



ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

## APPAM 2018 Regional Student Conferences Panel Submission Instructions

### 1. Open the Call for Proposals Page: Click 'Submit a Panel'

Begin a submission to the following:

**PANEL**  
*Deadline for Submissions: Friday, January 26, 2018 11:59 pm EST*  
**Submit a Panel**

**PAPERS/PROJECTS**  
*Deadline for Submissions: Friday, January 26, 2018 11:59 pm EST*  
**Submit a Proposal**

**POSTER**  
*Deadline for Submissions: Friday, January 26, 2018 11:59 pm EST*  
**Submit a Proposal**

\*\*\*The deadline for all submissions is **Friday, January 26, 2018**. After review from the APPAM Program Committee, all submitters will receive an accept or reject notice in **February 2017**.\*\*\*

Steps and Instructions:

[Expand All]

GENERAL INSTRUCTIONS  
TITLE  
AUTHORS & INSTITUTIONS  
ABSTRACT TEXT  
CONFIRMATION  
TECHNICAL SUPPORT

### 2. Primary Policy Area: You will be asked to select a policy area. You may only select one area for submission. After selecting the appropriate area, click 'Submit' at the bottom of the screen.

Choose Policy Area

**Primary Policy Area**

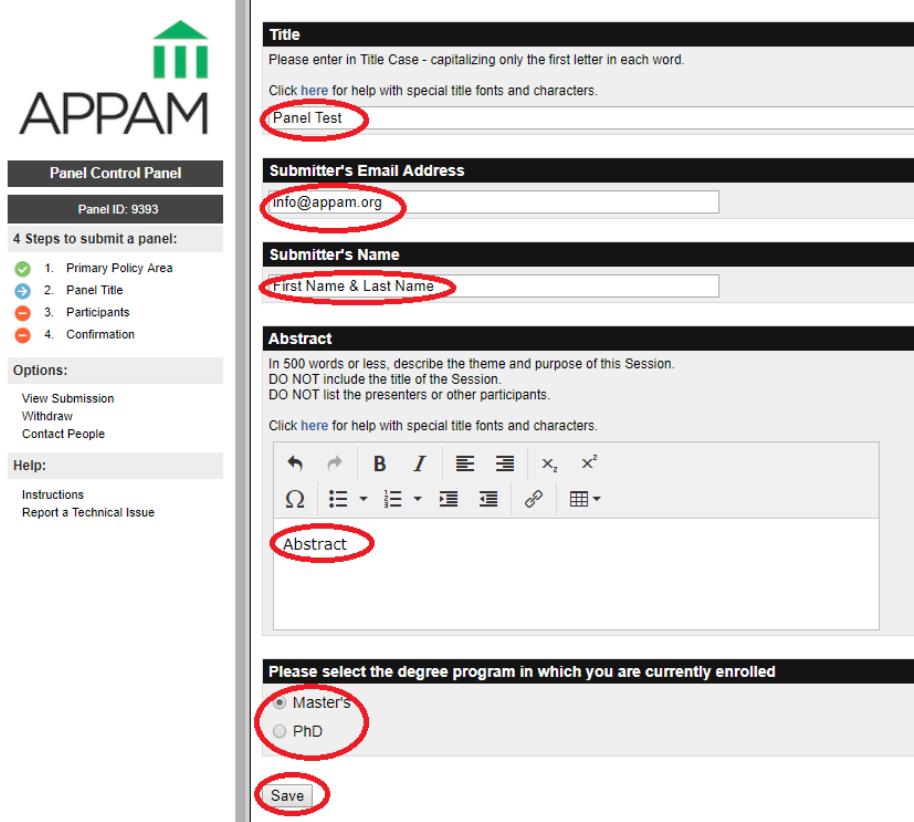
Select one from the list below (REQUIRED)

For a complete list of the areas and descriptions click [here](#).

