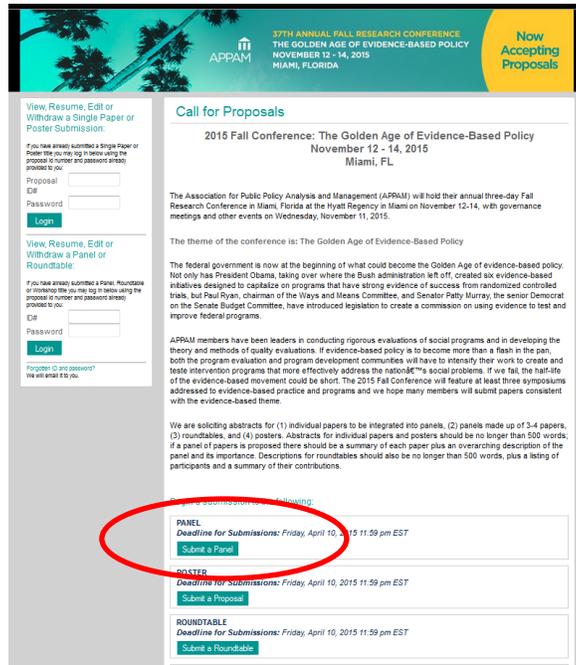




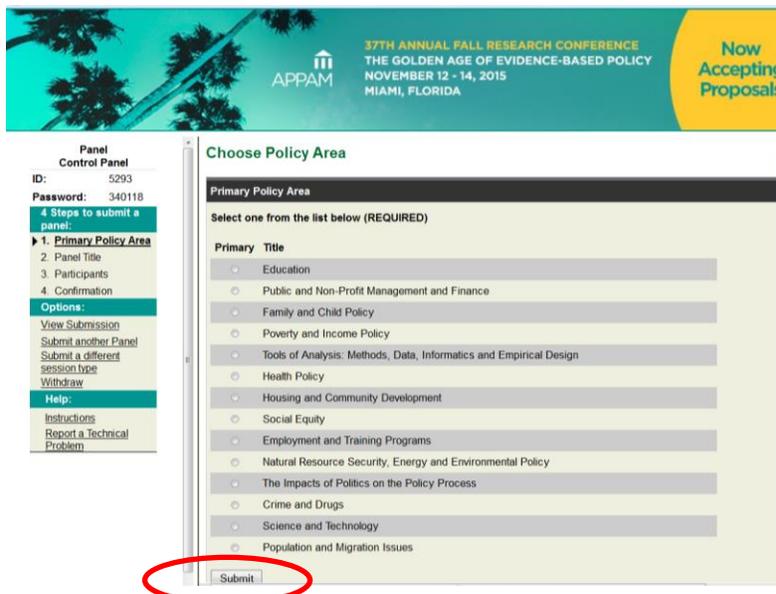
APPAM 2015 Fall Research Conference: *The Golden Age of Evidence-Based Policy* November 12-14, 2015 Miami, Florida

How to Submit a Panel

1. Open the Call for Proposals page: <https://appam.confex.com/appam/2015/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. Please note that all communications from APPAM regarding this 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 and answer the questions, click ‘Save and Continue’.

The image shows two screenshots of the APPAM web portal interface. The top banner reads '37TH ANNUAL FALL RESEARCH CONFERENCE THE GOLDEN AGE OF EVIDENCE-BASED POLICY NOVEMBER 12 - 14, 2015 MIAMI, FLORIDA' and 'Now Accepting Proposals'. The left sidebar contains navigation options like '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 type', 'Withdraw', 'Help', 'Instructions', 'Report a Technical Problem'. The main content area is titled 'Panel Title' and contains a form with fields for 'Text Panel', 'Submitter's Email Address' (with 'tstauch@appam.org' entered), 'Submitter's Name' (with 'Trotanne Stauch' entered), and a 'Description' field. Below the description is a 'Miscellaneous Questions' section with a radio button for 'Is this panel interdisciplinary?' set to 'Yes'. The second screenshot shows the 'Confirmation' step with a 'Save and Continue' button circled in red.

4. **Participants** – You will need to enter information for each participant. To be considered, panels must have 1) One Panel Chair; 2) One – Two Panel Discussants; and 3) Three – Four Presenting Authors. You may also add a Panel Organizer if you wish.

