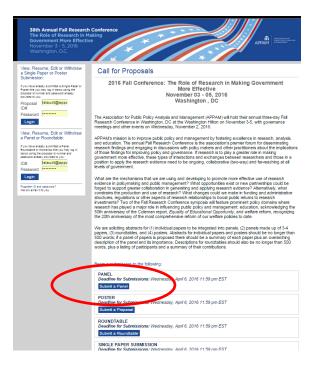


APPAM 2016 Fall Research Conference: The Role of Research in Making Government More Effective November 3-5, 2016 Washington, DC

How to Submit a Panel

1. Open the Call for Proposals page: <u>https://appam.confex.com/appam/2016/cfp.cgi</u> 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. On the following page, some policy areas may require a sub-policy area be selected as well.

Panel	Choose	Policy Area
6730		
ssword: 990293	Primary I	Policy Area
Steps to submit a sanel:	Please se	elect one from the list below. For descriptions of each policy area please click here.
I. Primary Policy Area	Primary	Title
Panel Title	0	Crime and Drugs
Participants Confirmation	0	Education
apers:	0	Employment and Training Programs
int	0	Family and Child Policy
Tange	0	Health Policy
tions:		Housing and Community Development
w Submission	0	Natural Resource Security, Energy and Environmental Policy
bmit another Panel bmit a different session	0	Population and Migration Issues
2		Poverty and Income Policy
thdraw ow Late	0	Public and Non-Profit Management and Finance
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Back to Meeting mpersonate:	Submit	en Pransis, Methods, Data, mormanis and Pesearch Design

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'.

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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. 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.

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'.

Panel trol Panel	Search for a person
6730 # 990293	Instructions
to submit a	
acy Policy Area	 You will have the opportunity to add all the presenting authors and organizer to your panel as well as all the papers/authors/abstracts that are part of the panel.
i Tale	For multiple roles on a panel, you need to enter the list 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
cipanta	resubmit it as part of the panel. Papers cannot be submitted twice. • Once you start adding abstracts, a new window will pop up. Please theck your brokser for this new window and
Irmation	begin your abstract submission. Chairs and Discussants may not serve as a presenting author on the same panel.
	Required Roles
1984-102	Panel Submissions must include the following roles:
other Panel different session	One Panel Organizer - Required One Panel Chair - Required
Distant 2433100	One - Two Discussants - Required Trive - Four Prosenting Authors (one per paper) - Required
	Any presenting author may also serve as the panel organizer.
	Please indicate only one person who will present the paper at the conference and one person as the contact person.
ton:	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.
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	Before adding a new name, search the database to see if that name and contact information have already been
28	entered The search is not case sensitive and returningly exact matches
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	Presenting Author

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.

38th Annual Fall Rese The Role of Research Government More Eff November 3 - 5, 2016 Washington, D.C.	in Making
Control Panel Control Panel D: 6730 Password: 990293 4 Steps to submit a panel: 1. Primary Policy Area 2. Panel Title 3. Participants 4. Confrmation Papers: Print Arrange Options: View Submission	Search Results Please select the appropriate name from the list below, or select "Name Not Found". Nancy Staudt, <u>n-staudt@northwestem.edu</u> - Northwestem University IPR Tristanne Staudt, <u>Istaudt@appam.org</u> - Association for Public Policy Analysis and Management Tristanne Staudt, <u>Inistanne staudt@gmail.com</u> - APPAM TEST ACCOUNT Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit". Select 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'.

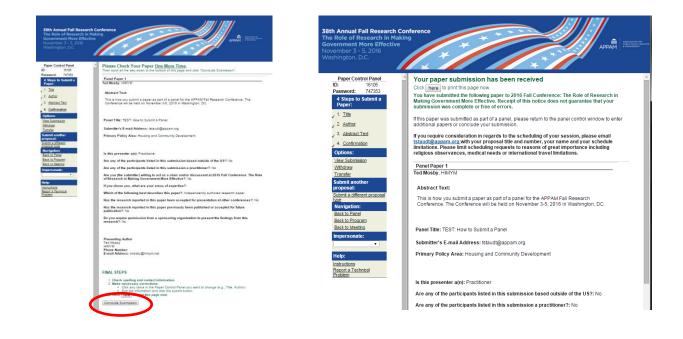
38th Annual Fall Rese The Role of Research Government More Eff	in Making	* * * * *		211	
November 3 - 5, 2016 Washington, D.C.	*		**		PPAH
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<u>Primary Policy Area</u> . <u>Panel Title</u> . <u>Participants</u> . Confirmation Papers:	Panel Organizer Panel Chair	Tristanne Staudt Tristanne Staudt	2	9	Move

5. *Panel 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.

unel rol Panel	Add/Edit People						
6730 960293	Each Paper in this Panel need confirmation step before the P	is to have reached and complet anel can move past this step.	ed the				
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ichnical	 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 cloking "Conclude Submission". 						
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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.

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International States Navigation: Back to Franel Back to Meeting Impersonate:	Are any of the authors listed in this submission a student? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Paper Control Panel V Click have to show/hide instructions Di: 15105 Assays: Assays: Assays: Assays: Assays: Assays: Assays: Assays: Assays: Click have to show/hide instructions 1 2. Assays: Click have for help with appeal bite forts and characters: Click have for help with appeal bite forts and characters: It is in commended that you copy and paste your text from another document you have already created and saved.
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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.

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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.

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	Are any of the participants listed in this submission a practitioner?: No Do the participants of this submission represent a diversity of organizational afflations?: No	Help: Instructions	Discussant
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	It is recommended that you copy and pastle your test from another document you have already prested and soved. You can apply special formating using the buttors along the top of the box for subscripts (x_j), superscripts (x^2), etc.	C.	Submit

Thank you for submitting your proposal for the 2016 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 6, 2016**. After that date, all submissions will be closed and edits may not be made.

