

## Steps to Submit a Panel

Please note: Before you begin a submission you will need to compile the following information:

- names, affiliations, phone numbers and emails of all participants and a decision on who will present each paper if accepted (this year at least one discussant, an organizer and a chair are required to complete your submission)
  - The organizer will serve as the party responsible for the entire panel, including all presenting authors, the chair and the discussant(s). This person will receive correspondence and status notices about the panel, including any changes made during review. If the panel is accepted, they will also be responsible for making sure all papers are submitted to the discussant or uploaded before the conference and for ensuring one member of the panel supplies a laptop computer for onsite presentation.
- a panel title and a description of the panel that is less than 500 words in length
- paper titles and an abstract of each paper that is less than 500 words in length
- information about whether or not each paper being submitted has been published or presented at a previous conference and whether permission is needed to present it
- an understanding of which policy category best fits your panel

1. Go to <http://appam.confex.com/appam/2014/cfp.cgi>

The screenshot shows a web browser window displaying the APPAM website. The page is titled "Call for Proposals" and features a green header with the APPAM logo and navigation links. The main content area is divided into two columns. The left column contains a login form with fields for "Proposal ID#", "Password", and "Forgot ID and password?", along with a "Login" button. The right column contains the "Call for Proposals" section, which includes the following text:

**2014 Fall Research Conference**  
November 6-8, 2014  
Albuquerque, NM

The Association for Public Policy Analysis and Management (APPAM) will hold their annual three-day Fall Research Conference in Albuquerque, NM at the Hyatt Regency Hotel and Albuquerque Convention Center on November 6-8, with governance meetings and other events on Wednesday, November 5, 2014.

The theme of the conference is: **Global Challenges, New Perspectives**

We envision a conference that is a mix of panel presentations (based on authored papers, with chairs and discussants) as well as workshops and roundtable discussions of broader or cross-cutting topics.

We are soliciting abstracts for (1) individual papers for posters or to be integrated into panels, (2) panels made up of 3-4 papers, (3) roundtables, and (4) workshops. Abstracts for individual papers should be no longer than 500 words; if a panel of papers is proposed there should be a summary of each paper plus an overarching description of the panel and its importance. Descriptions for roundtables and workshops should also be no longer than 500 words, plus a listing of participants and a summary of their contributions.

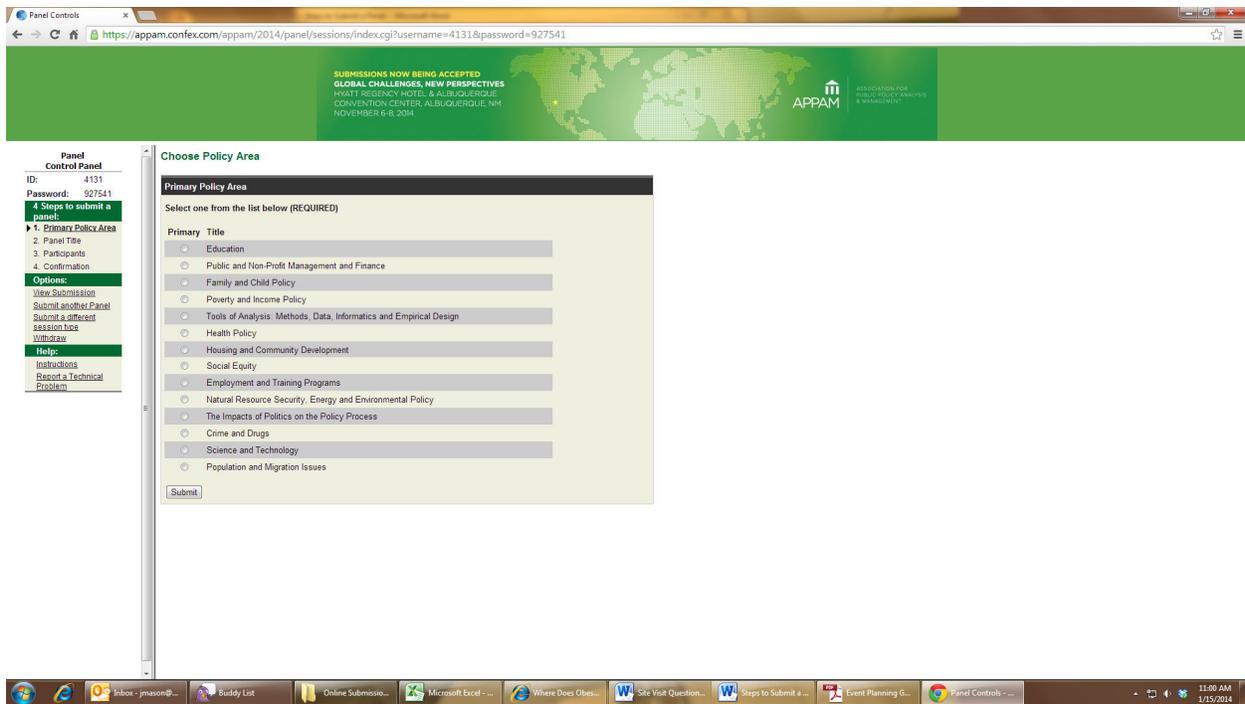
Begin a submission to the following:

