

# LASA2023 Submission Instructions for Meetings

Online Submission Deadline: September 8, 2022, 17:00 hrs, EDT.

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## What is a Meeting?

Meetings are spaces organized during the annual LASA Congress so that members of the Association can address issues of common interest in a private setting. Proposals of meetings sent through the online submissions system are scheduled during the day. Any member of LASA can request space for a meeting. Meeting proposals are accepted to the extent that there is available space.

## Before you begin, please note:

- All meeting requesters must be current LASA members. Membership must be renewed by the deadline of **September 8, 2022, 17:00 hrs, EDT**. For other key dates, please visit: <https://lasaweb.org/en/lasa2023/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 the proposal until the deadline of **September 8, 2022, 17:00 hrs, EDT**.

## Steps for Submitting a Meeting Proposal

**Step 1:** Click on the link <https://lasaweb.org/en/lasa2023/proposals>. Select **Submit a proposal** 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 **Meeting** in the track subsection.

**Step 6:** Enter the information for the meeting such as the name, description of the event, etc. The meeting 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**.

**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** and selecting their role **Add Contact Person**. Continue until all the contact persons are added to the meeting.

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 8, 2022, 17:00 hrs, EDT**.

**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 meeting for LASA2023. You will receive a confirmation message on your screen and a confirmation email. If you do not receive an email, please contact us by sending an email [lasa@lasaweb.org](mailto:lasa@lasaweb.org) to verify the submission before **September 8, 2022, 17:00 hrs, EDT**.

Thank you for your interest in LASA2023!

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**LATIN AMERICAN STUDIES ASSOCIATION**

4338 Bigelow Blvd  
Pittsburgh, PA 15213  
[lasa@lasaweb.org](mailto:lasa@lasaweb.org)  
Tel: (412) 648-7929  
Fax: (610) 492-2791

