Milagros Pereyra-Rojas milagros@pitt.edu University of Pittsburgh	*Contact Person Up 2 Down	Remove

Step 1. Add a contact person/organizer
Use the search box to the right to search for a contact person/organizer by last name. You must add another organizer in order to remove yourself from the listing.

Step 2. Accept and continue.
When your session is fully populated click "Accept and Continue."

Step 10: Review the information, edit as necessary, and then click on 'Accept and Continue'.

You have now submitted a Special Event 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!