**WORKSHOP**  
Deadline for Submissions: Friday, April 11, 2014 12:00 a.m. EST  
[Submit a Workshop](#)

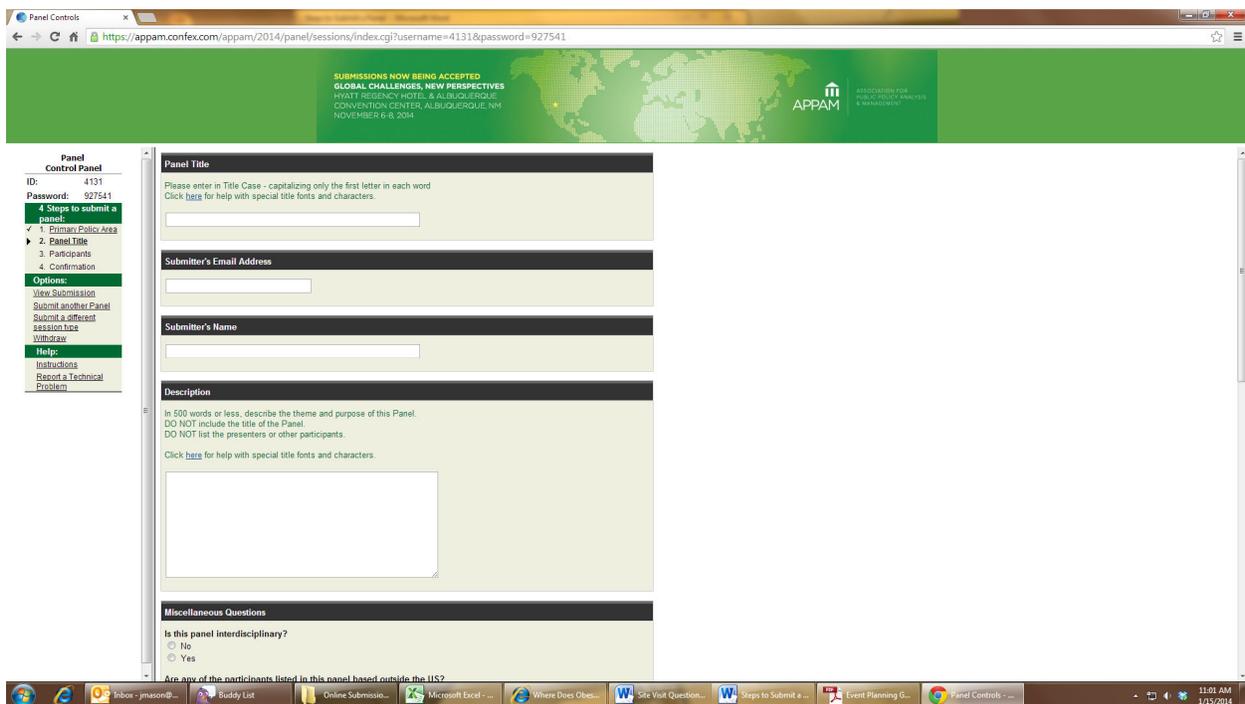
**PANEL**  
Deadline for Submissions: Friday, April 11, 2014 12:00 a.m. EST  
[Submit a Panel](#)

**SINGLE PAPER SUBMISSION**  
Deadline for Submissions: Friday, April 11, 2014 12:00 a.m. EST  
[Submit an Abstract](#)

2. Click on "Submit a Panel"
3. Select a primary policy area that best fits your submission and click "Submit"



4. Enter the title of your panel in title case, enter your email address and name and enter a description of the panel (up to 500 words). Click “save and continue”.



