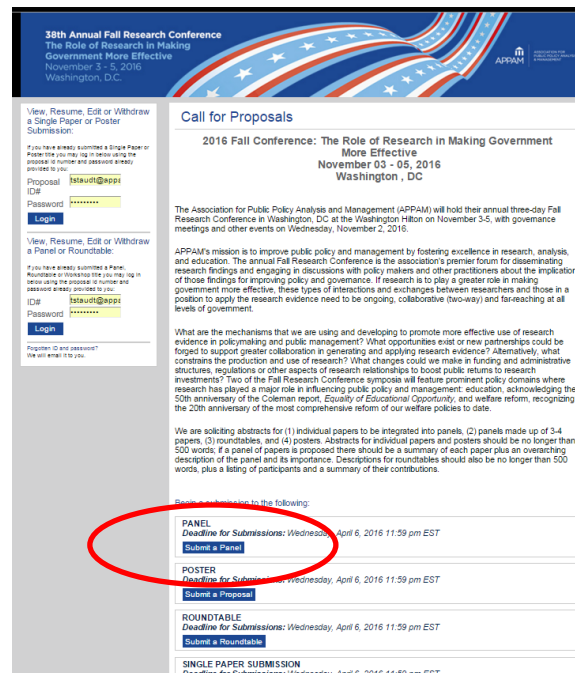
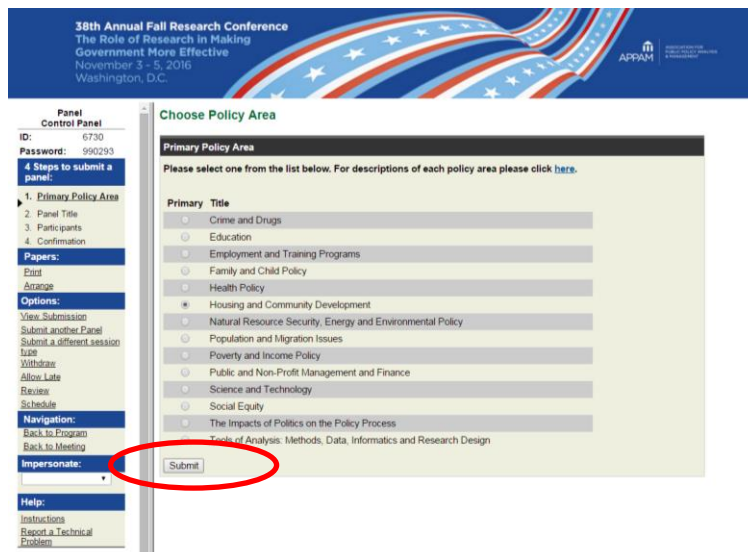


# APPAM 2016 Fall Research Conference: *The Role of Research in Making Government More Effective* November 3-5, 2016 Washington, DC How to Submit a Panel

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



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 38th Annual Fall Research Conference panel submission interface. The left screenshot displays the 'Panel Title' section, which includes fields for ID, Password, Panel Title, Submitter's Email Address, Submitter's Name, and Description. The right screenshot displays the 'Participants' section, which includes a list of participants and 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. 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’.

The image shows a screenshot of the APPAM 38th Annual Fall Research Conference panel submission interface, specifically the 'Search for a person' section. This section includes a search bar, a list of participants, and a 'Search' button 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.

**38th Annual Fall Research Conference**  
The Role of Research in Making Government More Effective  
November 3 - 5, 2016  
Washington, D.C.

**Panel Control Panel**  
ID: 6730  
Password: 990293

**4 Steps to submit a panel:**

1. Primary Policy Area
2. Panel Title
3. Participants
4. Confirmation

**Papers:**  
Print  
Arrange

**Options:**  
View Submission

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

- ☐ Nancy Staudt, [n-staudt@northwestern.edu](mailto:n-staudt@northwestern.edu) - Northwestern University IPR
- ☐ Tristanne Staudt, [tstaudt@appam.org](mailto:tstaudt@appam.org) - Association for Public Policy Analysis and Management
- ☐ Tristanne Staudt, [Tristanne.staudt@gmail.com](mailto:Tristanne.staudt@gmail.com) - APPAM TEST ACCOUNT
- ☐ 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'.

