

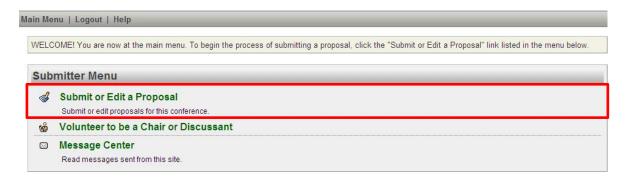
Before you begin, please note:

- A) All Workshop and Roundtable participants 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 a Workshop or Roundtable Proposal 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':

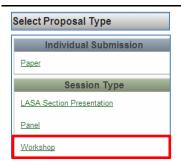


Step 3: Select 'Submit a Paper, Panel, or Special Event'

Step 4: Select the Program Track for your Workshop or Roundtable

Step 5: Under Session Type select 'Workshop' or 'Roundtable'



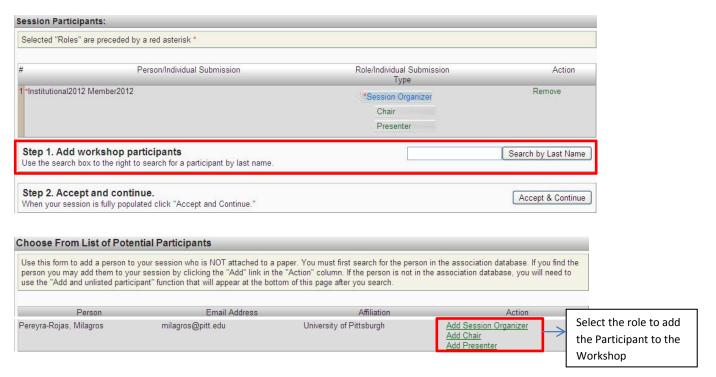


Step 6: Enter the Title of the Workshop/Roundtable and a short abstract about the Workshop/Roundtable. Then click 'Accept and Continue' when finished.

Note: The Workshop Title must be in mixed case (not all caps) and the description must be under 100 words

Step 7: Enter the Workshop/Roundtable participants by searching for their Last Name in the 'Add workshop participants' section.

Note: If you do not find your participants in the list, 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 participants. You will then need to edit your proposal to include them.



Step 8: When finished adding all the Workshop/Roundtable participants, click on 'Accept and Continue' Note: Before selecting 'Accept and Continue', please review the order of appearance of the participants. It should match the order of entry of the participants into the system. This will be the order in which they will appear in the Program Book. To change the order of the participants, use the 'Up' or 'Down' options next to their names.





Step 9: Review the information, edit as necessary, and then click on 'Accept and Continue'.

You have now submitted a Workshop/Roundtable 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!