5. You may now add panel participants such as a chair, up to two discussants, an organizer or the presenting authors for each paper. Chair and at least one discussant are required. Click on the box next to one of the participant roles and enter that person’s last name in the box. Type in the

last name and click “search”. You will then see a list of entries that match the last name you entered. If the name you want is on the list, please click “Select and edit”, you will then be able to review the information related to that entry to determine if it is correct. If it is not correct, you will be able to make changes. If the name you want is not on the list, select “not found” and then click “Select” and you will be directed to fill in the author’s info. If no names are found in the system matching the last name you entered, you will be directed to create a new record for the author.

**Panel Controls**  
https://appam.confex.com/appam/2014/panel/sessions/index.cgi?username=4131&password=927541

**SUBMISSIONS NOW BEING ACCEPTED**  
GLOBAL CHALLENGES, NEW PERSPECTIVES  
HYATT REGENCY HOTEL & ALBUQUERQUE  
CONVENTION CENTER, ALBUQUERQUE, NM  
NOVEMBER 6-8, 2014

**APPAM**  
ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

**Panel Control Panel**  
ID: 4131  
Password: 927541

**4 Steps to submit a panel:**  
1. Primary Policy Area  
2. Panel Title  
3. Participants  
4. Confirmation

**Options:**  
View Submission  
Submit another Panel  
Submit a different session topic  
Withdraw

**Help:**  
Instructions  
Report a Technical Problem

**Search for a person**

**Instructions**

- You will have the opportunity to add all the presenting authors/chair/discussant(s) to your panel as well as all the papers/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 single paper that you now want to use as part of a panel, you need to withdraw the paper and resubmit it as part of the panel. Papers cannot be submitted twice.
- Once you start adding abstracts, a new window will pop up. Please check your browser for this new window and begin your abstract submission.

**Required Roles**

Panel Submissions should include the following roles:

- One Panel Organizer (Optional)
- One Panel Chair (Optional)
- One - Two Discussants (Optional)
- Three - Four Presenting Authors (one per paper) (Required)

Please indicate only one person who will present the paper 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.

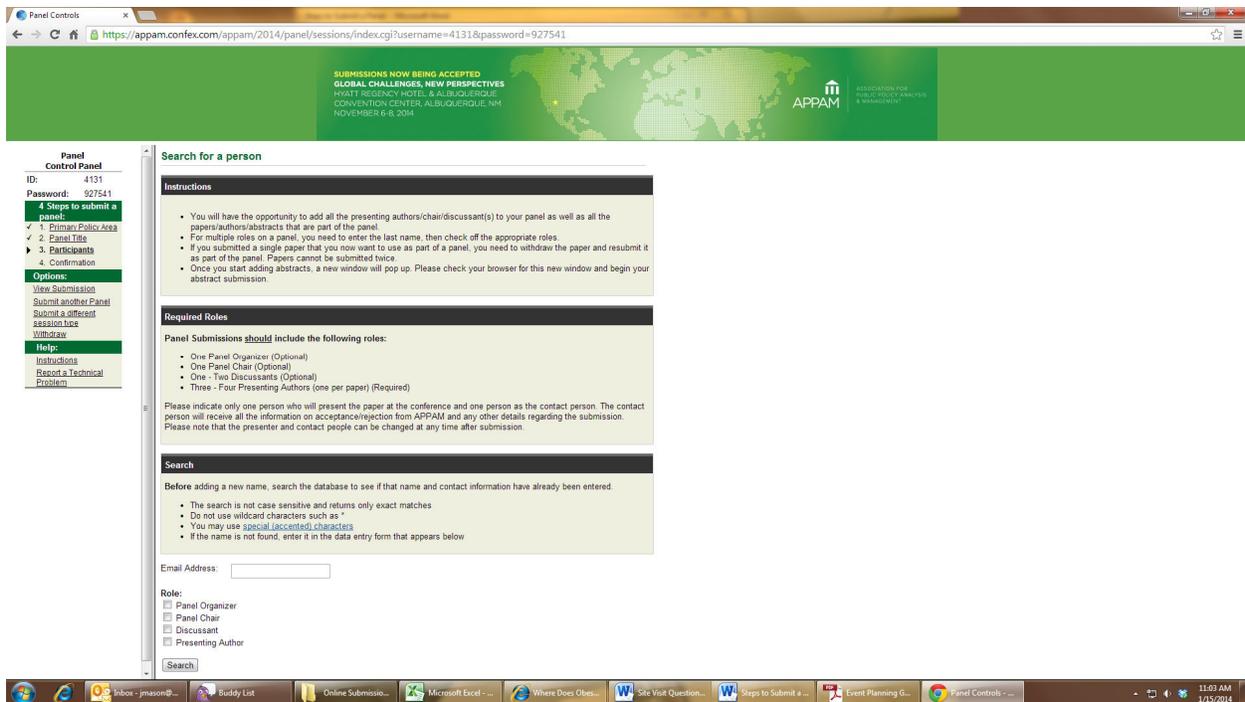
- The search is not case sensitive and returns only exact matches
- Do not use wildcard characters such as \*
- You may use special (accented) characters
- If the name is not found, enter it in the data entry form that appears below