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ID: 6730  
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**4 Steps to submit a panel:**

1. Primary Policy Area
2. Panel Title
3. Participants
4. Confirmation

**Papers:**  
Print  
Arrange

**Options:**  
View Submission

**Instructions**  
Click on the "Add new person" button to add the panel organizer and presenting authors one at a time. You will add the non-presenting authors later.

Role	Person	Edit	Delete	Move
Panel Organizer	Tristanne Staudt			
Panel Chair	Tristanne Staudt			
Discussant	Barney Stinson			

**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.

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**Panel Control Panel**  
ID: 6730  
Password: 990293

**4 Steps to submit a panel:**

1. Primary Policy Area
2. Panel Title
3. Participants
4. Confirmation

**Papers:**  
Print  
Arrange

**Options:**  
View Submission

**Add/Edit People**  
Each Paper in this Panel needs to have reached and completed the confirmation step before the Panel can move past this step.

**Instructions**  
Click on the "Add new person" button to add the panel organizer and presenting authors one at a time. You will add the non-presenting authors later.

Role	Person	Edit	Delete	Move
Panel Organizer	Tristanne Staudt			
Panel Chair	Tristanne Staudt			
Discussant	Barney Stinson			

**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 reorder 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 confirm your address. Complete your submission by clicking "Complete 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 submitted and have reached the "Confirmation" step and have completed submission by clicking "Complete Submission."

**Panel Submissions must include the following roles:**

- One Panel Organizer - Required
- One Panel Chair - Required
- One - Ten Discussants - Required
- Three - Four Presenting Authors (one per paper) - Required

Any presenting author step also serve as the panel organizer.

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
<input type="button" value="Panel Paper 1"/>	<input type="button" value="Add New Person"/>		
<input type="button" value="Panel Paper 2"/>	Public Relations		
<input type="button" value="Panel Paper 3"/>	Tristanne Staudt		

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.

**Options:**  
[View Submission Window](#)  
[Transfer](#)  
[Submit another proposal](#)  
[Submit a different proposal type](#)  
**Navigation:**  
[Back to Panel](#)  
[Back to Program](#)  
[Back to Meeting](#)  
**Impersonate:**  
 [Dropdown]  
**Help:**  
[Instructions](#)  
[Report a Technical Problem](#)

☐ Academic  
☐ Practitioner  
☐ Researcher  
☐ Other

Are any of the authors of this paper based outside the US?  
☐ No  
☒ Yes

Are any of the authors listed in this submission a student?  
☐ No  
☒ Yes

Are any of the authors listed in this submission a practitioner?  
☐ No  
☒ Yes

**Paper Description**

Which of the following best describes this paper?  
☐ Independently authored research paper  
☐ Official report/publication of an organization  
☐ Other

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

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

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

(If so, has permission been obtained?) ☐ No ☐ Yes

[Save and Continue](#)

**38th Annual Fall Research Conference**  
 The Role of Research in Making Government More Effective  
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 Washington, D.C.

**Paper Control Panel**  
 ID: 16105  
 Password: 747353

**4 Steps to Submit a Paper:**  
 1. Title  
 2. Author  
 3. Abstract Text  
 4. Confirmation

**Options:**  
[View Submission Window](#)  
[Transfer](#)  
[Submit another proposal](#)  
[Submit a different proposal type](#)  
**Navigation:**  
[Back to Panel](#)  
[Back to Program](#)  
[Back to Meeting](#)  
**Impersonate:**  
 [Dropdown]  
**Help:**  
[Instructions](#)  
[Report a Technical Problem](#)

[Click here to show/hide 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 ( $x_2$ ), superscripts ( $x^2$ ), etc.

This is how you submit a paper as part of a panel for the APPAM Fall Research Conference.

