ASSOCIATION FOR
PUBLIC POLICY ANALYSIS
& MANAGEMENT

APPAM

APPAM 2019 Fall Research Conference:
Rising to the Challenge: Engaging Diverse Perspectives on Issues and Evidence

November 7 - 9, 2019 | Sheraton Denver Downtown Hotel | Denver, CO

<u>How to Submit a Paper</u>

1. Open the Call for Proposals page: https://appam.confex.com/appam/2019/cfp.cgi Then, click 'Submit a Proposal' under the Single Paper Submission option.

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. **Paper Title:** You will be asked to enter information on your paper. After entering the information and answer the questions, click 'Save and Continue'.

4. **Author** – You will need to enter information for each author. To enter an author, enter either their last name or email address into the fields provided, select their role for the poster 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 the individual's name appears but needs to have the email or organizational affiliation updated, click 'Select and Edit'. 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. You must select which authors will be the Contact Person and Presenting Author on the paper. To add more than one author, click 'Add new person'.   Once all authors have been added, click 'Abstract Text'.

5. Abstract Text – Please enter up to 500 words for your abstract text. Once completed, click 'Save and Continue'.

6. **Confirmation:** You will have the opportunity to review your paper submission. Please ensure that all the information listed is correct. When finished, click 'Conclude Submission' at the bottom of the screen to receive your submission confirmation.

Thank you for submitting your proposal for the 2019 Fall Research Conference! After submitting your proposed paper, 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 11, 2019**. After that date, all submissions will be closed and edits may not be made.