Email Address:

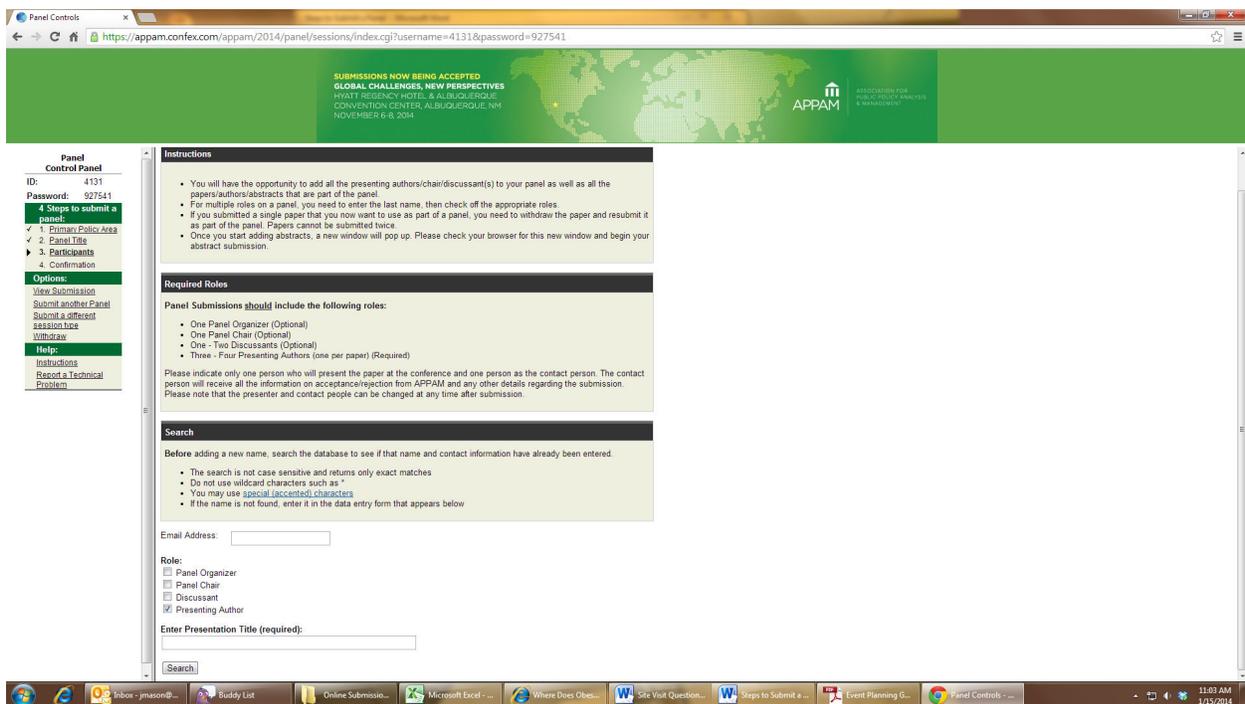
**Role:**

Panel Organizer  
 Panel Chair  
 Discussant  
 Presenting Author

Taskbar: Inbox - jmeson@... | Buddy List | Online Submission... | Microsoft Excel - ... | Where Does Obs... | Site Visit Question... | Steps to Submit a... | Event Planning G... | Panel Controls - ... | 11:02 AM 1/15/2014



6. If you select the role of “presenting author” you will also be asked to enter the coordinating paper title in title case.



