Before you begin, please note...

- All reception participants MUST be current LASA members. Membership must be renewed by the deadline of September 6, 2018 (17:00 hrs. EDT). (For other key dates, please visit: http://lasa.international.pitt.edu/eng/congress/important-dates.asp)

- If someone is not appearing in the proposal system is because he/she is not a current LASA member (please ask him/her to pay membership dues: https://lasa.international.pitt.edu/auth/jru/)

- You will not be able to save a proposal in the system. You must first submit the proposal then able to edit it. In order to prove you have submitted it correctly, you will see a confirmation message on your screen and you will receive an email. You will be able to edit it until the deadline of September 6, 2018 (17:00 hrs. EDT).

Below you will find the instructions for submitting a Special Event Proposal - Reception for LASA2019:

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.
Step 5: Select ‘Reception’ in the Sub Track section.

Step 6: Enter the information for the Special Event such as the name, number of attendants, description of the event, etc.  
Note: The reception title must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250.

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

Step 8: Enter any additional contact person or organizers for the event by writing their last name (or part of it) on the box and click on “search by last name” (Step I) and selecting their role ‘Add Contact Person’ (Step II). Continue until all the Contact Person are added to the meeting.

Note: If the participant is not found, this is due to their not being a current LASA member. Please ask them to pay their membership dues. You will then need to edit your proposal before the deadline to include them.

Step 9: When finished adding all the contacts/organizers for the Event, click on ‘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 for LASA2019. You will receive a confirmation message on your screen and a confirmation email on your submission. If you do not receive an email, please contact lasa@pitt.edu to verify the submission went through before September 6, 2018 at 17:00 hrs. EDT.

Thank you for your interest in LASA2019!