

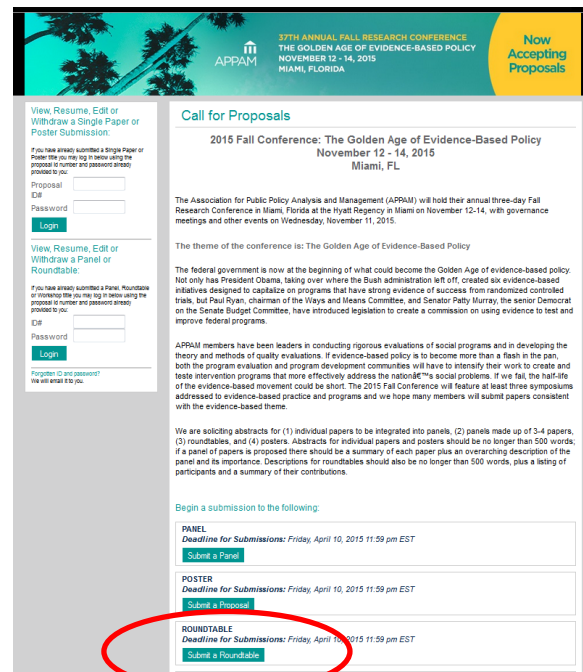
APPAM 2015 Fall Research Conference: *The Golden Age of Evidence-Based Policy*

November 12-14, 2015

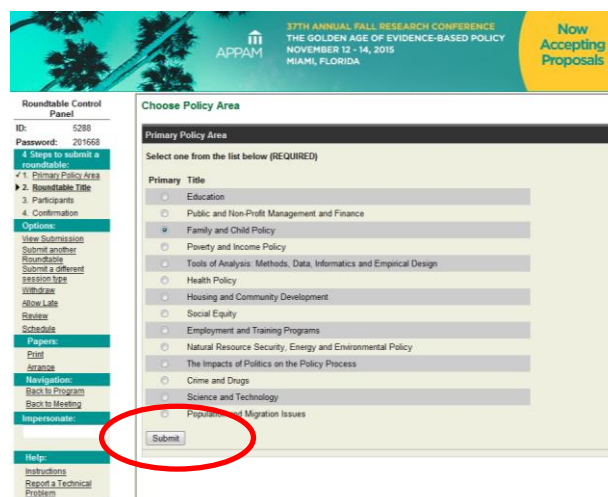
Miami, Florida

How to Submit a Roundtable

1. Open the Call for Proposals page: <https://appam.confex.com/appam/2015/cfp.cgi>. Then, click 'Submit a Roundtable'



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. **Roundtable Title:** You will be asked to enter information on your roundtable. Please note that all communications from APPAM regarding this roundtable will only be sent to the email address provided as 'Submitter's Email Address'. No other participants from the roundtable will receive communications regarding the submission. After entering the information and answer the questions, click 'Save and Continue'.

The image shows two screenshots of the APPAM Roundtable submission interface. The left screenshot displays the 'Roundtable Title' form, which includes a sidebar with navigation options like 'View Submission', 'Submit another Roundtable', and 'Submit a different session type'. The main form area has fields for 'Roundtable Title', 'Submitter's Email Address', 'Submitter's Name', and 'Description'. The right screenshot shows the 'Roundtable Control Panel' with a 'Save and Continue' button circled in red. The panel includes a 'Roundtable Control Panel' section with a 'Save and Continue' button circled in red.

4. **Participants** – You will need to enter information for each participant. To be considered, roundtables must have 1) One Roundtable Organizer; 2) One Moderator; and 3) Up to Four Presenting Authors.

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'.

The image shows a screenshot of the APPAM Roundtable submission interface, specifically the 'Search for a person' section. The interface includes a 'Roundtable Control Panel' on the left with navigation options like 'View Submission', 'Submit another Roundtable', and 'Submit a different session type'. The main section is titled 'Search for a person' and contains a 'Required Roles' section listing 'One Roundtable Organizer (required)', 'One Moderator', and 'Up to Four Speakers'. Below this is a 'Search' section with instructions on how to search for participants. The 'Search' section includes fields for 'First Name', 'Last Name', and 'Email Address', each with a 'Match "Like"' checkbox. There is also a 'Role' section with checkboxes for 'Roundtable Organizer', 'Moderator', and 'Speaker'. The 'Search' button is 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.

The screenshot shows the 'Roundtable Control Panel' on the left and 'Search Results' on the right. The panel includes fields for ID (5288) and Password (201668), a progress bar for 4 steps, and a list of options. The 'Search Results' section shows a search for 'Tristanne Staudt' with a 'Select' button circled in red.