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

The image shows a screenshot of the 'Search for a person' form in the APPAM web portal. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Search for a person' and contains 'Instructions', 'Required Roles', and 'Search' sections. The 'Search' section has a text input field for 'Last Name' and another for 'Email Address'. Below these are radio buttons for 'Role' with options 'Discussant' and 'Presenting Author'. A 'Search' button is at the bottom. The search fields and the 'Search' button are circled in red.

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. For each Presenting Author added, you will need to enter their Presentation Title before you can search for their name.

37TH ANNUAL FALL RESEARCH CONFERENCE
THE GOLDEN AGE OF EVIDENCE-BASED POLICY
NOVEMBER 12 - 14, 2015
MIAMI, FLORIDA

Now Accepting Proposals

Panel Control Panel
ID: 5282
Password: 160514
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 type
Withdraw
Help:
Instructions
Report a Technical Problem

Search Results
Please select the appropriate name from the list below, or select "Name Not Found".

- Nancy Staudt, n*****@northwestern.edu - Northwestern University IPR
- Tristanne Staudt, t*****@appam.org - APPAM
- Not Found - Enter a new name

Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit".

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

Panel Control Panel
ID: 5282
Password: 160514
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 type
Withdraw
Help:
Instructions
Report a Technical Problem

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	Move
Panel Organizer	Tristanne Staudt			
Panel Chair	Audry Horne			
Discussant	Heather Burns			

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.

5. **Individual 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.

Panel Control Panel
 ID: 5282
 Password: 100514
 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 type
 Withdraw
 Help:
 Instructions
 Report a Technical Problem

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Role	Person	Edit	Delete	Move
Panel Organizer	Tristanne Staudt			
Panel Chair	Audry Horne			
Discussant	Heather Burns			

[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 have reached the "Confirmation" step and have completed submission by clicking "Conclude Submission".

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" step on the left, and your screen will refresh. Then, the Confirmation button should appear.

Paper Title	Speaker	Delete	Move
Test Paper 1	Tara Sheehan		
Test Paper 2	Heather Burns		

For each paper, you will be asked to enter the title, author, and abstract text. Please do so and click 'Save and Continue' 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.

Paper Control Panel
 ID: 11523
 Password: 960253
 4 Steps to Submit a Paper:
 ✓ 1. Title
 ✓ 2. Author
 ✓ 3. Abstract Text
 ✓ 4. Confirmation
 Options:
 View Submission
 Withdraw
 Allow Late
 Transfer
 Submit another proposal
 Submit a different proposal type
 Help:
 Instructions
 Report a Technical Problem

Click here to showhide instructions

Abstract Text Guidelines
 Please upload an Abstract not to exceed 500 words.
 Click [here](#) for help with special title fonts and characters.
 It is recommended that you copy and paste your text from another document you have already created and saved.
 You can apply special formatting using the buttons along the top of the box for subscripts (x₂), superscripts (x³), etc.

The federal government is now at the beginning of what could become the Golden Age of evidence-based policy. Not on evidence of success from randomized controlled trials, but Paul Ryan, chairman of the Ways and Means Committee, and federal programs.

APPAM members have been leaders in conducting rigorous evaluations of social programs and in developing the communities will have to intensify their work to create and test intervention programs that more effectively address the addressed to evidence-based practice and programs and we hope many members will submit papers consistent with the

You may copy and paste formatted text from your word processor. Use Ctrl-V to paste.

Paper Control Panel
ID: 11523
Password: 960253

4 Steps to Submit a Paper

- ✓ 1. Title
- ✓ 2. Author
- ✓ 3. Abstract Text
- 4. Confirmation

Options:

- View Submission
- Withdraw
- Allow Late
- Transfer
- Submit another proposal
- Submit a different proposal type

Help:

- Instructions
- Report a Technical Problem

Please Check Your Paper One More Time.

Then scroll all the way down to the bottom of this page and click "Conclude Submission".

Test Paper 1

Tara Sheehan, Association for Public Policy Analysis and Management (APPAM)

Abstract Text:

The federal government is now at the beginning of what could become the Golden Age of evidence-based policy. Not only has President Obama, taking over where the Bush administration left off, created six evidence-based initiatives designed to capitalize on programs that have strong evidence of success from randomized controlled trials, but Paul Ryan, chairman of the Ways and Means Committee, and Senator Patty Murray, the senior Democrat on the Senate Budget Committee, have introduced legislation to create a commission on using evidence to test and improve federal programs.

