



ASSOCIATION FOR
PUBLIC POLICY ANALYSIS
& MANAGEMENT

APPAM 2019 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.



Panel Control Panel

Panel ID: 9393

4 Steps to submit a panel:

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

Options:

[View Submission](#)
[Withdraw](#)
[Contact People](#)

Help:

[Instructions](#)
[Report a Technical Issue](#)

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’.

APPAM

Panel Control Panel

Panel ID: 9393

4 Steps to submit a panel:

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Title

Please enter in Title Case - capitalizing only the first letter in each word.

[Click here for help with special title fonts and characters.](#)

Panel Test

Submitter's Email Address

info@appam.org

Submitter's Name

First Name & Last Name

Abstract

In 500 words or less, describe the theme and purpose of this Session.
DO NOT include the title of the Session.
DO NOT list the presenters or other participants.

[Click here for help with special title fonts and characters.](#)

Abstract

Please select the degree program in which you are currently enrolled

☒ Masters

☐ PhD

Save

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’.

APPAM

Panel Control Panel

Panel ID: 9393

4 Steps to submit a panel:

1. Primary Policy Area
2. Panel Title
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Options:

- View Submission
- Withdraw
- Contact People

Help:

- Instructions
- Report a Technical Issue

Instructions

- You will have the opportunity to add all the presenting authors and organizer to your panel as well as all the paper/projects, authors, & abstracts that are part of the panel.
- For multiple roles on a panel, you need to enter the last name, then check off the appropriate roles.
- If you submitted a paper/project that you now want to use as part of a panel, you need to withdraw the paper/project and resubmit it as part of the panel. Papers/Projects cannot be submitted twice.

Required Roles

Panel Submissions must include the following roles:

- One Panel Organizer -Required
- Three - Four Presenting Authors (one per paper/project) -Required

Any presenting author may also serve as the panel organizer.

Please indicate only one person who will present the paper/project at the conference and one person as the contact person. The contact person will receive all the information on acceptance/rejection from APPAM and any other details regarding the submission. Please note that the presenter and contact people can be changed at any time after submission.

Search

Before adding a new name, search the database to see if that name and contact information have already been entered.

- The search is not case sensitive and returns only exact matches
- Do not use wildcard characters such as *
- You may use [special \(accented\) characters](#)
- If the name is not found, enter it in the data entry form that appears below

Last Name: Grenda

Email Address: mgrenda@appam.org

Role:

☒ Panel Organizer


☒ Presenting Author

Enter Presentation Title (required):

Panel Test

Search

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 to opportunity to enter information for them.



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		
<div>Add new person</div>			

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
Panel Test	Meghan Grenda		
Panel Test	Tristanne Staudt		

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.



Paper Control Panel

Paper ID: 24061

4 Steps to submit a Paper:

- ✓ 1. Title
- ✓ 2. Author
- ✓ 3. Abstract Text
- 4. Confirmation

Options:

- View Submission
- Withdraw
- Allow Late
- Review
- Transfer

Submit another paper:

- Same Program
- Different Program

Help:

- Instructions
- Report a Technical Issue

Date Started:
2017-11-09 13:31:28

Last Modified:
2017-11-09 13:35:53

Abstract Test for the 2018 APPAM Regional Student Conferences. Your abstract will need to be 100 - order to submit.

Panel Title: Panel Test

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

Degree speciality: Public Policy

Presenting Author
 Meghan Grenda
 APPAM
Phone Number:
E-mail Address: MGRENDA@APPAM.ORG

FINAL STEPS








1. Check spelling and contact information.
2. Make necessary corrections:
 - Click any value in the Paper Control Panel you want to change (e.g., Title, Author)
 - Edit the information and click the submit button.
3. Click [here](#) to print this page now.

IMPORTANT: By clicking the Conclude Submission button, you are agreeing to the following:

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.

Conclude Submission

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
Panel Test	Tristanne Staudt		
Panel Test 2	Meghan Grenda		 
Panel Test Paper	Tara Sheehan		

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.



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

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

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

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 31st for the California Conference and January 16th 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.

