

LASA2025 Submission Proposal Instructions for Section Chairs

Online Submission Deadline: September 9, 2024, 17:00 hrs, ET.

What is a Section Panel Proposal?

A **Section panel proposal** consists of a group of current members of a Section who want to send their individual proposals together as a preorganized panel. A Section panel proposal is approved and submitted by the Section chairs to represent that Section. That is to say, it does not need to be considered by a track chair. Each LASA Section has a specific number of panels at each Congress.

If you would like to submit two panels **whose themes have continuity**, meaning the second panel is a continuation of the first one, please submit them as two separate panel proposals. Additionally, please make sure they are both submitted by the Section Chair within the Section Panels, and not as regular panels. The titles should be the same for both panels indicating the order (Part 1 and Part 2). Labeling the panels as mentioned above is important for both panels to be scheduled in chronological order: Part 1, and then Part 2.

Please keep in mind that we cannot guarantee that the panels will be held one immediately after the other or in the same room. However, we will ensure that Part 1 is held before Part 2.

Before you begin, please note:

- All Section sessions proposals must be entered into the system by the Section chair or co-chair only. If you are not a Section chair, you will not have access to submit a Section session. To access the system, your LASA and Section memberships must be valid until at least September 10, 2024.
- All panel participants must be current LASA and Section members. Memberships must be renewed by the deadline **September 9, 2024, 17:00 hrs, ET**. As an alternative to LASA membership, you may have a current All Access subscription. For other key dates, please visit: <https://lasaweb.org/en/lasa2025/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 them to join or renew their LASA, or their All Access subscription as well as their Section membership: <https://members.lasaweb.org/jru/>
- You must first submit the proposal before you can edit it. Once successfully submitted, you will see a confirmation message on your screen and receive an email. You will be able to edit the proposal until **September 9, 2024, 17:00 hrs, ET**.

Steps for Submitting a Section Panel Proposal

Section panels should only be submitted by the Section chair(s).

Step 1: Click on the link <https://lasaweb.org/en/lasa2025/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 to a Section**

Step 4: Under **Session Type**, select **LASA Section Panel**

Step 5: Enter the panel title, the Section, the abstract information, the estimated attendance and then click **Accept and Continue** when finished. The panel title must be in sentence case (not all caps) and must be under 25 words, and the description must be under 250 words.

Step 6: Click **Add a Paper** to start adding the papers information. Remember you must include at least three papers per panel and a maximum of five.

Step 7: Add the title and abstract of each paper and press **Accept and Continue**. The paper title must be in sentence case (not all caps) and must be under 25 words, and the description must be under 250 words.

Step 8: Include the co-authors for each paper by typing their last name (or part of it) in the box and clicking **Search for Author**, look for the co-author by their last name and select **Add Author** next to the name. When completed, click on **Accept and Continue**. To search for the participants when adding them to the sessions, search for their last names exactly as they appear in the section's **Member list**.

Note: If the participant is not found, they are not a current LASA member. Please ask them to pay their membership or All Access dues, as well as their Section membership. You will then need to edit your proposal to include them. This must be done before **September 9, 2024, 17:00 hrs, ET**.

Repeat steps 5 to 7, according to the number of papers in the panel.

Step 9: Add discussant (not mandatory, but recommended), chair(s) and organizer(s) by typing their last name (or part of it) in the box and click on **Search by Last Name**. Select their role: **Add Session Organizer, Add Chair** or **Add Discussant**. Continue until all the participants are added to the session.

Step 10: When you have finished adding all the session participants, click on **Accept and Continue**.

Step 11 Review the information, edit as necessary, and then click on **Accept and Continue**.

You have now submitted a Section panel proposal for LASA2025. 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@lasaweb.org to verify the submission was received before **September 9, 2024, 17:00 hrs, ET**.

Steps for Submitting a Section Workshop or Roundtable

The proposals for workshops and roundtables of Sections should only be sent by the Section chair(s).

Step 1: Click on the link <https://lasaweb.org/en/lasa2025/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 to a Section**

Step 4: Under **Session Type**, select **LASA Section Workshop** or **LASA Section Roundtable**.

Step 5: Enter the title and abstract information of the workshop or roundtable, select the Section and then, click **Accept and Continue** when finished. The title of the workshop or roundtable must be in sentence case (not all caps) and must be under 25 words, and the description must be under 250 words.

Step 6: Add the participants of the workshop or roundtable: presenters (minimum three), chairs (minimum one and maximum two), organizers of the session (minimum one and maximum two) and discussant (not mandatory but highly recommended). For this, write the last name (or part of it) in the indicated box and press **Search by Last Name**, look for the participant by his/her last name and after finding it in the list, you must add it by selecting his/her role: **Add Session Organizer, Add Chair, Add Discussant** or **Add Presenter**.

Note: If you cannot find the participant, they are not a current LASA member. Please ask them to pay their membership or All Access dues, as well as their Section membership. You will then need to edit your proposal to include them. This must be done before **September 9, 2024, 17:00 hrs, ET**.

Step 7: When you have finished adding all workshop or roundtable participants, select **Accept and Continue**.

Step 8: Review the information, make any necessary changes before submitting the proposal, and finally select **Accept and Continue**.

You have now submitted a workshop or roundtable Section proposal for LASA2025. 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@lasaweb.org to verify that the submission went through before **September 9, 2024, 17:00 hrs, ET**.

