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

2. Click on "Submit a Panel"
3. Select a primary policy area that best fits your submission and click "Submit"
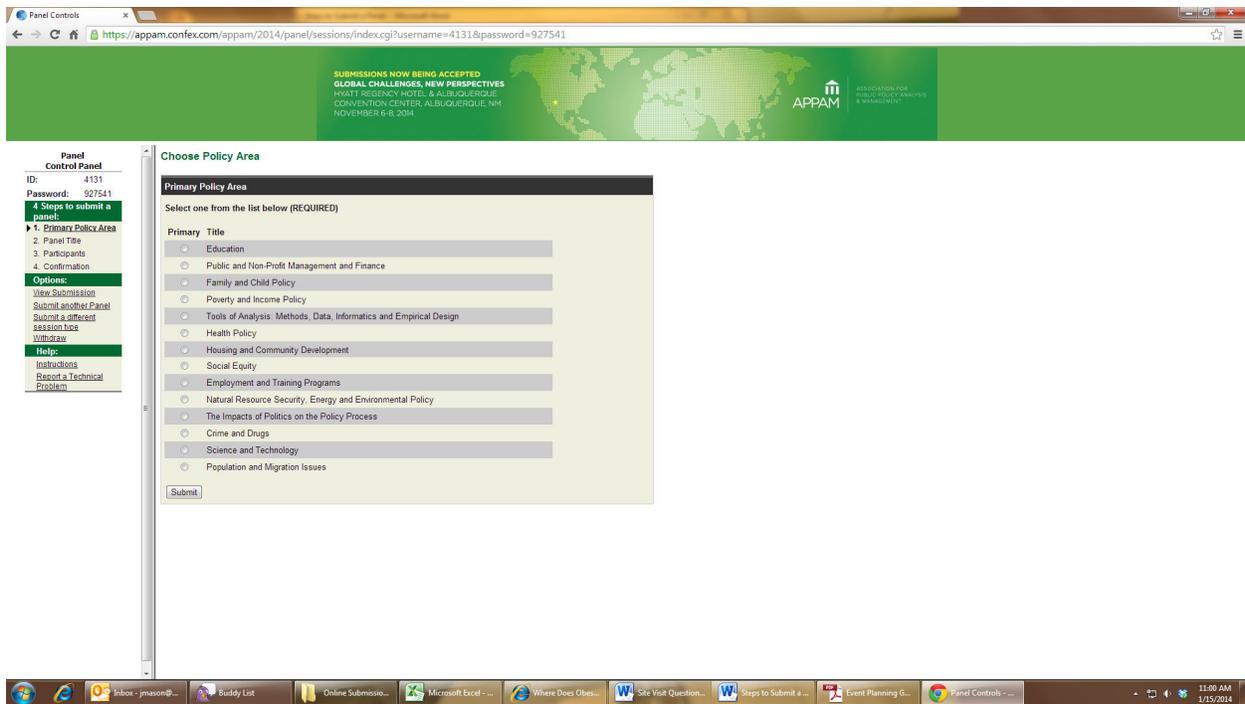
4. Enter the title of your panel in title case, enter your email address and name and enter a description of the panel (up to 500 words). Click "save and continue".
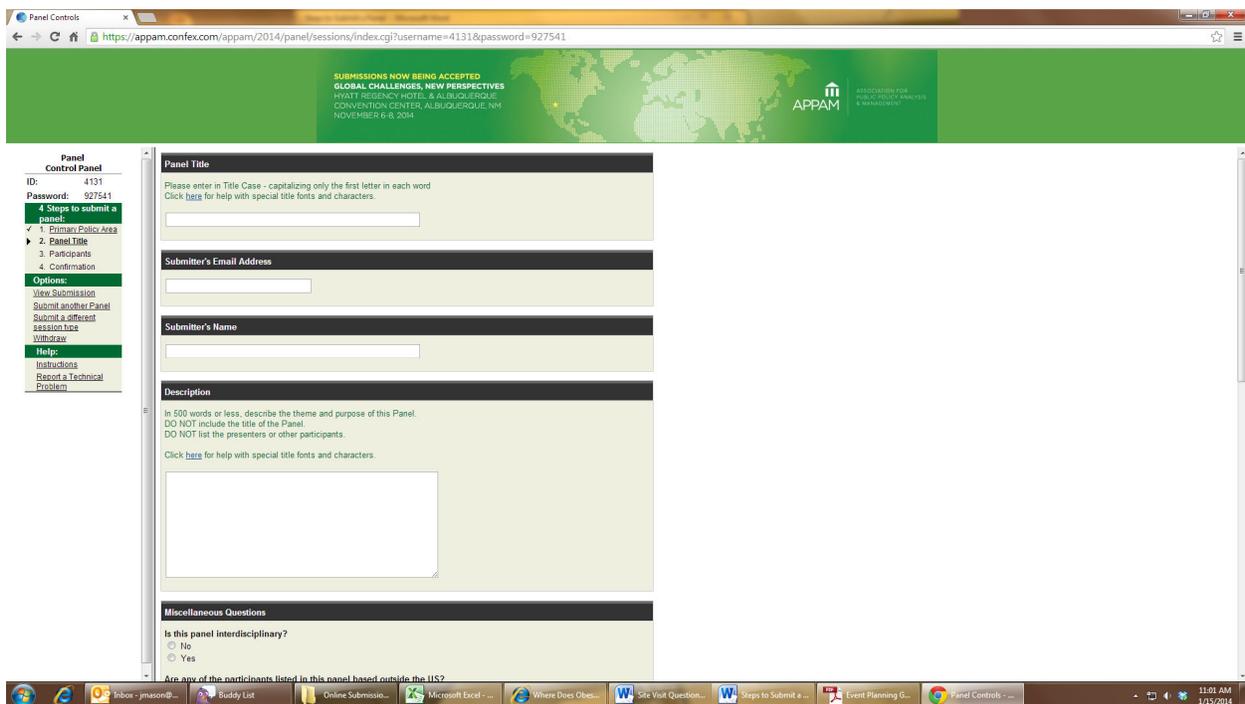
5. You may now add panel participants such as a chair, up to two discussants, an organizer or the presenting authors for each paper. Chair and at least one discussant are required. Click on the box next to one of the participant roles and enter that person's last name in the box. Type in the

