APPAM 2020 Fall Research Conference:

Research across the Policy Lifecycle – Formulation, Implementation,
Evaluation and Back Again

November 12-14, 2020 | Marriott Wardman Park Hotel | Washington, DC

How to Submit a Panel

1. Open the Call for Proposals page: https://appam.confex.com/appam/2020/cfp.cgi.   Then, 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 Title:** You will be asked to enter information on your panel. You will also be asked to agree to three acknowledgements that are required to continue in the submission process. After entering the information and answer the questions, click 'Save'.

4. Participants – You will need to enter information for each participant. To be considered, panels must have 1) One Organizer; 2) One Panel Chair; 3) One – Two Panel Discussants; and 4) Three – Four Presenting Authors. Please note that a presenting author may not also serve as chair or discussant on the same panel. One may also not serve as both chair AND discussant on the same panel. As the organizer is not an active speaking role, rather just the contact person for the panel, that person may serve as a presenting author, discussant, or chair in addition to the organizer.

To enter a participant, enter either their last name or email address into the fields provided, select their role for the panel and click 'Add Participant.

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' or 'Select and Edit' if an email or organization needs to be updated. If you selected 'Not Found', you will have to opportunity to enter information for them. For each Presenting Author added, you will need to enter their Presentation Title before you can search for their name.

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

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

For each paper, you will be asked to enter the title and abstract text. Please do so and click 'Save' after each page. If you would like to add additional authors, click on the 'Author' step in the top navigation bar. 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 t he window after you receive your confirmation.

Title Step, Top of Page

Title Step, Bottom of Page

Abstact Text Step

Confirmation Step

Once you have entered information on all papers included in the panel, click on 'Participants' in the top navigation bar to refresh the page. When the page refreshes, click 'Confirmation' at the bottom of the screen. If 'Confirmation' does not appear, check to make sure that all papers have been completed by looking at the icon to the right of the paper title.   If a red X appears, the paper has not yet been completed. If a green check appears, the paper is complete.

5. **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.

Thank you for submitting your proposal for the 2020 Fall Research Conference! 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 April 10, 2020. After that date, all submissions will be closed and edts may not be made.