Crime and Drugs  
 Education  
 Employment and Training Programs  
 Family and Child Policy  
 Health Policy  
 Homeland Security and Emergency Management  
 Housing and Community Development  
 Impacts of Politics on the Policy Process  
 International Development Policy  
 National Security and Foreign Policy  
 Natural Resource Security, Energy, and Environmental Policy  
 Politics, Presidential Studies, and Election Management  
 Population and Migration Issues  
 Poverty and Income Policy  
 Public and Non-Profit Management and Finance  
 Science and Technology  
 Social Equity  
 Tools of Analysis: Methods, Data, Informatics, and Research Design

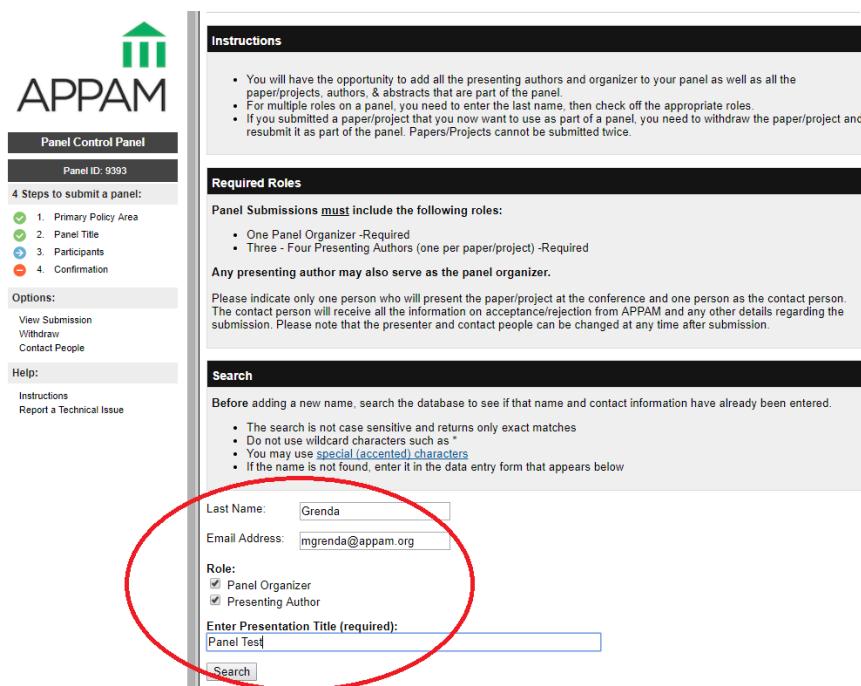
**Submit**

**3. Panel Information:** You will be asked to enter your panel title, submitter name, submitter email, abstract (100 word min and 500 word max), and submitter degree program. Please note that all communications from APPAM regarding your panel will only be sent to the email address provided as 'Submitter's Email Address'. No other participants from the panel will receive communications regarding the panel. After entering the information, please click 'Save'.



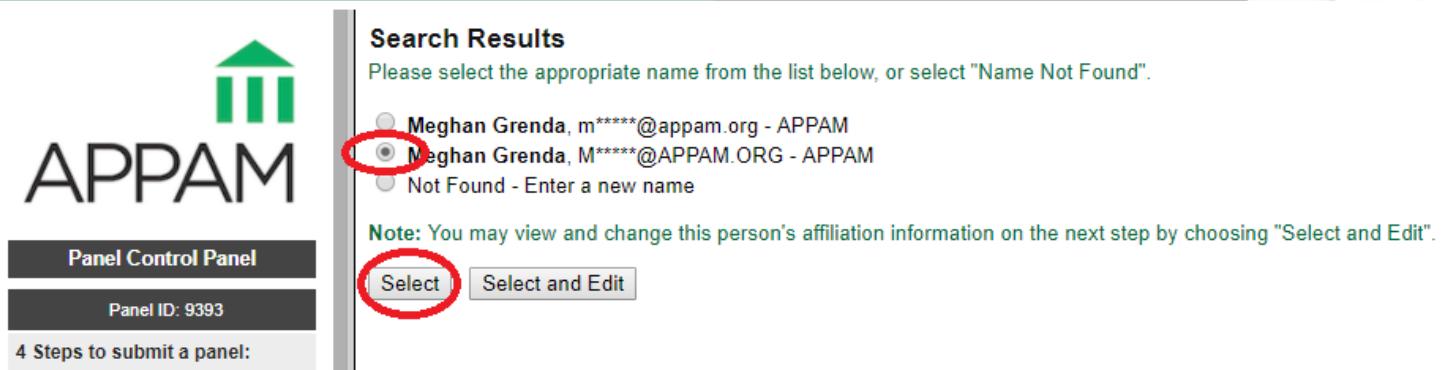
The screenshot shows the APPAM Panel Control Panel. The left sidebar includes a logo, 'APPAM', 'Panel Control Panel', 'Panel ID: 9393', a '4 Steps to submit a panel:' list (1. Primary Policy Area, 2. Panel Title, 3. Participants, 4. Confirmation), 'Options' (View Submission, Withdraw, Contact People), 'Help' (Instructions, Report a Technical Issue), and a 'Save' button. The main content area has sections for 'Title' (Panel Test), 'Submitter's Email Address' (info@appam.org), 'Submitter's Name' (First Name & Last Name), 'Abstract' (Abstract), and 'Degree Program' (Master's selected, PhD available). The 'Save' button is highlighted with a red circle.