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.

6. If you select the role of "presenting author" you will also be asked to enter the coordinating paper title in title case.
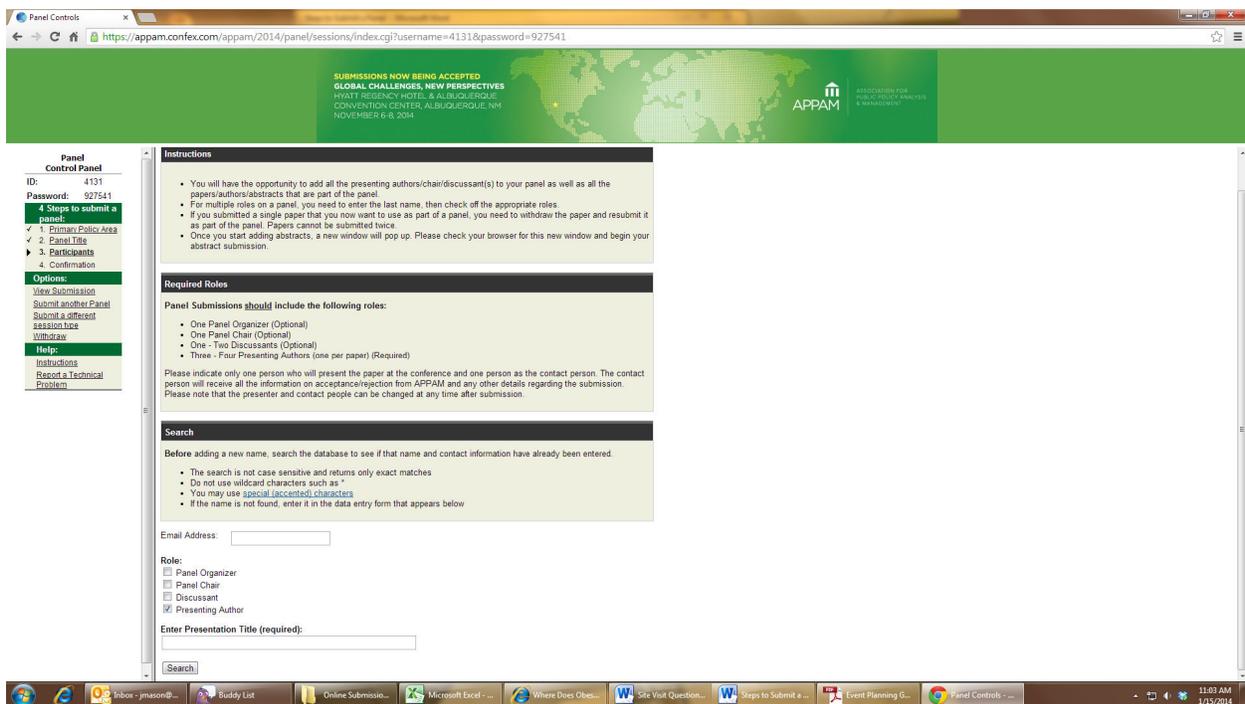
7. Continue adding participants until all appear in the listing