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

[Save and Continue](#)

**38th Annual Fall Research Conference**  
 The Role of Research in Making Government More Effective  
 November 3 - 5, 2016  
 Washington, D.C.

**Paper Control Panel**  
 ID: 16105  
 Password: 747353

**4 Steps to Submit a Paper:**  
 1. Title  
 2. Author  
 3. Abstract Text  
 4. Confirmation

**Options:**  
[View Submission Window](#)  
[Transfer](#)  
[Submit another proposal](#)  
[Submit a different proposal type](#)  
**Navigation:**  
[Back to Panel](#)  
[Back to Program](#)  
[Back to Meeting](#)  
**Impersonate:**  
 [Dropdown]  
**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".

**Panel Paper 1**  
 Test Mosby, HIMYM

**Abstract Text:**  
 This is how you submit a paper as part of a panel for the APPAM Fall Research Conference. The Conference will be held on November 3-5, 2016 in Washington, D.C.

**Panel Title:** TEST: How to Submit a Panel

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

**Primary Policy Area:** Housing and Community Development

**In this presenter a(n):** 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?: Independently authored research paper

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**  
 Test Mosby  
 ID: 16105  
 Phone Number:  
 E-mail Address: tstauch@hymym.net

**FINAL STEPS**  
 1. Check spelling and contact information.  
 2. Make necessary corrections.  
 3. Click any value in the Paper Control Panel you want to change (e.g., Title, Author).  
 4. Edit the information and click the submit button.  
 5. Repeat steps 1-4 for each paper in the submission.

[Conclude Submission](#)

**Your paper submission has been received**  
[Click here](#) to print this page now.  
 You have submitted the following paper to 2016 Fall Conference: The Role of Research in Making Government More Effective. Receipt of this notice does not guarantee that your submission was complete or free of errors.  
 If this paper was submitted as part of a panel, please return to the panel control window to enter additional papers or conclude your submission.  
 If you require consideration in regards to the scheduling of your session, please email [tstauch@appam.org](mailto:tstauch@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.

**Panel Paper 1**  
 Test Mosby, HIMYM

**Abstract Text:**  
 This is how you submit a paper as part of a panel for the APPAM Fall Research Conference. The Conference will be held on November 3-5, 2016 in Washington, D.C.

**Panel Title:** TEST: How to Submit a Panel

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

**Primary Policy Area:** Housing and Community Development

**Is this presenter a(n):** 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

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: 0700  
Password: 997037

**5 Steps to submit a panel:**

1. Primary Policy Area
2. Sub-Policy, Education
3. Panel Title
- 4. Participants**
5. Submission

**Papers:**

Print  
Arrange

**Options:**

View Submission  
Submit another Panel  
Submit a different session  
Add  
Withdraw  
Allow Late  
Review  
Schedule

**Navigation:**

Back to Program  
Back to Meeting

**Impersonate:**

▼

**Help:**

Instructions  
Report a Technical Problem

## Add/Edit People

### Instructions

Click on the "Add new person" button to add the panel organizer and presenting authors one at a time. You will add the non-presenting authors later.

Role	Person	Edit	Delete	Move
Panel Organizer	Tristanne Staudt			
Panel Chair	Tristanne Staudt			
Discussant	Tristanne Staudt			

[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 must include the following roles:**

- One Panel Organizer - Required
- One Panel Chair - Required
- One - Two Discussants - Required
- Three - Four Presenting Authors (one per paper) - Required

- Any presenting author may also serve as the panel organizer.
- 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
<a href="#">Confirmation Edit</a>	<a href="#">Heather Burns</a>		
<a href="#">Confirmation Edit 2</a>	<a href="#">Audry Horne</a>		
<a href="#">Panel Paper 98</a>	<a href="#">Tristanne Staudt</a>		
<a href="#">Panel Paper 35</a>	<a href="#">Tristanne Staudt</a>		

**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 go to an Abstract to edit/complete, please click on the Paper Title under "Presentation" in the table above.

Next step: [Confirmation](#)

[illegible]

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.

[illegible]