7. Continue adding participants until all appear in the listing

Panel Controls

https://appam.confex.com/appam/2014/panel/sessions/index.cgi?username=4131&password=927541

SUBMISSIONS NOW BEING ACCEPTED  
GLOBAL CHALLENGES, NEW PERSPECTIVES  
HYATT REGENCY HOTEL & ALBUQUERQUE  
CONVENTION CENTER, ALBUQUERQUE, NM  
NOVEMBER 6-8, 2014

APPAM  
ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

Panel Control Panel  
ID: 4131  
Password: 927541  
4 Steps to submit a panel:  
1. Primary Policy Area  
2. Panel Title  
3. Participants  
4. Confirmation  
Options:  
View Submission  
Submit another Panel  
Submit a different session title  
Withdraw  
Help:  
Instructions  
Report a Technical Problem

**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, presenting authors, chair and discussants one at a time. You will add the non-presenting authors later.

Role	Person	Edit	Delete
Panel Chair	Amy Coll		

Add new person

**How to complete paper submission**

This is where you will add the non-presenting authors and complete your paper submission.

- You may use the arrows on the right to re-order the papers so they appear in the order you prefer.
- Click on the title of each paper to enter the abstract.
- Another window will open. Complete the form on "Title" step and click "Save and Continue." On the next page, click "Author" and add each non-presenting author by clicking the "Add new person" button. Follow the next step to upload your abstract. Complete your submission by clicking "Conclude Submission".
- These steps will need to be taken for each paper within your panel submission.
- You will not be able to move on to the next screen until all the required roles are designated and all papers are included and abstracts provided. **Panel Submissions should include the following roles:**
  - One Panel Organizer (Optional)
  - One Panel Chair (Required)
  - One - Two Discussants (Required)
  - Three - Four Presenting Authors (one per paper) (Required)
- Once you have completed everything, please click on the "Participants" button on the left, and your screen will refresh. Then, the Confirmation button should appear.

Paper Title	Speaker	Delete
<a href="#">fahkldfahkldfahk</a>	Jocelyn Mason	

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 Title under "Presentation" in the table above.

11:06 AM 1/15/2014

8. Scroll down on the same page to see the listing of papers in the session (each session must have 3-4 papers)

Panel Controls

https://appam.confex.com/appam/2014/panel/sessions/index.cgi?username=4131&password=927541

SUBMISSIONS NOW BEING ACCEPTED  
GLOBAL CHALLENGES, NEW PERSPECTIVES  
HYATT REGENCY HOTEL & ALBUQUERQUE  
CONVENTION CENTER, ALBUQUERQUE, NM  
NOVEMBER 6-8, 2014

APPAM  
ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

Panel Control Panel  
ID: 4131  
Password: 927541  
4 Steps to submit a panel:  
1. Primary Policy Area  
2. Panel Title  
3. Participants  
4. Confirmation  
Options:  
View Submission  
Submit another Panel  
Submit a different session title  
Withdraw  
Help:  
Instructions  
Report a Technical Problem

at least 3 and no more than 4 Presenting Authors

**Instructions**

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

Role	Person	Edit	Delete
Panel Chair	Amy Coll		

Add new person

**How to complete paper submission**

This is where you will add the non-presenting authors and complete your paper submission.

- You may use the arrows on the right to re-order the papers so they appear in the order you prefer.
- Click on the title of each paper to enter the abstract.
- Another window will open. Complete the form on "Title" step and click "Save and Continue." On the next page, click "Author" and add each non-presenting author by clicking the "Add new person" button. Follow the next step to upload your abstract. Complete your submission by clicking "Conclude Submission".
- These steps will need to be taken for each paper within your panel submission.
- You will not be able to move on to the next screen until all the required roles are designated and all papers are included and abstracts provided. **Panel Submissions should include the following roles:**
  - One Panel Organizer (Optional)
  - One Panel Chair (Required)
  - One - Two Discussants (Required)
  - Three - Four Presenting Authors (one per paper) (Required)
- Once you have completed everything, please click on the "Participants" button on the left, and your screen will refresh. Then, the Confirmation button should appear.