Roundtable Control Panel

ID: 5288
Password: 201668

4 Steps to submit a roundtable:

- ✓ 1. Primary Policy Area
- ✓ 2. Roundtable Title
- 3. Participants
- 4. Confirmation

Options:

- View Submission
- Submit another Roundtable
- Submit a different session type
- Withdraw
- Allow Late

Search Results

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

- Tristanne Staudt, tsaudt@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".

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'.

The screenshot shows the 'Roundtable Control Panel' on the left and 'Add/Edit People' on the right. The panel includes fields for ID (5288) and Password (201668), a progress bar for 4 steps, and a list of options. The 'Add/Edit People' section shows a table with roles and names, and an 'Add new person' button circled in red.

Roundtable Control Panel

ID: 5288
Password: 201668

4 Steps to submit a roundtable:

- ✓ 1. Primary Policy Area
- ✓ 2. Roundtable Title
- 3. Participants
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Options:

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- Submit a different session type
- Withdraw
- Allow Late

Add/Edit People

You must add each of the following before you can proceed to the next step:

- at least 3 Speakers

Role	Person	Edit	Delete	Move
Roundtable Organizer	Tristanne Staudt			
Moderator	Tristanne Staudt			

Add new person

Once you have entered information on all papers included in the roundtable, click on 'Participants' in the left column to refresh the page. When the page refreshes, click 'Confirmation' at the bottom of the screen.

The screenshot shows the 'Roundtable Control Panel' on the left and 'Add/Edit People' on the right. The panel includes fields for ID (5288) and Password (201668), a progress bar for 4 steps, and a list of options. The 'Add/Edit People' section shows a table with roles and names, and a 'Confirmation' button circled in red.

Roundtable Control Panel

ID: 5288
Password: 201668

4 Steps to submit a roundtable:

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- ✓ 2. Roundtable Title
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Options:

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Add/Edit People

You must add each of the following before you can proceed to the next step:

- at least 3 Speakers

Role	Person	Edit	Delete	Move
Roundtable Organizer	Tristanne Staudt			
Moderator	Tristanne Staudt			
Speaker	Tristanne Staudt			
Speaker	Robin Shebetsky			
Speaker	Barney Stinson			

Add new person

Next Step **Confirmation**

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

The screenshot displays the 'Roundtable Control Panel' for the 37th Annual Fall Research Conference, 'The Golden Age of Evidence-Based Policy', held in Miami, Florida, from November 12-14, 2015. The page is titled 'Your proposal has been received' and includes a confirmation message: 'Click [here](#) to print this page. You have submitted the following Roundtable to 2015 Fall Conference: The Golden Age of Evidence-Based Policy. Receipt of this notice does not guarantee that your submission was complete, free of errors, or accepted for presentation.'

The left sidebar contains navigation links: 'Roundtable Control Panel', 'ID: 5268', 'Password: 201668', '4 Steps to submit a roundtable', '1 Primary Policy Area', '2 Roundtable Title', '3 Participants', '4 Confirmation', 'Options', 'View Submission', 'Submit another Roundtable', 'Submit a different session type', 'Withdraw', 'Allow Late', 'Revoke', 'Schedule', 'Papers', 'Print', 'Archive', 'Navigation', 'Back to Program', 'Back to Meeting', 'Impersonate', 'Help', 'Instructions', 'Report a Technical Problem'.

The main content area is titled 'Roundtable Test' and includes the following information:

- RTABLE**
- Title:** Roundtable Test
- Description:** roundtable test tes test
- Policy Area:** Family and Child Policy
- Is this submission interdisciplinary?** Yes
- 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 student?** No
- Do the participants of this submission represent a diversity of organizational affiliations?** Yes
- Are the participants of this submission diverse, with respect to race and ethnicity?** No
- Are you (the submitter) willing to act as a chair and/or discussant at 2015 Fall Conference: The Golden Age of Evidence Based Policy?** Yes, as a discussant only
- If you chose yes, what are your areas of expertise?** Health Policy
- Type:** Or

The right sidebar contains the following information:

- Moderator:** Tristane Staudt, APPAM, Email: tstauch@appam.org - Will not be published
- Roundtable Organizer:** Tristane Staudt, APPAM, Email: tstauch@appam.org - Will not be published
- Speaker:** Tristane Staudt, APPAM, Email: tstauch@appam.org - Will not be published
- Speaker:** Susan Sheehy, HSE/VI, Email: tstauch@appam.org - Will not be published
- Speaker:** Barney Strawn, HSE/VI, Email: tstauch@appam.org - Will not be published

A red circle highlights the 'Submit' button at the bottom right of the page.

Thank you for submitting your proposal for the 2015 Fall Research Conference! After submitting your proposed roundtable, you will receive an email with the session ID, password, and link to your submission. You may make and edits you'd like to the submission until the deadline of **April 10, 2015**. After that date, all submissions will be closed and edits may not be made.