



Submission Instructions  
Special Events - Receptions  
Online Submission Deadline:  
**September 5, 2019, 17:00 EDT.**

## What is a reception?

Receptions are social events organized during the annual LASA Congress that allow interaction between members in a relaxed atmosphere. Proposals of receptions sent through the online submissions system are scheduled in the evenings, after all the sessions, in a room located in the Congress venue. Proposals for receptions are accepted to the extent that there is available space.

Before you begin, please note:

- All reception participants **MUST** be current LASA members. Membership must be renewed by the deadline of **September 5, 2019, 17:00 EDT**. For other key dates, please visit <https://lasaweb.org/en/lasa2020/important-dates/>
- If a name does not appear in the proposal system, it is because that person is not a current LASA member. Please ask him/her to join or renew his/her LASA membership: <https://lasaweb.org/en/join/>
- You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When 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 5, 2019, 17:00 EDT**.

Below you will find the instructions for submitting a reception proposal for LASA2020.

**Step 1:** Click on the link <https://lasaweb.org/en/lasa2020/proposals/>. Select “*Submit a proposal*” and enter your LASA member ID and password.

## Proposal Submission

### Proposal Submission

- [Call for papers](#)
- [Submission rules](#)
- [Submission instructions](#)
- [Paper Match](#)
- [Submit a proposal](#)



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**Step 2:** Select *“Submit or Edit a Proposal”*.

**Submitter Menu**

- [Submit or Edit a Proposal](#)  
Submit or edit proposals for this conference.
- [Message Center](#)  
Read messages sent from this site.

**Step 3:** Select *“Submit A Paper, Panel, or Special Event”*.

**Submit or Edit a Proposal**  
To begin the process of submitting, select one of the links below.

**Submit a New Proposal**

- [Submit A Paper, Panel, or Special Event](#)
- [Submit a Travel Grant Application](#)

**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](#)
- [Section Sessions](#)

**Step 5:** Select *“Reception”* in the track subsection.

**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](#)



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

**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".

**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 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 persons are added to the meeting.

#	Person/Individual Submission	Role/Individual Submission Type	Action	
	No Participants Listed			
<b>Step 1. Add a contact person/organizer</b> 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.			<b>Step I</b> → <input type="text" value="Last Name Pereyra"/> <input type="button" value="Search by Last Name"/>	
<b>Step 2. Accept and continue.</b> When your session is fully populated click "Accept and Continue."			<input type="button" value="Accept &amp; Continue"/>	
<b>Choose From List of Potential Participants</b>				
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.				
#	Personal Profile	Email	Employment	Action
3	Pereyra-Rojas, Milagros - Latin American Studies Association	milagros@pitt.edu	Latin American Studies As	<b>Step II</b> → <a href="#">Add Contact Person</a>

**Note:** If the participant is not found, this is because they are not a current LASA member. Please ask them to pay their membership dues. You will then need to edit your proposal to include them before the deadline **September 5, 2019, 17:00 EDT.**



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**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 reception proposal for LASA2020. You will receive a confirmation message on your screen and a confirmation email. If you do not receive an email, please contact [lasa@lasaweb.org](mailto:lasa@lasaweb.org) to verify the submission before **September 5, 2019, 17:00 EDT.**

**Thank you for your interest in LASA2020!**