Paper Title	Speaker	Delete
<a href="#">fahkldfahkldfahk</a>	Jocelyn Mason	

Please Note:

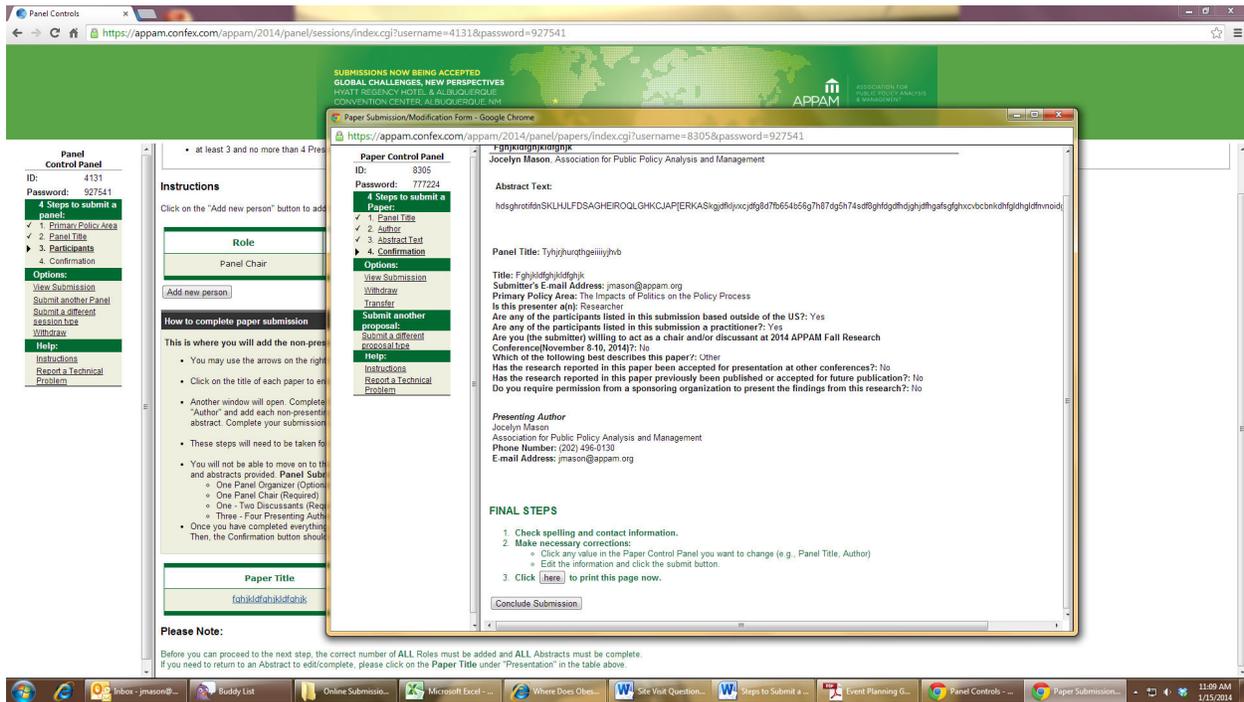
Before you can proceed to the next step, the correct number of ALL Roles must be added and ALL Abstracts must be complete. If you need to return to an Abstract to edit/complete, please click on the Paper Title under "Presentation" in the table above.

11:07 AM 1/15/2014

9. Click on the title of each paper to add the relevant paper information: See complete "Steps to Submit a Paper" for further details.

<http://www.appam.org/assets/1/7/Steps to Submit a Paper - 2013 FRC.pdf>

10. Once all paper info has been added and all steps of the panel have been included you will be taken to the confirmation page confirmation page; please review the information on this page carefully. If you are happy with the information, click “conclude submission”. If you do not see this page and click “conclude submission” your submission will remain incomplete. Submissions not completed by the submission deadline will be deleted and not considered for inclusion in the conference.



11. You will receive an email with your submission details including your login and password for the submission. Keep this email, the login credentials will allow you to login and make changes to your submission up to the submission deadline, and again later if your panel or any paper within the panel is accepted.