Steps for Submitting an Intersectional Panel

Only panels are admitted, workshops or roundtables are not allowed. These proposals must be submitted by a chair or co-chair of one of the participating Sections.

Each LASA Section can only participate in one intersectional panel per Congress. These panels must have:

- A theme related to the name of the Congress
- At least two sections involved
- Minimum three and maximum five papers

Step 1: Click on the link <https://lasaweb.org/en/lasa2025/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 to a Section**

Step 4: Under **Session Type**, select **LASA Intersection Panel**

Step 5: Enter the intersectional panel title and abstract information. Select all the Sections that will participate in the intersectional panel. When finished, select **Accept and Continue** to continue. The panel title must be in sentence case (not all caps) and must be under 25 words, and the description must be under 250 words.

Step 6: Click **Add a Paper** to start adding the papers information. Remember you must include at least three papers per panel and maximum five.

Step 7: Add the title and abstract of each paper and press **Accept and Continue**. The paper title must be in sentence case (not all caps) and must be under 25 words, and the description must be under 250 words.

Step 8: Include the co-authors for each paper by typing their last name (or part of it) in the box and click on **Search for Author**, look for the co-author under their last name and select **Add Author**. When completed, click on **Accept and Continue**.

Note: If you cannot find the participant, they are not a current LASA member. Please ask them to pay their membership or All Access dues, as well as their Section membership. You will then need to edit your proposal to include them. This must be done before **September 9, 2024, 17:00 hrs, ET**.

Repeat steps 5 to 7, according to the number of papers in the intersectional panel.

Step 9: Add discussant, chair(s) and organizer(s) typing their last name (or part of it) in the box and click on **Search by Last Name**. After that, select their role: **Add Session Organizer**, **Add Chair** or **Add Discussant**. Continue until all the discussants, chairs and organizers are added to the session.

Step 10: When you have finished adding all the session participants, click on **Accept and Continue**.

Note: If you cannot find the participant, they are not a current LASA member. Please ask them to pay their membership or All Access dues, as well as their Section membership. You will then need to edit your proposal to include them. This must be done before **September 9, 2024, 17:00 hrs, ET**.

Step 11: Review the information, edit as necessary, and then click on **Accept and Continue**.

You have now submitted an Intersectional Panel proposal for LASA2025. 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@lasaweb.org to verify that the submission was received before **September 9, 2024, 17:00 hrs, ET**.

Steps for Submit a Section preconference proposal

Preconferences for LASA2025 will be held on May 22 from 12:00 p.m. to 5:00 p.m. with the following modalities:

a. **Hybrid:** virtual and in person at the main venue (included in the program). In this type of preconference, each presenter must have LASA2025 membership and registration or All Access in order to participate. Online participants must have conference registration in order to participate. In-person attendees may participate without LASA2025 registration.

b. **On-site at the main venue** (included in the program). The contact person must have LASA2025 membership and registration or All Access. In-person speakers and attendees will be able to access the pre-conference without LASA2025 registration.

c. **On-site outside the main venue** (only included in the first pages of the program). The following information must be submitted by January 2025 in order to include the preconference in the program:

- Title of the preconference
- Contact name
- E-mail
- Date
- Time (from/to)
- Section
- Place and address where the pre-conference will take place.

Preconference proposals for modalities a, b, and c must be uploaded to the system only by the Section coordinator.

Step 1: Log on to the following email address: <https://lasaweb.org/es/lasa2025/proposals>. Press Submit a Proposal and enter your LASA membership number and password.

Step 2: Select the “**Submit A Paper, Panel, or Special Event**” option.

Step 3: Select the “**Pre-conferences**” option.

Step 4: Enter the title of the preconference (start with a capital letter) and the abstract of the preconference (maximum 25 words), choose the name of the corresponding Section and check below:

- In Person (b-on-site)
- Virtual (a-personal and virtual)

Select “**Accept and Continue**” to continue.

Step 5: If the modality is hybrid (a), you must enter the names of the participants: presenters (minimum three), coordinators (minimum one and maximum two), session organizers (minimum one and maximum two) and commentator (not mandatory, but highly recommended). To do this, type the last name (or part of it) in the box provided and press “**Search by Last Name**”. Search for the person by last name and add them by selecting their role: **Add Session Organizer, Add Chair, Add Discussant or Add Presenter**.

Note: If you do not find a participant in the list, this person is not a current LASA member. Please contact them to pay for their membership or *All Access* subscription in addition to their Section membership. After they have renewed, you will need to add them as a session participant no later than **September 9, 2024 at 5:00 p.m ET**.

Step 6: Once you have added all preconference participants, select “**Accept and Continue**”.

Step 7: Review the information, make any necessary changes before submitting the proposal, and when completed, click on “**Accept and Continue**”.

Step 8: If the modality is on-site (b), you will need to enter the name of the contact person who will be the organizer of the preconference (minimum one, maximum two). To do this, enter the last name (or part of it) in the box provided and press “**Search by Last Name**”. Find the person by last name and add them by selecting their role: **Add Session Organizer**. If you are unable to complete the submission, contact lasa@lasaweb.org.

You have now submitted a section preconference proposal for LASA2025. You will receive a confirmation message on your screen and a confirmation email. If you do not receive it, please contact lasa@lasaweb.org to verify that your submission was received before **September 9, 2024 at 17:00 ET**.

Thank you for your interest in LASA2025!

LATIN AMERICAN STUDIES ASSOCIATION

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