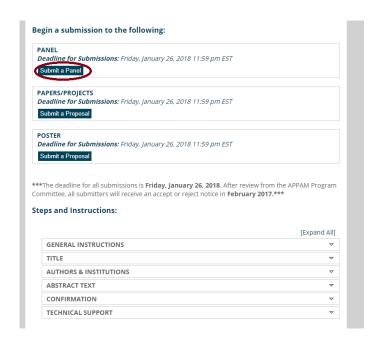
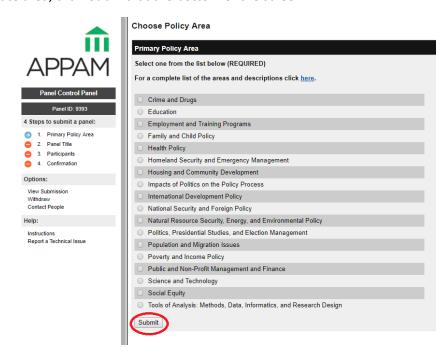


APPAM 2019 Regional Student Conferences Panel Submission Instructions

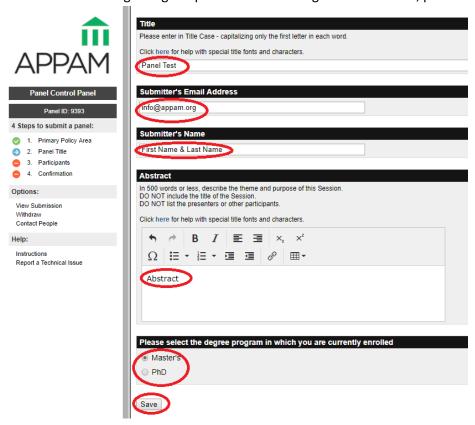
1. Open the Call for Proposals Page: Click 'Submit a Panel'



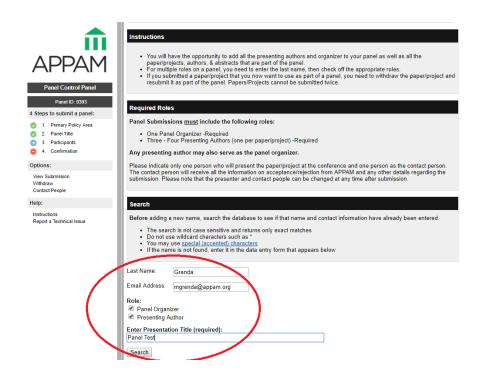
2. **Primary Policy Area:** You will be asked to select a policy area. You may only select one area for submission. After selecting the appropriate area, click 'Submit' at the bottom of the screen.



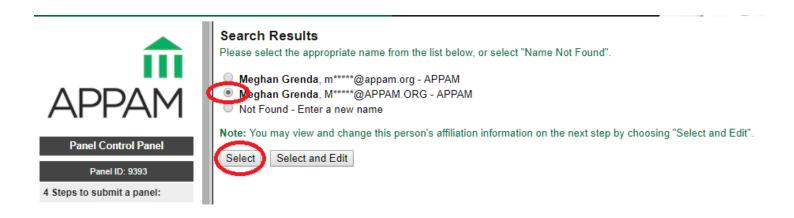
3. **Panel Information:** You will be asked to enter your panel title, submitter name, submitter email, abstract (100 word min and 500 word max), and submitter degree program. Please note that all communications from APPAM regarding your panel will only be sent to the email address provided as 'Submitter's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



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'.



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.



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.

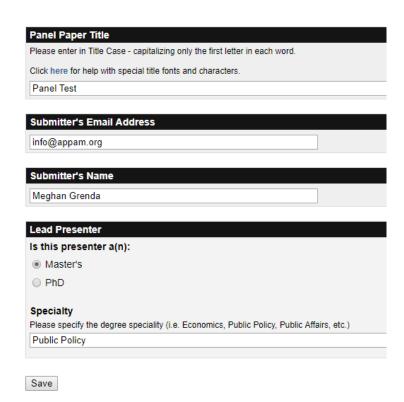
Role	Person	Edit	Delete
Panel Organizer	Meghan Grenda	2	9



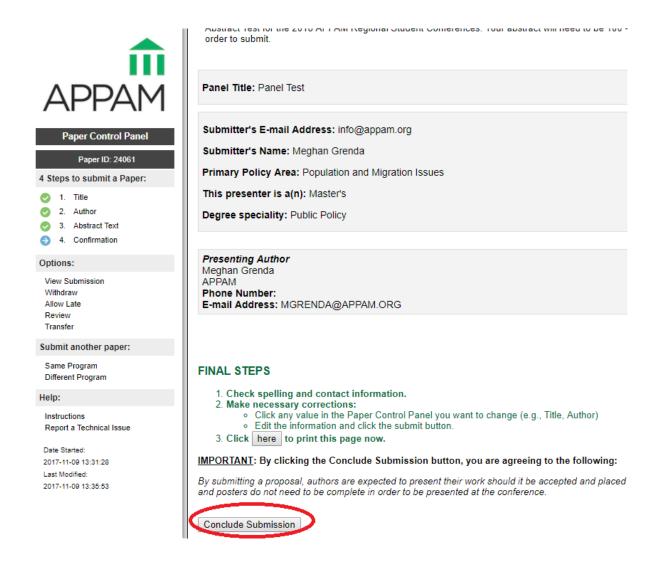
- 5. *Panel Paper Submission* Once you've added all participants, you will need to submit information for each individual paper. To do so, click on the title of each paper and a pop-up will appear with submission instructions.

Paper Title	Speaker	Delete	Move
<u>Panel Test</u>	Meghan Grenda	9	1
<u>Panel Test</u>	<u>Tristanne Staudt</u>	9	Û

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.



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.



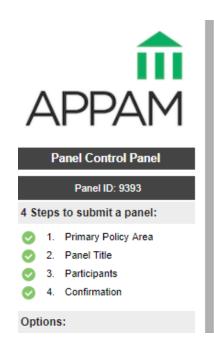
Once you have entered information on all papers included in the panel, click on 'Participants' in the left column to refresh the page. When the page refreshes, click 'Confirmation' at the bottom of the screen.

Paper Title	Speaker	Delete	Move
<u>Panel Test</u>	<u>Tristanne Staudt</u>	8	4
Panel Test 2	<u>Meghan Grenda</u>	8	1
<u>Panel Test Paper</u>	<u>Tara Sheehan</u>	9	1

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.

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.



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 16**th **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.