**4. Participants** – You will need to enter information for each participant. To be considered, panels must have 1) One Panel Organizer and 2) Three – Four Presenting Authors. Please note that a presenting author may also serve as a panel organizer. To enter a participant, enter either their last name or email address into the fields provided, their presentation title, and their role on the panel and click 'Search'.



The screenshot shows the APPAM Panel Control Panel. The left sidebar includes a logo, 'APPAM', 'Panel Control Panel', 'Panel ID: 9393', a '4 Steps to submit a panel:' list (1. Primary Policy Area, 2. Panel Title, 3. Participants, 4. Confirmation), 'Options' (View Submission, Withdraw, Contact People), 'Help' (Instructions, Report a Technical Issue), and a 'Save' button. The main content area has sections for 'Instructions' (about adding presenters and organizers), 'Required Roles' (One Panel Organizer Required, Three - Four Presenting Authors Required), 'Search' (instructions, search tips, and a search form), and a 'Role' section (Panel Organizer and Presenting Author checkboxes). A large red circle highlights the search form area, which includes fields for 'Last Name' (Grenda), 'Email Address' (mgrenda@appam.org), 'Role' (checkboxes for Panel Organizer and Presenting Author), 'Enter Presentation Title (required)' (Panel Test), and a 'Search' button.

From the search results, either select an individual from the results or 'Not Found' if the individual does not appear in the search, then click 'Select'. If you selected 'Not Found', you will have an opportunity to enter information for them.



APPAM

Panel Control Panel

Panel ID: 9393

4 Steps to submit a panel:

**Search Results**

Please select the appropriate name from the list below, or select "Name Not Found".

Meghan Grenda, m\*\*\*\*\*@appam.org - APPAM

Meghan Grenda, M\*\*\*\*\*@APPAM.ORG - APPAM

Not Found - Enter a new name

**Note:** You may view and change this person's affiliation information on the next step by choosing "Select and Edit".

**Select** **Select and Edit**

As you select the individuals, they will all show on the screen like below. To add the next person, click 'Add new person'.

### Add/Edit People

You must add each of the following before you can proceed to the next step:

- at least 3 and no more than 4 Presenting Authors

### Instructions

Click on the "Add new person" button to add the panel organizer and presenting authors one at a time. You will add the non-presenting authors later.

Role	Person	Edit	Delete
Panel Organizer	Meghan Grenda		
<b>Add new person</b>			

5. **Panel Paper Submission** - Once you've added all participants, you will need to submit information for each individual paper. To do so, click on the title of each paper and a pop-up will appear with submission instructions.

- Once you have completed everything, please click on the **Participants** step on the left, and your screen will refresh. Then, the Confirmation button should appear.

Paper Title	Speaker	Delete	Move
<a href="#">Panel Test</a>	<a href="#">Meghan Grenada</a>		
<a href="#">Panel Test</a>	<a href="#">Tristanne Staudt</a>		

For each paper, you will be asked to enter the title, submitter email, submitter name, submitter degree type, abstract, and specialty. Please do so and click 'Save' after each page.