APPAM members have been leaders in conducting rigorous evaluations of social programs and in developing the theory and methods of quality evaluations. If evidence-based policy is to become more than a flash in the pan, both the program evaluation and program development communities will have to intensify their work to create and test intervention programs that more effectively address the nation's social problems. If we fail, the half-life of the evidence-based movement could be short. The 2015 Fall Conference will feature at least three symposiums addressed to evidence-based practice and programs and we hope many members will submit papers consistent with the evidence-based theme.

Panel Title: Test Education

Title: Test Paper 1

Submitter's E-mail Address: tstauid@appam.org

Primary Policy Area: Education

Is this presenter also a Practitioner?

Are any of the participants listed in this submission based outside of the US? No

Are any of the participants listed in this submission a practitioner? No

Which of the following best describes this paper?: Official report/publication of an organization

Has the research reported in this paper been accepted for presentation at other conferences? No

Has the research reported in this paper previously been published or accepted for future publication? No

Do you require permission from a sponsoring organization to present the findings from this research? No

Presenting Author

Tara Sheehan

Association for Public Policy Analysis and Management (APPAM)

Phone Number: (202) 495-9130

E-mail Address: tsheehan@appam.org

FINAL STEPS

1. Check spelling and contact information.
2. Make necessary corrections:
 - Click any value in the Paper Control Panel you want to change (e.g., Title, Author)
 - Edit the information and click the submit button.
 - Click [here](#) to print this page now.

[Conclude Submission](#)

Paper Control Panel

ID: 11523

Password: 960253

4 Steps to Submit a Paper

- ✓ 1. Title
- ✓ 2. Author
- ✓ 3. Abstract Text
- ✓ 4. Confirmation

Options:

- View Submission
- Withdraw
- Allow Late
- Transfer
- Submit another proposal
- Submit a different proposal type
- Help:
- Instructions
- Report a Technical Problem

Your paper submission has been received

Click [here](#) to print this page now.

You have submitted the following paper to 2015 Fall Conference: The Golden Age of Evidence-Based Policy. Receipt of this notice does not guarantee that your submission was complete or free of errors.

If you require consideration in regards to the scheduling of your session, please email jmaison@appam.org with your proposal title and number, your name and your schedule limitations. Please limit scheduling requests to reasons of great importance including religious observances, medical needs or international travel limitations. Scheduling nearly 300 sessions is very challenging and requires many sessions to be scheduled during non-preferred time slots.

Test Paper 1

Tara Sheehan, Association for Public Policy Analysis and Management (APPAM)

Abstract Text:

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Title: Test Paper 1

Submitter's E-mail Address: tstauid@appam.org

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Do you require permission from a sponsoring organization to present the findings from this research? No

Presenting Author

Tara Sheehan

Association for Public Policy Analysis and Management (APPAM)

Phone Number: (202) 495-9130

E-mail Address: tsheehan@appam.org

If necessary, you can make changes to your paper submission by Friday, April 10, 2015

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.

Panel Control Panel
ID: 5252
Password: 162514

4 Steps to submit a panel

- ✓ 1. Panel Policy Area
- ✓ 2. Participants
- ✓ 3. Confirmation

Options:

- View Submission
- Submit another Panel
- Submit a different session type
- Withdraw

Help:

- Instructions
- Report a Technical Problem

Click on the "Add New Person" button to add the panel organizer, presenting authors, chair and discussant one at a time. You can add the non-presenting authors later.

Role	Person	Edit	Delete	Move
Panel Organizer	Tristiane Staudt			
Panel Chair	Audry Horne			
Discussant	Heather Burns			

[Add new person](#)

How to complete paper submission

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- 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".
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- One - Two Discussants (Required)
- Three - Four Presenting Authors (one per paper) (Required)

- Once you have completed everything, please click on the "Participants" step on the left, and your screen will refresh. Then, the Confirmation button should appear.

Paper Title	Speaker	Delete	Move
Test Paper 1	Tara Sheehan		
Test Paper 2	Heather Burns		
Test Paper 3	Heather Burns		

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 edit/complete, please click on the Paper Title under "Presentation" in the table above.

Next step: [Confirmation](#)

