APPAM

ASSOCIATION FOR
PUBLIC POLICY ANALYSIS
& MANAGEMENT

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

<u>How to Submit a Super Session</u>

1. Open the Call for Proposals page: https://appam.confex.com/appam/2020/cfp.cgi Then, click 'Submit a Super Session'

2. **Primary Policy Area:** You will be asked to select a policy area. You may only select one area for submission. On the following pages you will be able to note if the submission also touches on a secondary policy area. After selecting the appropriate area, click 'Submit' at the bottom of the screen.

3. **Setup Session:** You will be asked to enter information on your super session. After entering the information and answer the questions, click 'Save'.

Title Step, Top of Page   *Title Step, Bottom of Page*

4. **Participants** – You will need to enter information for each participant. To be considered, super sessions must have: 1) One Moderator; and 2) One Organizer; and 3) Two – Four Speakers.

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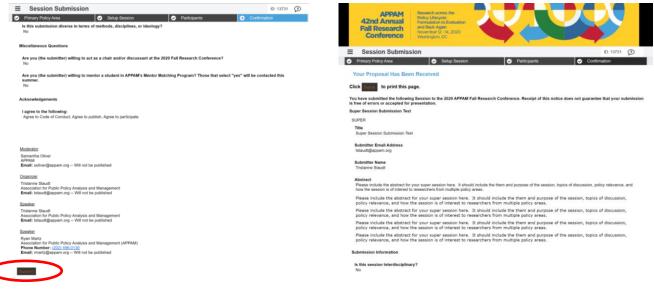

From the search results, either select an individual from the results or 'Not Found' if the individual does not appear in the search, then click 'Select.   If you selected 'Not Found', you will have to opportunity to enter information for them.
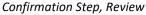
As you select the individuals, they will all show on the screen like below. To add the next person, click 'Add new person'. Once you have entered information on all speakers included in the session, click 'Confirmation' at the bottom of the screen.

5. **Confirmation:** You will have the opportunity to review your super session 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.

Confirmation Step, Review   *Confirmation Step, Submitted*

Thank you for submitting your proposal for the 2020 Fall Research Conference! After submitting your proposed roundtable, 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 edits may not be made.