**Panel Paper Title**  
Please enter in Title Case - capitalizing only the first letter in each word.  
Click [here](#) for help with special title fonts and characters.

**Submitter's Email Address**

**Submitter's Name**

**Lead Presenter**  
Is this presenter a(n):  
 Master's  
 PhD

**Specialty**  
Please specify the degree specialty (i.e. Economics, Public Policy, Public Affairs, etc.)

After entering all the information, you will be asked to review your paper one last time before submission. Click 'Conclude Submission' and you will then receive a confirmation page. You may close the window after you receive your confirmation.

The screenshot shows the APPAM Paper Control Panel. On the left, a sidebar lists 'Paper Control Panel', 'Paper ID: 24061', and a '4 Steps to submit a Paper:' list (1. Title, 2. Author, 3. Abstract Text, 4. Confirmation). Below these are 'Options' (View Submission, Withdraw, Allow Late, Review, Transfer) and 'Submit another paper:' (Same Program, Different Program). A 'Help' section includes 'Instructions' and 'Report a Technical Issue'. On the right, the main content area shows a 'Panel Title: Panel Test'. Below it, 'Submitter's E-mail Address: info@appam.org', 'Submitter's Name: Meghan Grenda', 'Primary Policy Area: Population and Migration Issues', 'This presenter is a(n): Master's', and 'Degree speciality: Public Policy'. Under 'Presenting Author', it lists Meghan Grenda, APPAM, Phone Number, and E-mail Address: MGRENDA@APPAM.ORG. A 'FINAL STEPS' section contains a list: 1. Check spelling and contact information, 2. Make necessary corrections (with sub-points: Click any value in the Paper Control Panel you want to change (e.g., Title, Author) and Edit the information and click the submit button), and 3. Click here to print this page now. A red circle highlights the 'Conclude Submission' button. Below this, a note states: By submitting a proposal, authors are expected to present their work should it be accepted and placed and posters do not need to be complete in order to be presented at the conference.

Once you have entered information on all papers included in the panel, click on 'Participants' in the left column to refresh the page. When the page refreshes, click 'Confirmation' at the bottom of the screen.

Paper Title	Speaker	Delete	Move
<a href="#">Panel Test</a>	<a href="#">Tristanne Staudt</a>		
<a href="#">Panel Test 2</a>	<a href="#">Meghan Grenda</a>		
<a href="#">Panel Test Paper</a>	<a href="#">Tara Sheehan</a>		

**Please Note:**

Before you can proceed to the next step, the correct number of ALL Roles must be added and ALL Abstracts must be complete. If you need to return to an Abstract to edit/complete, please click on the Paper/Project Title under "Presentation" in the table above.

Next step: [Confirmation](#)

**6. Confirmation:** You will have the opportunity to review your panel submission. Please ensure that all the information listed is correct. When finished, click 'Submit' at the bottom of the screen to receive your submission confirmation.



**APPAM**

**Panel Control Panel**

Panel ID: 9393

4 Steps to submit a panel:

- 1. Primary Policy Area
- 2. Panel Title
- 3. Participants
- 4. Confirmation

Options:

**Your proposal has been received**

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Click [here](#) to print this page.

You have submitted the following Panel to the APPAM DC Regional Student Conference. |

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**Panel Test**

**PANEL**

**Title:** Panel Test

**Policy Area:** Population and Migration Issues

**Abstract:** Abstract abstract

**Degree program in which you are currently enrolled:** Master's

After submitting your proposed panel, you will receive an email with the link to your submission. You may make any edits you'd like to the submission until the deadline of **January 10<sup>th</sup> for the California Conference and January 26<sup>th</sup> for the DC conference**. After that date, all submissions will be closed and edits may not be made.

**PLEASE NOTE: By submitting a proposal, authors are expected to present their work should it be accepted and placed on the program. Papers/Projects and posters do not need to be complete in order to be presented at the conference.**