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

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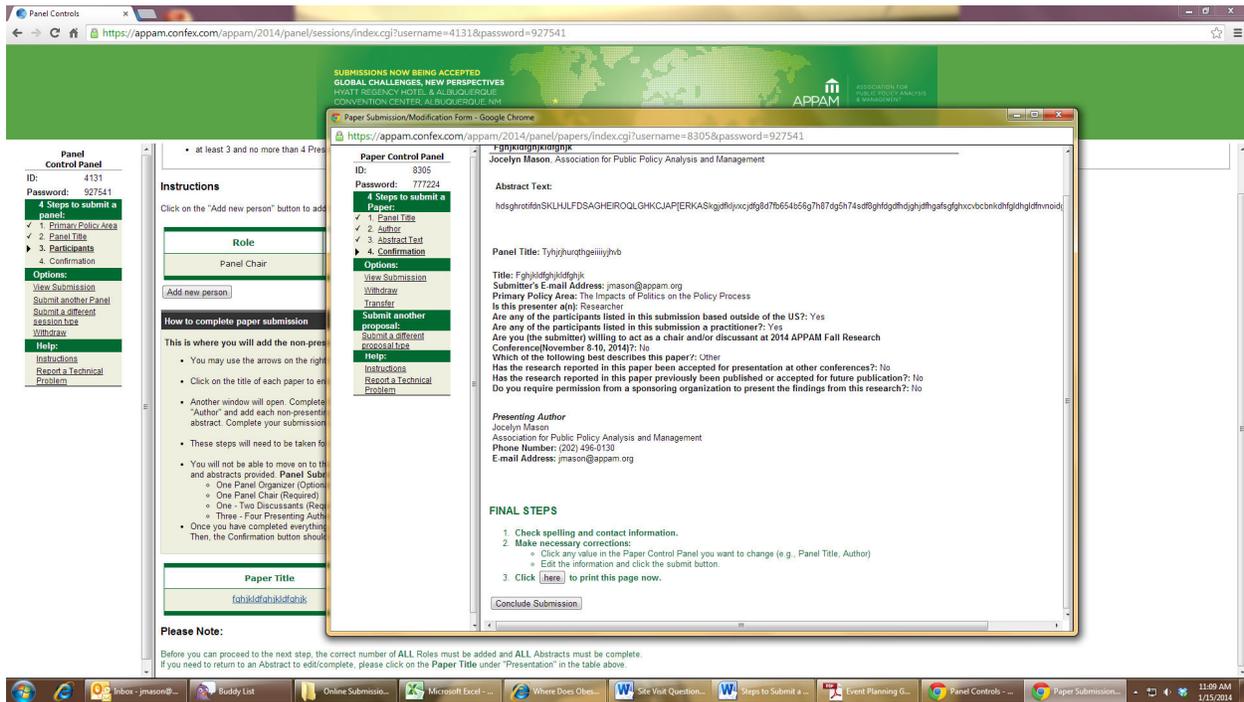
11. You will receive an email with your submission details including your login and password for the submission. Keep this email, the login credentials will allow you to login and make changes to your submission up to the submission deadline, and again later if your panel or any paper within the panel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