

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':

The screenshot shows a web interface with a top navigation bar containing 'Main Menu | Logout | Help'. Below this is a welcome message: 'WELCOME! You are now at the main menu. To begin the process of submitting a proposal, click the "Submit or Edit a Proposal" link listed in the menu below.' The main content area is titled 'Submitter Menu' and contains three items: 'Submit or Edit a Proposal' (with a pencil icon and description 'Submit or edit proposals for this conference.'), 'Volunteer to be a Chair or Discussant' (with a person icon), and 'Message Center' (with an envelope icon and description 'Read messages sent from this site.'). The 'Submit or Edit a Proposal' item is highlighted with a red rectangular border.

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'

Select Proposal Type

Individual Submission

Paper

Session Type

LASA Section Presentation

Panel

Workshop

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.

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
1*	Institutional2012 Member2012	Session Organizer Chair Presenter	Remove

Step 1. Add workshop participants
Use the search box to the right to search for a participant by last name.

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, you will need to use the "Add and unlisted participant" function that will appear at the bottom of this page after you search.

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

Select the role to add the Participant to the Workshop

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.

Session Participants:			
Selected "Roles" are preceded by a red asterisk *			
#	Person/Individual Submission	Role/Individual Submission Type	Action
1	John Session Paper	*Session Paper	<div style="border: 2px solid red; padding: 2px; display: inline-block;">Up 1 Down</div> Delete Permanently Move To Trash
2	Milagros Pereyra-Rojas milagros@pitt.edu University of Pittsburgh	*Session Organizer Chair Discussant	<div style="border: 2px solid red; padding: 2px; display: inline-block;">Up 2 Down</div> Remove

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!